



VENDOR 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 Vendor Market, you must return this completed packet with full payment.

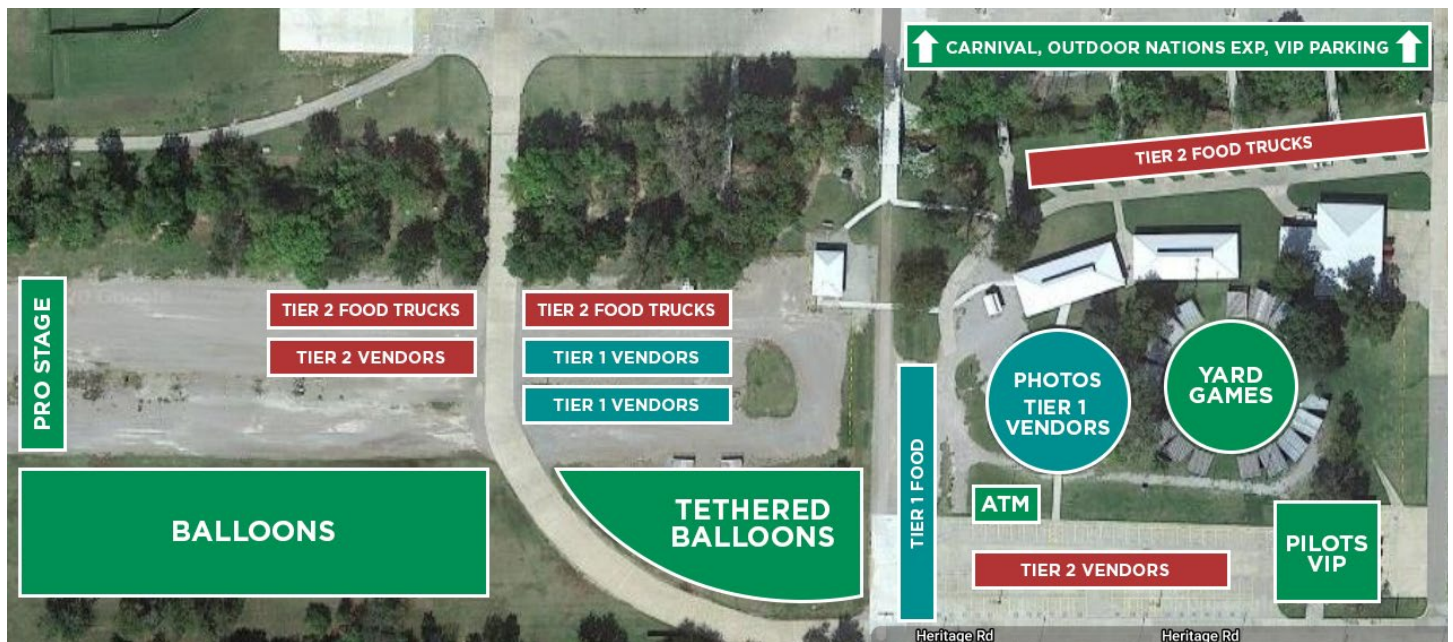
Packet contents include:

Page 1	Packet Instructions
Page 2	Vendor App
Page 3	Vendor Agreement
Page 4	CPN Tax Commision Policy
Page 5	CPN Tax application

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.

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. Inverter generators under 70dB are permitted.





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)

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

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

Tier 1 - 10 x 10 \$125.00 _____

Tier 1 - 10 x 20 \$200.00 _____

Tier 1 - 10 x 30 \$300.00 _____

Tier 2 - 10 x 10 \$95.00 _____

Tier 2 - 10 x 20 \$170.00 _____

Tier 2 - 10 x 30 \$265.00 _____

Add-ons:

Electricity - \$25 _____ (limited)

8 ft table - \$10/each _____ (# of tables)

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. 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.*

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.

