

Pottawatomie County Free Fair 2025 Food Truck/Vendor Application

Location: Shawnee Expo Center, 1700 W. Independence St Shawnee, OK 74804

Date/Time: September 4-6, 2025

About: Come join us during the 86th Pottawatomie County Free Fair. This is a family friendly event for people of all ages.

Attendance: Last year's fair brought over 800 people. We are anticipating over 1,000 people this year because of new events.

Vendor Fees: **No Charge.** Application must be received by no later than Friday, August 22, 2025.

Food Truck/Vendor Application Acceptance Policy: Confirmation for the Pottawatomie County Free Fair is based on the date and time of application submission. Additionally, for food trucks, we will take your menu into account when we receive your completed application as our goal is to bring local food vendors/food trucks to the forefront to provide a unique experience for attendees by ensuring variety. While we are unable to guarantee there will not be competing vendors, we will take this into consideration as we receive vendor applications. The Pottawatomie County Free Fair reserves the right to turn down applications based on the number of applications received and overall variety of applications.

Proceeds: Food trucks and vendors keep 100% of their proceeds for sales on the days of the event. However, food trucks/vendors are not allowed to sell ANY alcoholic beverages at this event. Every vendor will be required to post and submit a copy of their Oklahoma Tax Permit. All product sales at the Pottawatomie County Free Fair are subject to Oklahoma State and Shawnee City sales tax.

Set-up, Hours, Teardown: Food Trucks/Vendors may begin to arrive as early as 9 a.m. on Thursday, September 4th. All setup must be completed by no later than 4:00 p.m. The grand opening of the fair begins at 5:00 p.m. The fair closes at 8:00 p.m. Thursday night. Friday hours are 9:00 a.m. - 8:00 p.m. Saturday hours are 9:00 a.m. - 8:00 p.m. There will be NO teardown prior to 8:00 p.m. Saturday night.

On-site Resources: All food trucks and vendors must be able to operate independently of any provided resources at the Pottawatomie County Free Fair including water, electrical, refrigeration and any materials. Vendors are responsible for all set-up and clean-up of their booth space.

_____ **Yes, we would like to be a participating food truck/vendor at the 2025 Pottawatomie County Free Fair. Our application is enclosed.**

Food Truck/Vendor Name:

Contact Person:

Phone: (_____) _____

Email: _____

Address: _____

State: _____ **Zip:** _____ **Website:** _____

Type of Set-up (circle one): (Truck) (Trailer)

Type of Food/Theme: _____

Please provide a name and short description of your menu for sale at the Pottawatomie County Free Fair.

Operating License Insurance: Food trucks must provide the Pottawatomie County Free Fair with a copy of their **Operating License** no later than one week prior to the event.

Temporary Food Service License: Food trucks must also provide the City of Shawnee Health Department with all necessary required paperwork per City of Shawnee guidelines at least one week prior to the event.

Based upon the projected number of attendees, Food Trucks will likely be limited to no more than six (6) and applications will be reviewed on a first-come, first-served basis.
The Pottawatomie County Free Fair will be promoting all participating Food Trucks for this event.

Please forward, via email, your logo to be displayed on our Facebook page and our website.

Please Mail your completed Application to: Food Trucks, ATTN: Food Truck Trailer, P.O. Box 5 Tecumseh, OK 74873.

Questions? Please email: pottcofreefair@gmail.com.

Additional Food Truck/Vendor Information and Guidelines: Food Trucks and Vendors will be provided spaces based upon their order of arrival. Food trucks and Vendors must plan on being there for the entirety of the fair. Sept 5th-7th. Please limit the total number of items to no more than six (6) so lines for attendees are quick and manageable. The event will be held rain or shine. Food safety is a primary concern. The Shawnee Health inspector will be doing an inspection prior to the event beginning. If you have any questions as to what needs to be done so you can operate, please call. Post all prices for items at your food truck. Please keep your area clean and do not throw trash on the ground.

_____ Yes, I am applying as a food truck for the Pottawatomie County Free Fair during September 4th-6th, 2025.

I have read and understand the event information and agree to comply with the requirements. I agree to accept all responsibility for any personal injury, property damage, loss or other harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the Pottawatomie County Free Fair and the Shawnee Expo Center against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the Food Truck/Vendor.

Signature _____

Date: _____