

# Fireflight Balloon Fest Vendor Application

## August 4-5, 2017

Business Name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

OK Tax ID (If applicable): \_\_\_\_\_

List all items you intend to sell at the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Booths:

10 x 10 - \$100 \_\_\_\_\_

10 x 15 - \$150 \_\_\_\_\_

10 x 20 - \$175 \_\_\_\_\_

# of 8 ft tables \$10 each \_\_\_\_\_

Electricity (\$25) \_\_\_\_\_ (Vendor is responsible for providing extension cords)

A deposit of half the booth fee is required with the application. The remainder is due 30 days prior to the show (July 5<sup>th</sup>).

Mail payment and Terms of show to:

Citizen Potawatomi Nation  
Fireflight Balloon Fest  
1601 S Gordon Cooper Dr.  
Shawnee, OK 74801

Make checks payable to Citizen Potawatomi Nation.

For questions, call Melissa Jones at 405-395-0113 or email [melissa.jones@potawatomi.org](mailto:melissa.jones@potawatomi.org)

Citizen Potawatomi Nation- Tax Commission  
1601 S. Gordon Coper Drive  
Shawnee, OK 74801

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**Fireflight Balloon Fest - Retail Tax Certificate Application**

All retail businesses operating in the Citizen Potawatomi Nation are required to apply for and obtain a Retail Tax Certificate prior to conducting business.

Business Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Business Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Employer Identification Number \_\_\_\_\_

Certificate of Insurance, Policy Holder and Number \_\_\_\_\_

Please provide a brief summary of the general nature of the business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit along with vendor application to:

Citizen Potawatomi Nation  
Fireflight Balloon Fest  
1601 S. Gordon Cooper Dr.  
Shawnee, OK 74801

For questions, call Melissa Jones at 405-395-0113 or email [melissa.jones@potawatomi.org](mailto:melissa.jones@potawatomi.org)

Thank you.

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For Official Use Only

Date Application Received \_\_\_\_\_

Application Fee Received \_\_\_\_\_

Date Issued \_\_\_\_\_

Certificate Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Fire Flight Balloon Fest

## August 4-5, 2017

The Citizen Potawatomi Nation is excited to host Vendors August 4-5, 2017 during the Fire Flight Balloon Fest. The fest is an outdoor show on the grounds of the Citizen Potawatomi nation just 30 minutes East of OKC.

PLEASE SUBMIT 2-6 PHOTOS of your booth/products/display as part of your application. This is a juried show which means that after receiving the application, the Balloon Fest Vendor Market committee will review them and choose according to the best interest for the show. We will contact you shortly after receipt and review of your application to let you know if it has been accepted. A deposit of ½ the booth fee is required with the application. Full Payment of the show is due 30 days prior to the event. Unpaid booth fees by July 5<sup>th</sup> may be forfeited and your spot filled.

Vendors will be allowed to start setting up the day of the event at 8:00am. Mobile/Trailer booths must be set by 3:00pm. There will be NO VEHICLE ACCESS after 3:00pm Friday or before 8:00pm for teardown Saturday. All vendors must be checked in by 3:00pm Friday August 4<sup>th</sup>. The Event officially begins at 4:00pm Friday the 4<sup>th</sup>. The admission is free to the public both days. Vendors who begin tearing down early may forfeit the right to be accepted into future events.

### Vendor hours –

Friday 4<sup>th</sup> – 4:00pm-9:00pm

Saturday 5<sup>th</sup> – 10:00a – 9:00pm

Vendors must accompany their booth at all times. Security will be on patrol during the event and overnight, but it is the responsibility of the vendor to secure their booth/items. The Citizen Potawatomi Nation is not responsible for theft or damage.

The Citizen Potawatomi Nation charges 8.995% sales tax. All taxes must be remitted prior to leaving the event on Saturday. The **required** \$25 tax permit fee is included as part of your booth rent. The permit application is included in your vendor packet and must be returned with your application to be considered.

This event is an outdoor event and will take place rain or shine. **No refunds due to weather conditions.** Vendors are to provide their own tent/canopy, and all other items necessary to make their booth operational. Cancellations received less than 60 days will NOT receive a refund. Cancellations received greater than 60 days will be refunded less a \$35.00 cancellation fee.

All items for sell must be listed on the Vendor Application and approved by the Fireflight Balloon Fest committee. Items brought that were not approved may result in the vendor being asked to put them away, the vendor not being invited back to future shows, or for the vendor to leave the premise immediately. This is a family friendly event. All items should be tasteful and inoffensive.

Alcohol will be sold at the event. All vendors, if they chose to partake, should consume responsibly. Food trucks will be on site and open during Vendor hours. The Fireflight Balloon Fest has contracted a vendor to be the sole dispenser of beverages for the event. **NO VENDOR WILL BE ALLOWED TO SELL BEVERAGES.** However, vendors will be allowed to bring their own food and drink items for personal consumption.

**Signature of Business Owner/Vendor that you have read and agree to the terms of the show:**

Date: \_\_\_\_\_