



30th Annual Comanche Nation Fair

Sept. 29th, Sept. 30th, & Oct. 1st, 2023

Food Vendor Rules & Regulations:

- Application Deadline for all Food Vendors: **Friday, September 8th, 2023.**
- **Non-Refundable Fee. This is a rain, wind, or shine event!**
- Food Vendors agree that in the event of acts of God, storms, or high winds, that neither the Comanche Nation nor any of the Comanche Nation Fair Board Committee, or its employees, shall not be responsible for loss items, damages, third party damages, claims or loss to property, persons or vessel and have no liability whatsoever for damage, of any nature, to any person, matter, or thing resulting from the storm, winds, or water, or other acts of God, or imminent threat thereof, nor from fire, accidents, or thefts.
- **Payment must be Cashier Check or Money Order ONLY.** No personal checks, credit or debit cards, or cash. Payment must be paid in full.
- Food Vendors must include complete Food Menu that will describe items to be sold at the Fair, including prices of items. Food Menu should be attached with Application.
- **Food Vendors will not sell any soda or water.** Only the Comanche Nation will sell these items at the Fair.
- Food Vendors must submit dimensions of your concession/trailer that includes area ground measurements including storage area, overhead awning, and trailer "tongue". Food Vendors are allowed only one booth space (10x20), however, additional space requires additional payment (See Application).
- Food Vendors are selected by the Comanche Nation Fair Board Committee. All locations are final; no negotiations will be made unless deemed necessary by the Event Coordinator or Comanche Nation Fair Board Committee.
- Food Vendors with identical products or services will not be placed next to each other for the benefit of all.
- All Food Vendors and their workers must attend the Comanche Nation Fair's Food Handlers Class that will be provided. Please carefully read attachment of Food Handler's Class for all food vendors. If Food Vendor has a State Recognized Food Handler's License, this will be acceptable, but Food Vendor must provide a copy of the license and still comply with Comanche Nation Fair rules and regulations.
- All Food Vendors are responsible for furnishing their own equipment.
- No additional trailers or personal vehicles will be allowed in event area AFTER setting up.
- Generators will not be allowed in the event areas.
- Security will be present at all times but will not show any special treatment toward any vendors personally.
- The Event Coordinators and Health Inspectors have the right to inspect the vendor booth at any time before and during the event. Failure to do so will result in removal of vendor from event with NO REFUND.
- Clean up of the area is the responsibility of the Food Vendors, including the removal of their own trash and food related waste, such as food grease and "grey water", to the designated disposal areas.
- The Comanche Nation Fair Committee has been granted the exclusive rights to sell items both official and otherwise that might bare the statement "Comanche Nation Fair 2023", and no artist or Food Vendor will be permitted to sell such items.
- All Food Vendors that require electricity must stay in compliance with the Comanche Nation Fair electricity outlets that are currently available. An electrical inspection will be conducted before and during the event to ensure compliance. There will be no extension of cords to other outlets, A&C's vendor outlets, building outlets, etc. Failure to comply will result in dismissal from the fair with NO REFUND.
- In the event of inclement weather, the Event Coordinators will inform all vendors immediately of new location and vital information (See Inclement Weather form).
- **Food Vendor set-up will be after 8:00 AM, September 28th, 2023.**
- Decisions of the Comanche Nation Fair Board Committee (CNFBC) are final. No exceptions.



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*Food Handler's Class Information:

- Food Handler's Class will be scheduled: **Thursday, September 28th, 2023 inside Watchetaker Hall (584 NW Bingo Rd., Lawton, OK 73507) @ 10:00 AM. Registration will be @ 9:30am.**
- This is a rain, wind, or shine event! Food Handler's Class cannot be rescheduled or made-up in the event that a worker(s) or food vendor(s) misses or is absent.
- A Health Inspector will be present for the Food Handler's Class. The Inspector will give a 1-hour presentation over health guidelines and health rules that will be applied to all food vendors during the Comanche Nation Fair.
- The Health Inspector will also be present after the class to assist with helping all food vendors prepare for their inspection.
- **All Food Vendors will have a certain amount of time to setup and prepare. However, the Inspector will only be present during daytime hours only (estimated 10am - 4pm), so setting up quickly, efficiently, and being fully prepared is vital.**
- All Food Vendors will proceed to setup at their corresponding locations. Once established, the Event Coordinators and Electrician(s) will conduct an electrical inspection of the site to ensure that every food vendor is in compliance with fair grounds electricity outlets (See Rules & Regulations Form).
- All Food Vendors will submit to an inspection of their site from the Health Inspector before selling anything. Failure to comply will result in removal of vendor with **NO REFUND**.
- Once the food vendor is completely ready for inspection, the Inspector will begin his/her process of evaluating the food vendor site to ensure that **ALL** health guideline requirements have been enforced and are properly being utilized and applied.
- Additional documents such as Temporary Food Establishment Procedures, Temporary Food Services, Temperature Logs, copies of R&R's, etc. will be provided to all food vendors **BEFORE** the Food Handler's Class, via email, to ensure that the food vendors can properly prepare for the upcoming inspection.
- Event Coordinators will provide Certification of Completion, VIP Parking Passes, Maps of the area, and any other additional items or documents needed to all food vendors **AFTER** the class is finished.
- Decisions of the Comanche Nation Fair Board Committee (CNFBC) are final. No exceptions.

Vendor Signature (Agreement): _____ Date: _____

**Information provided in this document is subject to change, if deemed necessary by the CNFBC...*



30th Annual Comanche Nation Fair **Sept. 29th, Sept. 30th, & Oct. 1st, 2023**

****Inclement Weather Information:**

- This is a rain, wind, or shine event! So in the event of inclement weather of any kind, the Comanche Nation Fair will be moved to a new location (*TBD) to continue the Pow Wow.
- The Event Coordinators will meet with Comanche Nation Fair Board Committee, Emergency Management, Injury Prevention, CHR EMS, Public Information Office, and Law Enforcement immediately and discuss plans of action to ensure a smooth transition.
- Once informed about vital information, the Event Coordinators will communicate with all vendors via cell phone or text message and inform them of the current situation and what to do.
- When transitioning from Pow Wow grounds to a new location, it will be treated as a FIRST COME, FIRST SERVE BASIS.
- Depending on the location, there will be limited number of spaces and room available.
- Depending on the location, electrical capacity may be limited and compliance should be followed.
- Depending on the location, Arts & Crafts, Food Vendor, and Non-Profit Rules & Regulations will still be followed and in effect.
- Depending on the location, all vendors are not guaranteed a designated spot. Size and dimensions will still apply to new location, NO EXCEPTIONS. If needed, accommodations will be made to ensure that all vendors will have equal room and be comfortably setup.
- Depending on the location, all A&C's Vendors may have to disassemble their setup each day due to protection of their property and start setup again for each day.
- Depending on the location, all Food Vendors may or may not be allowed to setup due to regulations or restrictions set by the business property or venue that will be chosen.
- Depending on the location, the Comanche Nation Tribe, Comanche Nation Fair Board Committee, nor Comanche Nation employees, associates, or volunteers are responsible for the distribution or transportation of vendor equipment, vendor water supply, vendor electricity outlets, vendor furnishings, or anything else associated with such vendors.
- Decisions of the Comanche Nation Fair Board Committee (CNFBC) are final. No exceptions.

Vendor Signature (Agreement): _____ Date: _____

**TBD = to be determined...*

*** Information provided, along with updates, is subject to change, if deemed necessary by the CNFBC.*

"I hereby release and agree to hold the Comanche Nation Tribe, Comanche Nation Tribal Employees, and the Comanche Nation Fair Volunteers and their families harmless from, and waive on behalf of myself, my heirs, and any personal representatives, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the tribe, or that may otherwise arise in any way in connection with any participation during the Comanche Nation Fair and Comanche Nation Tribe."

"I understand that this release discharges the Comanche Nation Tribe, the Comanche Nation Fair, Fair Board Officers, Tribal Employees, and Comanche Nation Fair Volunteers and their families from any liability or claim that I, my heirs, or any personal representatives may have against the tribe with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from the Comanche Nation Tribe and/or Comanche Nation Fair. This liability waiver and release extends to the Comanche Tribe together with all departments, programs, entities, owners, partners, volunteers, officers, and employees."

Print Name: _____

Signature: _____ Date: _____

FAIR BOARD USE ONLY:

Fair Board Officer Signature (Witness)

Date

Fair Board President Signature (Acknowledgment)

Date



Contact Information:

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Lawton, OK 73505

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