



VENDOR APPLICATION

Specific Guidelines for All Vendors:

GENERAL

1. Vendor application and fees are due no later than one week prior to the event.
2. Vendor booth space size is 10' x 10'. If you need additional space or electricity, you can add to your order.
3. Tents, awnings, tables, chairs, weights, etc. are provided by the vendor.
4. Generators are not permitted (unless approved ahead of time).

APPROVAL & PAYMENT

1. Full payment must be made prior to the event with the vendor application.
2. Vendor forfeits booth space and asked to leave by Staff if found in violation of any rules.
3. Completing the application does not guarantee a specific space.
4. Applications can be found, submitted and paid for online at www.skiatookchamber.com or by completing this application with payment & returning to PO Box 272 Skiatook, OK 74070.
5. Approved vendors will receive a paid invoice from the Skiatook Chamber of Commerce, along with check in information via email.

ADDITIONAL INFO

1. Oklahoma Sales Tax permit is required to be furnished with application- Vendors are responsible for collection/ payment of all sales taxes that are required by state and/ or local laws.
2. Vendor Application should explain product line, type of products, goods or services to be sold or promoted.
3. The Chamber assumes no liability for a vendor's products, services and/ or equipment.

CHECK IN & SET UP TIME

1. Vendors will be able to pull into the East parking lot of Central Park and unload. For Third Thursday, vendors are allowed to stay parked where they are.
2. All vendors will check in at the Chamber Information Booth (located under the large pavilion by the flagpole) to receive your booth space number & directions to your booth.
3. Vendors must be set up and ready for the event by 5:45 pm.
4. **Set up times** for Food Trucks: 3:00 pm- Set up times for Vendors: 4:00 pm

FINAL CHECKLIST TO BE SUBMITTED TO CHAMBER OFFICE:

- ___ COPY OF OK. STATE SALES TAX PERMIT
- ___ COPY OF LIABILITY INSURANCE (*FOOD TRUCKS & ANY OTHER VENDOR DEEMED APPLICABLE*)
- ___ MENU OR DESCRIPTION OF ITEMS TO BE SOLD
- ___ VENDOR APPLICATION
- ___ PAYMENT
- ___ FOOD TRUCKS: DON'T FORGET TO OBTAIN YOUR PERMIT FROM THE CITY OF SKIATOOK