

Britton District Day Vendor Application

All applications should be submitted by July 10, 2021



Where: 412 Britton Rd, Oklahoma City, OK

When: Booth Vendors Saturday, July 31st, 2020 from 4:00 PM - 8:00 PM

Entertainment runs from 5:00 PM to 9:00 PM, vendors are welcome to stay to 9:00, but it is not required

Food and beverage vendors are highly encouraged to stay

Set-up: Morning of Event - Saturday, July 31st between 12 pm - 3 pm, booths not set up by 3:00 may become unavailable. No refunds will be given.

Tear down: Day of Event - 9:00 PM to Midnight

Vendor Space: Vendor booths are 10' wide by 10' deep. You may purchase up to one (1) additional, adjacent space. At this time, all spaces are OUTDOORS. You are encouraged to bring a pop up tent, or can rent one for a small fee. Tents provided by you must be properly secured and covered by your GL

Rates: There is no fee to apply. If selected to be a vendor, there is a booth fee of \$75 for a standard vendor space. You may purchase up to one (1) additional, adjacent spaces for \$25 each. Nonprofits and service vendors are permitted only one booth.

Electricity: This event is outdoors and no electricity is provided. If you would like to use a generator, please contact us for permission. No generators will be allowed without prior authorization of Britton District Day Festival.

Weather: The festival will be cancelled due to severe weather. This is an indoor/outdoor event held in Oklahoma - be prepared for any type of weather.

Application Documents: All prospective vendors must detail on the application the types of goods/services/offerings they will vend out of their space. Please include clear images of merchandise to be sold along with a description of your setup. A copy of your Oklahoma Sales Tax Permit is required. If you do not have a permit, you will be required to submit sales tax to Festival staff by 4:00 PM the day of the festival. We submit the names of all vendors that attend the festival to the Oklahoma Tax Commission.

If you are a nonprofit, a copy of your IRS determination letter is required with your application

Food, Bev, Entertainment and Service vendors are required to submit a current GL prior to District Day

Contact us: Britton District, PO BOX 13536, Oklahoma City, OK, 73114 or Email: Brittondistrictokc@gmail.com

Specialty Vendor Rules & Guidelines

1. Vendors may set up on Britton Road beginning no earlier than 11 AM on July 31 and must be fully set up with personal vehicles off of Britton Road by 3 PM on July 31. We do not provide special security for vendors and you are responsible for your personal property. We do not provide you with man power to assist you with setting up or tearing down.
2. Vendors must check-in with the information Booth prior to 12 PM
3. Britton District reserves the right to refuse any item(s) considered in bad taste/and or dangerous. (Examples include: Rubber band guns, snap fireworks; real or toy guns, knives, or weapons; items portraying profanity, nudity, racism, etc.) Vendors violating this rule will be shut down during the festival and not allowed to return. The Britton District also has the right to request the removal of any work or items that were not pre-approved or which violate any rules of the Britton District Day Festival.
4. Vendors cannot sell food nor drink. No items are to be given away without the written authorization of Britton District Day Festival, including food or drink.
5. Vendors are responsible for their display area. Display areas are 10' wide by 10' deep. Vendors must furnish their own means of display that must be sturdy enough to withstand crowds. Only one vendor allowed per space. Each vendor shall sell and advertise from their assigned space(s) only. Vendors are not authorized to walk around and sell their merchandise.
6. Retail vendors will directly sell to the public and are expected to collect Oklahoma State, Oklahoma County, and the City of Oklahoma City sales taxes at the aggregate rate of 9.75% and remit to the Oklahoma Tax Commission categorized appropriately. Vendors with a valid Sales Tax Permits must remit a copy with their application. Britton Business District submits names and contact information for ALL vendors attending the festival to the Oklahoma Tax Commission.
7. Festival hours are 4 PM to 9 PM. Product and service vendors may leave at 8 PM, if desired. It is mandatory that all food and beverage vendors stay until the end of the festival. Any vendor who do not make prior arrangements for early pull-out will not be invited back. No tear-down or packing-up is allowed until 8 PM. Closing early makes the festival look in disarray.
8. A confirmed reservation from Britton District Day is a commitment to show. NO refunds will be made for cancellation, weather, or removal for cause. Remember, this is Oklahoma - anything can happen weather-wise!
9. It is the vendor's responsibility to keep their immediate area clean free of trash and litter during the festival.
10. Britton District Day assumes no responsibility for personal injury, damage to or loss of personal property by vendor, its employees, or volunteers staffing the booth, its guests and its clients. Vendor hereby agrees to indemnify and hold the Britton Business Association, Inc, its officers and Directors the City of Oklahoma City, and all event sponsors harmless with respect to any and all aspects of its operations of said vendor booth.
11. Vendor agrees to comply with any and all applicable federal, state, county and city regulations pertaining to the operation of its business in its booth including, without limitations, fire regulations, and state and county health and safety codes. It is a violation of the City of Oklahoma City ordinances to possess or sell any beer, intoxicating beverages or intoxicating chemicals while present at the Britton District Day.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Rules & Guidelines of Oklahoma City Britton District Day.

Applicant Signature

Date

