

**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 two week's notice to the Town of Medicine Park, I forfeit my booth fee. **Please do not send payment until your application has been approved for an event. This is not a guarantee of acceptance into the requested festival.**

Signature of Vendor _____ Date _____

Space Information: All spaces are outdoors, most spaces are on gravel, booth space cost includes entire festival. **Please fill out a separate form for each festival separately. Vendor will be contacted if they are approved to participate in the festival depending on space and vendor type. VENDORS DO NOT CHOOSE THEIR SPOTS. Vendor coordinator will get with you on assigned space.**

Parkstomp Roots Ball Rock'n the Park Blues Ball

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
Additional \$20.00

Access to water? Yes or No
Additional \$20.00

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

**MPEDA
PO Box 437
Medicine Park OK 73557**

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 – Get with vendor coordinator on setup time. This varies with each event.

Live bands will be on the outdoor stage from approximately 1 p.m. until 11 p.m. each night. 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.

APPLICATIONS MUST BE RECEIVED AT LEAST ONE MONTH PRIOR TO EVENT. THERE WILL BE NO EXCEPTIONS DUE TO DEADLINES WITH THE OTC.