



FOOD TRUCK APPLICATION PACKET INSTRUCTIONS

Thank you for considering applying to the Fireflight Balloon Fest hosted by the Citizen Potawatomi Nation! This is the 4th year for the event and we hope it is our best yet.

In order to be considered for acceptance into the Fireflight Balloon Festival, you must return this completed packet with full payment.

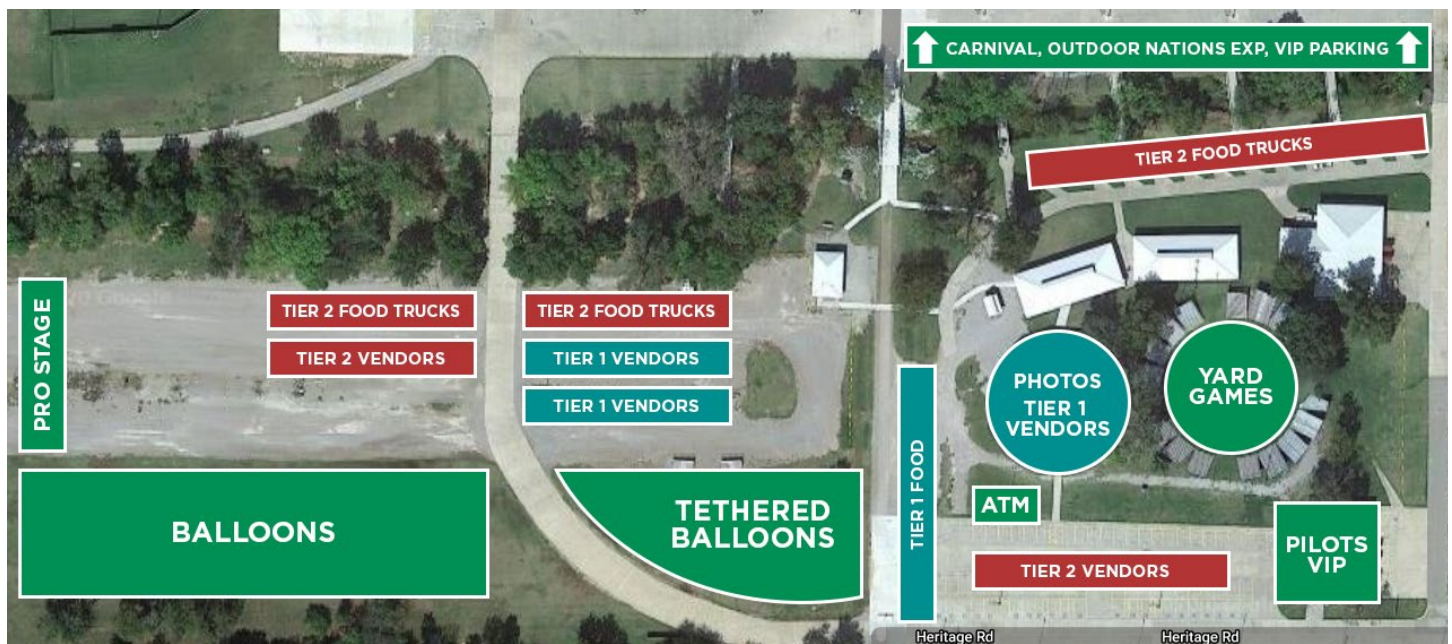
Packet contents include:

Page 1	Packet Instructions (not necessary to return)
Page 2	Food Truck App
Page 3	Vendor Agreement
Page 4	Beverage Agreement (only required if selling drinks)
Page 5	CPN Tax Commision Policy (not necessary to return)
Page 6	CPN Tax application

There will be a limited number of food truck spaces. Applicants will be reviewed and a selection process for acceptance will take place. Vendors will be notified via email of application status. Payment for applications which were not accepted will be returned to the applicant. Receiving and/or returning the application is **not** a guarantee of acceptance into the festival.

New this year! – after reviewing vendor feedback about location and traffic flow, we have updated our application so that vendors have more control over the area they choose. **Please note that electricity is only available in the PREMIUM location and is included in the booth rent. Inverter generators under 70dB are permitted.

Food trucks interested in being located on the North side of the creek by the Carnival and Kids tent area should contact Melissa @ firelakeballoonvendore@potawatomi.org **PRIOR TO SUBMISSION.



For questions, please email Melissa at firelakeballoonvendor@potawatomi.org



VENDOR APPLICATION

AUGUST 7-8, 2020

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email address _____

Website _____

Truck/Trailer (Make/Model/Size) _____

List all items you intend to sell (you will not be allowed to sell items not listed in this application)

Vendors without website/facebook link, include at least 2 photos with your app.

Menu, including pricing, must be included in your application.

(Tier 1 includes electric)

Tier 1 \$375.00 _____
 Tier 2 \$275.00 _____
 Lemonade only \$500.00 _____

Add-ons:		
Electricity (30 or 50 amp) - \$25	Yes	No
Water hook up - \$25	Yes	No

Selling drinks No Yes *(must return drink agreement)*

Vendor Market hours

Friday - 3:00pm to 10:00pm
 Saturday - 3:00pm to 10:00pm

Set Up hours (vehicle access)

Friday - 8:00am to 2:00pm
 Saturday - 3:00pm to 10:00pm

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.

In order to be **considered** for acceptance into the Fireflight Balloon Festival Vendor Market, you must

- return this contract signed along with full payment
- send a current copy of OK Health Dept Inspection/License

Acceptance is contingent upon submission of a Certificate of Insurance for not less than \$1,000,000.00 naming the Citizen Potawatomi Nation as an additional insured.

Fireflight Balloon Fest Vendor Market is held outside and is a part of a larger festival with other events going on. Every possible effort will be made to hold the show; however, if weather conditions or other reasons beyond the control of The Citizen Potawatomi Nation require the cancellation or rescheduling of the show, applicant understands that there will be no refund made to the applicant. The applicant also agrees and understands that there will be no refunds for cancellations by the applicant. NO TRANSFER OF FEES TO ANOTHER VENDOR ALLOWED without prior written approval from CPN.

Applicants understand and agree that Fireflight Balloon Fest is held on land owned by The Citizen Potawatomi Nation. **ALL APPLICANTS MUST COMPLY WITH THE CITIZEN POTAWATOMI NATION'S RULES, REGULATIONS, & POLICIES REGARDING THE COLLECTION AND REMITTANCE OF SALES TAXES TO THE CITIZEN POTAWATOMI NATION.**

(The Oklahoma Tax Commission has no jurisdiction on Tribal Land so all sales taxes collected must be remitted to CPN and not the Oklahoma Tax Commission.)

Liability: In consideration of the acceptance of the right to participate, applicants, vendors, entrants, participants, and spectators by execution of this Vendor Market Application, release and discharge the Citizen Potawatomi Nation and their respective officers, directors, employees, agents, representatives, volunteers, servants, and anyone else connected with the management or presentation of Firelake Fireflight Balloon Fest from any and all known and unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by an applicant, vendor, entrant, participant, or spectator to his/her person or property. Nothing herein shall constitute a waiver of the sovereign immunity of the Citizen Potawatomi Nation. Applicants, vendors, and entrants authorize and give permission to the Citizen Potawatomi Nation to take pictures and videos, post pictures and videos, use their name and/or logos, trademarks, images, and promote them as a vendor on social media, the world-wide web, and/or promotional material of any kind.

I have read and understand the terms and conditions, including the above refund and liability statements, and accept those terms and request acceptance as a vendor in the show dates specified above.

I further state I have authority to sign on behalf of and bind the business I listed herein to this contract.

Signature _____ Date _____

Business Name _____

Mail payment and complete application to

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

**Applications which fail to include full payment and all requested information will not be considered.*



BEVERAGE DISPENSING AGREEMENT AUGUST 7-8, 2020

Vendors who are accepted as Food Vendors and who desire to sell beverages during the FireLake FireFlight Balloon Fest may do so **only** upon the following provisions (*with exception of lemonade only vendors):

The only beverages allowed to be sold are as follows:

- Aquafina
- Coke
- Diet Coke
- Dr. Pepper
- Sprite

Minimum purchase upon check in:

Aquafina	7 cases
Coke	4 cases
Diet Coke	2 cases
Dr. Pepper	4 cases
Sprite	2 cases
<hr/>	
Total	19 cases (\$684.00)

All beverages being resold must be purchased from FireLake FireFlight Balloon Fest.

- Price per case of 24 bottles is \$36.00
- Resale price is \$3.00 per bottle

Payment for the initial beverage purchase must be made by July 24, 2020. The total for the initial purchase is \$684.00. For payment arrangements, contact Kelley Francen at 405-275-3121 **OR** return payment with the application. Receipts will be issued as payments are received.

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

Stocking/Restocking: As food trucks check-in and setup, balloon fest crew will come by and deliver your beverages. Beginning Saturday afternoon at 2:00pm, crew will come by to restock low items. Payment for restocked items will be made at the time of restocking and in cash only.

Buy Back: Starting at 9:30pm on Saturday, balloon fest crew will come by the food trucks participating in the sale of beverages to audit and process returns for unopened cases of beverages. If at any time during the festival it is determined that a vendor has sold or distributed unauthorized beverages, the vendor will become ineligible for beverage buyback and will not be allowed to participate in future opportunities with the Citizen Potawatomi Nation.

Ice/Propane: Propane and ice will be available for delivery to food vendors on Friday at 7pm and Saturday at 6pm. Cash payment will be due upon delivery. Propane price will be given upon check-in. Ice: \$5.00 for 20lb bag

Certification: I have read and agree to the above terms and will be selling beverages at the FireLake FireFlight Balloon Fest.

Signature _____ Date _____

Food Truck Name _____

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

To Prospective Retailer,

The Citizen Potawatomi Nation is a federally recognized Native American tribe and a sovereign government. The Citizen Potawatomi Nation's Legislature has enacted ordinances (CPN Code §§ 44-3-101 et seq.) which require that applicable sales made within tribal jurisdiction be subject to a sales tax of **8.995%** of the actual sales price thereof exclusive of any rebates.

Prior to conducting retail activity on tribal land a Retail Tax Certificate must be attained; and within fourteen (14) calendar days of the end of each calendar month, every retailer must: 1) submit a sales tax report; and 2) remit any sales tax payments which are due and owing. Forms for tax certificate application and reporting and remitting taxes are attached hereto.

This ordinance applies to all retail sales unless deemed exempt, or otherwise waived due to unique circumstances.

Please submit all reports and payments to:

Kelley J. Francen
Tax Coordinator
1601 S. Gordon Cooper Drive
Shawnee, OK 74801
Phone: 405-275-3121 Ext 1113
Fax: 405-275-0198
kfrancen@potawatomi.org

FAILURE TO COMPLY WITH THESE PROVISIONS WILL RESULT IN PENALTIES TO THE RETAILER.

Respectfully,

Citizen Potawatomi Nation Tax Commission

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

**RETAIL TAX CERTIFICATE APPLICATION
FIRELAKE FIREFLIGHT BALLOON FEST**

All retail businesses operating within the Citizen Potawatomi Nation are required to obtain a Retail Tax Certificate and remit retail sales tax. This includes direct sales and/or wholesale vendors. By completing this application, your business will be added to the FireLake FireFlight Balloon Fest Retail Tax Certificate.

Business Name _____ Date of Application _____
Business Address _____ City _____
State _____ Zip Code _____ Phone _____
Business Owner Name _____ Phone _____
Email Address _____ Business EIN or SSN _____

**NOTE | All food truck vendors must possess insurance.
A copy of your Certificate of Insurance must be attached.**

Certificate of Insurance, Policy Holder and Number _____

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

