

# Medicine Park Vendor Special Events Permit Application

**Vendor Information:**

Vendor Business Name: \_\_\_\_\_

Vendor First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Merchandise to be sold: \_\_\_\_\_

OTC STS# (if applicable) or SSN \_\_\_\_\_

I, the undersigned applicant, attest that the above information is true and correct and that I am responsible for collecting, reporting and paying all applicable State Sales Taxes. Additionally, I acknowledge that if I fail to fulfill my obligation to attend the festival without one week's notice to the Town of Medicine Park, I forfeit my booth fee. **Payment with check or money order MUST be included with your application (or applications).**

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

**Space Information:** All spaces are outdoors, most spaces are on gravel, booth space cost includes entire festival. ***Circle all festivals that apply.***

<b>Parkstomp</b>	<b>Fools Dozen</b>	<b>Roots Ball</b>	<b>Rock'n the Park</b>	<b>Blues Ball</b>
<b>Artwalk/Flute Festival/KCA Powwow</b>				
10'x10' \$150.00 _____		10'x 20' \$200.00 _____		10'x 30' \$250.00 _____

Electricity needs?    Yes or No    110V or 220V    30 or 50 Amps

Access to water?    Yes or No

**Please mail completed vendor application and check or money order to:**

**Vendor Coordinator**

**PO Box 437**

**Medicine Park OK 73557**

***medicinepark.com***

Check # \_\_\_\_\_ Amount \_\_\_\_\_ For which event \_\_\_\_\_

**For MPEDA : Payment received: Date \_\_\_\_\_ Amount received: \_\_\_\_\_**

## **Important Information for Vendors**

**Arrival** -- Please come to the Medicine Park Town Hall to report to the Vendor Coordinator to get your assigned space, get your vendor packet and your vendor parking pass.

**Parking is limited.** After setting up, vendors will need to display the Vendor Parking Pass and park in the designated vendor parking area.

**Set up/tear down times** -- Complete set up before road is closed Usually 10 a.m. the first day of the event.

Live bands will be on the outdoor stage from approximately 1 p.m. until 11 p.m. each night, the main road is closed to all vehicles. Tear down of booth must be completed by midnight on the last day of the event.

**Food vendors** -- Please bring and display your mobile health license. Comanche County health inspectors will check your booth to ensure it is in compliance with the health codes. You may include a copy of your annual mobile health license with your application.

**Sales Tax** Medicine Park sales tax is 9%. During the event, we will provide a sales tax form that we will need returned to us before leaving the festival. If you have an OTC STS # and you file online, please note on the provided form how you will pay your sales tax from this event. If you do NOT have an Oklahoma sales tax number, please pay your sales tax to the vendor coordinator before leaving the event.

**Disclaimer** - MPEDA and the town of Medicine Park will not be held responsible for loss, theft, injury or personal property damage during the event. All vendors will be responsible for their own property and provide their own set up equipment such as canopies, tables, chairs, extension cords, water hoses, etc. MPEDA will provide electricity as noted above, a night security guard, and water if needed.

**Behavior** – Professionalism and courtesy are required of all vendors. Complaints about vendors should be directed to the Vendor Coordinator. MPEDA and the Town of Medicine Park, through the Vendor Coordinator, reserve the right to ask vendors to leave events and/or ban vendors from participating in future events.

**Lodging** -- *medicinepark.com* has information on how to book a cottage here in Medicine Park.

There is some primitive camping available in town, and an RV park not far from here