



VENDOR MARKET INFORMATION AUGUST 9-10, 2019

Thank you for your interest in being a vendor in the FireLake Fireflight Balloon Fest Vendor Market on August 9th and 10th of 2019. This is the third annual Balloon Festival put on by The Citizen Potawatomi Nation and it is expected to be a great event with a large turnout. Here are some general information/rules which will help you determine if this show is a right show for you. Please feel free to contact us if you have any questions. You can reach us by phone at 405-501-3934 or email at kenneth@kdm-enterprises.com.

NOTE: Please pay special attention to the Application Instructions. All checks should be made payable to The Citizen Potawatomi Nation; however, all application materials (including payment) will be mailed to Kendon Massey Enterprises, LLC.

1. **Set Up:** Vendors may setup for the show beginning at 8:00 a.m. on Friday, August 9, 2019. All vendors must be checked in and set up by 3 :00 p.m. on Friday, August 9, 2019. There will be no vehicle access after 3:00 p.m. on Friday.
2. **Vendor Hours:** The Vendor Market Show Hours are from 4:00 p.m. to 10:00 p.m. on Friday, August 9, 2019 and 10:00 a.m. to 10:30 p.m. on Saturday, August 10, 2019. Vendors **MUST** be open during ALL these hours.
3. **Tear Down:** Vendors may begin to tear down on Saturday at 10:30 p.m. However, vehicle access to the booth areas will not be allowed until the crowds have left and the grounds are clear of pedestrians. Early tear down will not be allowed.
4. **Sales Taxes:** The FireLake Fireflight Balloon Fest is a festival established and put on by The Citizen Potawatomi Nation and is held on tribal land. All sales taxes must be collected and remitted to The Citizen Potawatomi Nation. Information regarding rates, logistics for remitting, etc. will be given to vendors upon check-in on the date of the show. However, please note that the Oklahoma Tax Commission has no jurisdiction and does not receive any of the sales tax funds collected.
5. The event is an outdoor event and is subject to adverse weather conditions. Every effort will be made to hold the event as scheduled regardless of the weather; however, in the event there is a cancellation or rescheduling of any part or of the whole event, then there is no refund of any application fees.
6. You must list on your application the kinds or types of products you will sell. Since this is a juried show, if you are accepted and offer to sell products not disclosed on your application you will be asked to cease selling those nondisclosed items.

7. The Citizen Potawatomi Nation will have security patrolling the area during the show and overnight. However, it is the responsibility of the vendor to secure their booth/items. Neither The Citizen Potawatomi Nation nor Kendon Massey Enterprises, LLC will be liable for theft or damage.
8. The Balloon Festival and Vendor Market is intended to be a family friendly event. All booths and items sold should be tasteful and nonoffensive.
9. The FireLake Fireflight Balloon Fest will have ample food trucks to offer a variety of food and beverages to vendors and those attending. Only approved food vendors may sell food and/or beverages. **NO OTHER VENDORS WILL BE ALLOWED TO SELL OR DISTRIBUTE FOOD OR BEVERAGES.** You may bring your own food and beverages for personal consumption in your booth during show hours; however, these must be brought in during set-up times and before the show officially opens. Outside food and beverages will not be allowed into the show area during event hours.
10. Application Process: There will be a juried process to determine which vendors are accepted into the Vendor Market. If you wish to be considered please complete the Application in full and submit ALL requested information as instructed in the Application. Applications which fail to include all the information and/or follow all the instructions will not be considered. Submission of an application is not a guarantee of acceptance. Applicants who are not accepted will have their application fee returned to them promptly upon notification.
11. If you are not in good standing with The Citizen Potawatomi Nation as it relates to past shows or as a result of failure to remit sales truces owed in previous shows, then you will be referred back directly to CPN for further screening and determination as to eligibility for consideration into the 2019 FireLake Fireflight Balloon Fest.
12. Unlike past shows, there will be **NO** informational booths accepted into the Vendor Market. Only booths selling products will be considered for acceptance.
13. Being a past vendor will be considered, but is not a guarantee of acceptance this year.