

Fireflight Balloon Fest

August 10-11, 2018

The Citizen Potawatomi Nation is excited to host food trucks August 10-11, 2018 during the Fireflight Balloon Fest. The festival is an outdoor event on the grounds of the Citizen Potawatomi nation just 30 minutes East of OKC.

PLEASE SUBMIT a copy of your menu along with prices. There will be a limited number of food truck spaces. The Balloon Fest committee will review applications and choose according to the best interest for the festival. We will contact you shortly after receipt and review of your application to let you know if it has been accepted. **Accepted is contingent upon submission of a certificate of insurance for not less than \$1million naming CPN as an additional insured.** Full Payment of the food truck space is due 30 days prior to the event. Unpaid fees by July 13th may result in your spot being 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 10th. 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. *No unauthorized motor vehicles, ATVs, etc. may be used on the CPN Festival grounds.*

Food Trucks that are not open during vendor hours will NOT be considered for the next Balloon Festival.

Vendors must accompany their food trucks at all times. Security will be on patrol during the event and overnight, but it is the responsibility of the vendor to secure their food trucks. 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 by September 7th. 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. Vendors, in applying, agree to submit to the jurisdiction of the courts and laws of the Citizen Potawatomi Nation.

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 electric, water, supplies, and all other items necessary to make their business 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 sale must be included on your submitted menu. Items brought that were not approved may result in the vendor being asked not to sell them, 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 displays and signage should be tasteful and inoffensive.

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

Date: _____

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Beverage Dispensing Agreement

Food truck vendors who wish to sell beverages during the balloon fest may do so upon the following provisions. Beverages for resale must be purchased from Fireflight Balloon Fest.

Costs are as follows:

- Each Case is \$30/Case of 24
- Resale price is \$3/bottle

Beverages allowed:

- ❖ Core Water
- ❖ Coke
- ❖ Diet Coke
- ❖ Dr Pepper
- ❖ Diet Dr Pepper
- ❖ Sprite

Minimum purchase upon check in:

- ✓ Core Water – 7 cases
- ✓ Coke – 5 cases
- ✓ Diet Coke – 2 cases
- ✓ Dr Pepper – 5 cases
- ✓ Diet Dr Pepper – 3 cases
- ✓ Sprite – 3 cases

Payment for the initial beverage purchase must be made either ahead of time by check or with cash or CC at check-in. The total for the initial purchase is \$750 (CC purchases will incur a processing fee). Receipts will be given.

Audits – Because the balloon fest will buy back unopened cases of beverages purchased at the event, a member of the Balloon Fest Committee will come by to audit your food truck for unauthorized beverages.

Stocking – As food trucks come in and are set, Balloon Fest crews will come by to deliver your beverages.

Restocking – Beginning Saturday morning at 9:30am, balloon fest crews will make their way to the food trucks to restock low items. At this time, all restocking will be a cash or CC purchase only.

Ice/Propane – Propane and Ice will be available for delivery. Propane is \$18 for cylinder exchange and \$45 for purchase. Ice is \$3/20lb bag. Sales will be cash upon delivery only. Ice will be available for delivery at the following times:

- Friday: 7:00pm
- Saturday: 1:00pm, 4:00pm, 7:00pm

Buy Back – Starting at 11:00pm, the balloon fest crews will come by food trucks to audit and process returns for unopened cases of beverages. *Evidence of cases not purchased from Fireflight Balloon Fest will terminate your opportunity for buyback and future vendor opportunities with Citizen Potawatomi Nation.*

I have read and agree to the above terms and will be selling beverages at Fireflight Balloon Fest:

_____ Date: _____

I have read and do NOT agree to the above terms and will NOT be selling beverages at Fireflight Balloon Fest:

_____ Date: _____

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

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.

Fireflight Balloon Fest Food Truck Application

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Business Name: _____

Contact name: _____

Contact Phone: _____ Alternate Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

Your menu, including prices, must be included in your application

Number of Spaces: _____ @ \$250/per space

Electricity needed (30 or 50 amp): NO YES (add'l \$25)

Water hook up (during vendor hours): NO YES (add'l \$25)

Payment is due 30 days prior to the show (July 13th).

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