



# PROMOTIONAL VENDOR APPLICATION PACKET INSTRUCTIONS

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

This application is for Businesses and groups who are **not selling items/on-site services during the festival** but would like to set-up for the purposes including:

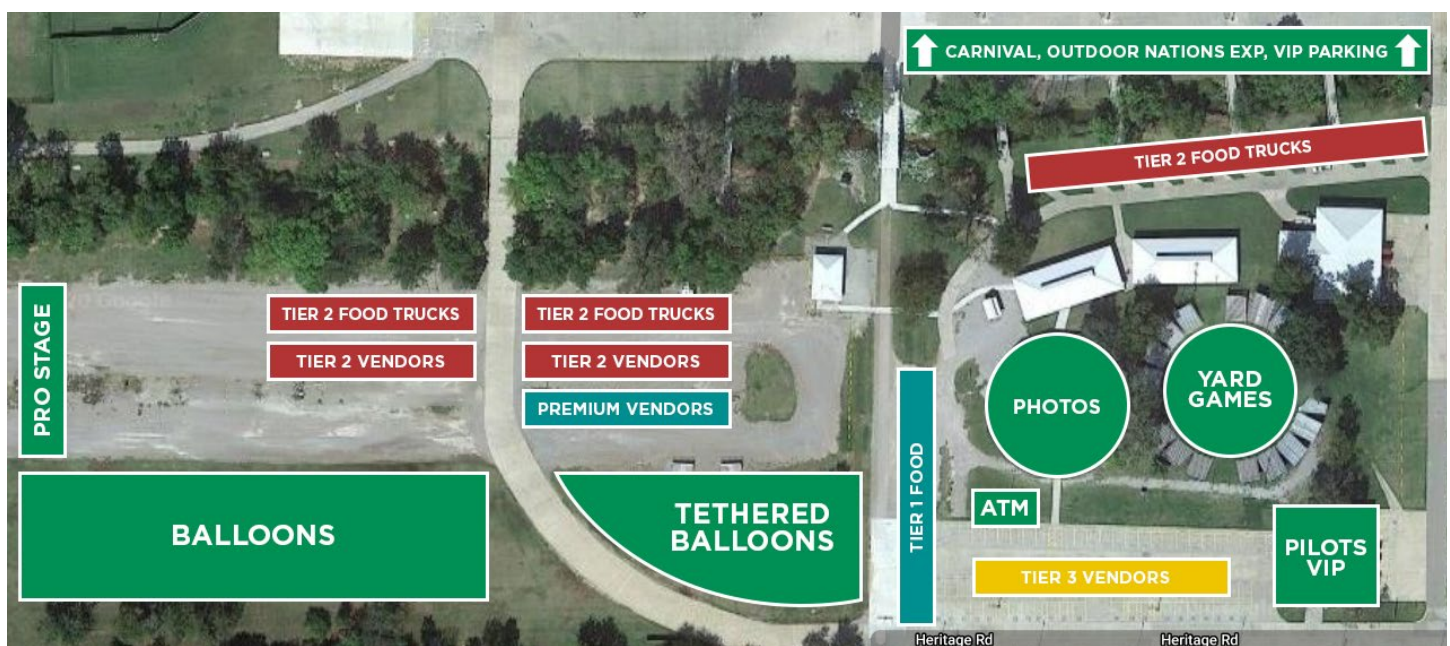
- Generating contacts
- Marketing
- Providing info
- Making appointments
- Public Outreach

In order to be considered for acceptance into the Fireflight Balloon Festival Vendor Market, you must return this completed packet with full payment. Packet contents include:

Page 1	Packet Instructions
Page 2	Vendor App
Page 3	Vendor Agreement

Applicants will be juried 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.

Vendors must accompany their booth at all times. **Event staff will NOT be available to cover for bathroom/food breaks.** Please staff your booth accordingly.





# VENDOR APPLICATION

## AUGUST 7-8, 2020

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

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

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

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

**Please initial booth size/type** (see map on page 1)

*(Premium spaces include electric)*

Premium - 10 x 10	\$400.00 _____	Tier 3 - 10 x 10	\$200.00 _____
Premium - 10 x 20	\$600.00 _____	Tier 3 - 10 x 20	\$350.00 _____
Premium - 10 x 30	\$900.00 _____	Tier 3 - 10 x 30	\$575.00 _____
Tier 2 - 10 x 10	\$275.00 _____	<b>Add-ons:</b> Electricity - \$25 _____ (limited, NA to Level 3) 8 ft table - \$10/each _____ (# of tables)	
Tier 2 - 10 x 20	\$475.00 _____		
Tier 2 - 10 x 30	\$700.00 _____		

**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

Vendors who begin tearing down prior to 10:00pm may not be invited back from future shows/events with the Citizen Potawatomi Nation.

The Fireflight Balloon Fest has food and beverage vendors that will be on site and open during the vendor market hours. ***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.

In order to be considered for acceptance into the Fireflight Balloon Festival Vendor Market, you must return this contract signed along with full payment.

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.)

**As a Promotional vendor, your business is not allowed to make any sales at Fireflight Balloon Fest.**

**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.

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.*