

# Fire Flight Balloon Fest

## August 10-11, 2018

PLEASE SUBMIT 2-6 PHOTOS of your booth/products/display as part of your application. This is a juried show. After receiving applications, 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 13<sup>th</sup> may be forfeited and your spot filled.

### **Set Up (vehicle access) –**

Friday 8am-3:00pm

Saturday 7:00am-9:00am

All vendors must be checked in by 3:00pm Friday August 10<sup>th</sup>. There will be NO VEHICLE ACCESS after 3:00pm Friday until the grounds are clear of pedestrians.

### **Vendor hours –**

Friday – 4:00pm-10:30pm

Saturday – 10:00a – 10:30pm

Vendors must remain open until at least 10:30pm and are encouraged to remain open as long as there is traffic. The last band starts at 10:00pm.

### **Tear Down –**

Tear down may begin at 10:30pm Saturday evening. There will be NO VEHICLE ACCESS until the grounds are clear of pedestrians. Vendors who begin tearing down early may forfeit the right to be accepted into future events.

Vendors must accompany their booth at all times. Event staff will ***not*** be available to cover for bathroom breaks, etc. 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 waived for this event. 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. Inverter Generators under 70dB are permitted. 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 sale 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 food vendors to dispense beverages for the event. **NO OTHER VENDORS WILL BE ALLOWED TO SELL OR DISTRIBUTE FOOD OR BEVERAGES.** However, vendors will be allowed to bring their own food and drink items for personal consumption. Items must be brought during set up times. *Outside food and beverages will not be allowed in during event hours.*

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

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

# Fireflight Balloon Fest Vendor Application

## August 10-11, 2018

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

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

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

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

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

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

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

List all items you intend to sell at the event:

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

### **Vendor hours –**

Friday – 4:00pm-10:30pm

Saturday – 10:00a – 10:30pm

Vendors must remain open until at least 10:30pm and are encouraged to remain open as long as there is traffic.  
**The last band starts at 10:00pm.**

Number of Booths:

10 x 10 - \$125 \_\_\_\_\_

10 x 20 - \$200 \_\_\_\_\_

10 x 30 - \$300 \_\_\_\_\_

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

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

Inverter Generators under 70dB are permitted.

A deposit of half the booth fee is required with the application. The remainder is due 30 days prior to the show (July 13<sup>th</sup>).

Mail payment and Terms of show to:

Citizen Potawatomi Nation  
Fireflight Balloon Fest Vendor Market  
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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**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 \_\_\_\_\_

Email Address \_\_\_\_\_ Business EIN or SSN \_\_\_\_\_

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

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

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