Merchant Vendor Terms and Conditions 2026

Please read carefully. You will be asked to sign this agreement upon check-in and will NOT be permitted to drive on to festival grounds or occupy your vendor space until TIF has your signed agreement on file.

1. **Vendor Hours:**

Friday, March 13th: 4:45 pm to 9:00 pm

Saturday, March 14th: 11:00 am to 9:00 pm

Sunday, March 15th: 11:00 am to 6:00 pm

**All booths must be open and ready for business 30 minutes before the times stated above, and must stay open and staffed during the hours listed. Vendors who leave early will not be invited to participate in future events.

2. Vendor Pricing:

10x10: $295 for all three days.

10x20: $495 for all three days.

**Electricity is $50 extra. Electricity requests along with payment and completed Power Form must be received by January 31st in order to ensure availability.

**Vendors are responsible for bringing their own tents, tables, chairs, extension cords (50 foot minimum recommended), supplemental lighting, and anything else they require for set-up. All electrical equipment must meet reasonable safety standards.

3. Move in/Set up:

Friday, March 13th from 7:00 am to 12:00 pm.

**You will check in with the Vendor Relations Team on festival grounds.. Earlier check-in times will be available by prior arrangement. Additionally, vendors with unusually large vehicles or vendor spaces will be assigned early load-in times.

**One (1) vendor delivery pass will be provided per booth.

** Restock information to follow.

Vehicles must be removed from the festival grounds by 1:00 pm on Friday, March 13th. This deadline will be strictly enforced so please plan accordingly. Vendor vehicles WILL NOT be permitted to enter the gated area after 12:30 pm.

4. Load Out

Approximately 6:30 pm Sunday. As determined by Security and the Vendor Relations Team. Vehicles will be permitted on festival grounds for load out.

**Vendors will receive additional information during the event.

5. Security:

Will be provided 24 hours/day for the duration of the festival.

6. Electricity Requirements:

If your booth requires electricity, please inform the committee with the submission of your application so that we can send you our Electrical Power Request Form. We cannot guarantee that we will be able accommodate power requests made after January 31st. $50 fee for the weekend.

7. Vendor Passes:

Each 10' x 10' booth will receive 4 passes per day.

Each 10' x 20' booth will receive 6 passes per day.

8. Vendor Parking:

Vendors will receive parking information at check-in.

9. Insurance Policy:

All vendors are required to provide a Certificate of Insurance, evidencing an insurance policy written by an insurance company authorized to do business in the State of Oklahoma with the following coverages:

Comprehensive Automobile Liability:

Bodily Injury- $1,000,000 individual any single accident.

Bodily Injury- $2,000,000 multiple claimants any single accident.

Automobile Coverage:

Per the City of Tulsa: "If vendors who are approved to be on-site will be utilizing trucks or trailers, they must provide upon request by an authorized City staffmember, a certificate of automobile liability insurance with a bodily injury and property damage combined single limit of not less than $1,000,000 for each occurrence."

Said policies must specifically name the following entities as Additional Insureds and with a Waiver of Subrogation:

1. Tulsa Irish Fest
2. City of Tulsa

10. Booth Fee:

Your non-refundable booth reservation fee ($295 for 10x10 or $495 for 10x20) is due upon acceptance to the festival and must be received within 14 days of your being notified of your acceptance in order to secure your spot. A payment link will be provided in your acceptance email. If we don't receive payment within the 14 day period, your reserved spot will be reopened and offered to other vendors.

11. Damages/Loss:

While every effort will be made to provide appropriate security for the festival, The Tulsa Irish Festival will not be held responsible for any damages, losses or injuries.

Additional Provisions:

1. Vendors are required to check in with the Vendor Relations Team between 7:00 am - 12:00 pm on Friday, March 13th unless otherwise notified.
   -All vehicles must be off festival grounds no later than 1:00 pm on March 13th
2. Refunds will not be given for vendor cancellations.
3. Vendors may only bring the items/products that were previously disclosed to the festival committee.
4. Booth number will be the permanent space provided to the vendor. Please do not ask to be moved.
5. Vendors will not be permitted to play loud music, broadcasts, advertisements or anything else that is audible outside the confines of their individual booth space.
6. No tape, nails or staples may be used on any equipment or tents provided by the festival.
7. Display and merchandising material must be confined to the vendor's own booth area.
8. Vendor understands that the Tulsa Irish Festival will be held outdoors and will take place rain or shine and booth fees are non-refundable.
9. Any dispute arising out of or related to these terms and conditions will be governed by Oklahoma law, and venue for any such dispute will exclusively be in the United States Federal or Oklahoma State courts located in Tulsa County, Oklahoma.
10. Tulsa Irish Fest is a family friendly festival with strict standards regarding vendor conduct and activities. If TIF, in its reasonable discretion, determines that a Vendor's merchandise, conduct, appearance or behavior is disruptive to the festival, TIF may terminate that Vendor's access right immediately upon notice, in which event such Vendor will immediately vacate the premises, and no refund of any fees collected by Tulsa Irish Fest will be refunded to the Vendor.

By signing here, I state that I have read the Terms and Conditions and that I and/or my organization will abide by these provisions.

_____ _____

Signature Date