2016 INDIAN FALL FESTIVAL

October 29, 2016 | MVSKOKE Dome | Claude Cox Omniplex | Okmulgee, OK

VENDOR SPACE RENTAL APPLICATION

This is an indoor event.

Vendors are held fully responsible for reading and understanding the entire application and rules and regulations.

Any and all items sold must be handmade and sold by enrolled citizens of a federally recognized tribe.

1. BUSINESS/ORGANIZATION INFORMATION

Business/Organization _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Alternate Number _____

eMail _____ On-site Contact Name & Number _____

2. LIST ITEMS TO BE SOLD/PROMOTED & PRICE RANGE (LOWEST AND HIGHEST PRICE).

3. APPLICATION & PAYMENT: Payment is due upon receipt of application.

Vendor Space (1 table and 2 chairs located inside the Mvskoke Dome at the Claude Cox Omniplex)

Muscogee Citizen (proof of enrollment required)	No Fee
American Indian (not an enrolled citizen of the Muscogee (Creek) Nation)*	$50 Temporary Vendor's License

*Said applicants must apply for and obtain a temporary sales license from the MCN Tax Commission for a fee of $50. This payment must be made payable to the MCN Tax Commission. 918.756.6374 Application for temporary vendor's license must be completed and returned by vendor with payment to the MCN Tax Commission prior to the date of the Indian Fall Festival. Temporary Vendor's license cannot be obtained the day of the Festival.

4. TERMS: The method of determining space assignment shall be established by the Indian Fall Festival Committee.

5. SIGN: I have read and understand and agree to abide by the Vendor Rules and Regulations attached to this application and ANY violation of those rules may void the application, cause eviction and shall be sufficient cause for denying future return.

Authorized Signature _____ Date _____

Upon acceptance, this application becomes your contract.

Printed Name _____

Application received and accepted by MCNTR _____ Date _____

6. RETURN completed application to the address below and keep a copy for your records.

Muscogee (Creek) Nation Tourism & Recreation
attn: Brian OnTheHill
P.O. Box 580
Okmulgee, OK 74447
BOnTheHill@MCN-nsn.gov

Event Management Use Only

Application received _____

Vendor License Obtained _____

Space Number _____

MUSCOGEE (CREEK) NATION
MVSKOKE
TOURISM & RECREATION
AWEPVKS!
CreekTourism.com

Indian Fall Festival VENDOR/EXHIBITOR RULES AND REGULATIONS

Vendors are held fully responsible for reading and understanding the entire application and rules and regulations.

1. APPLICATION AND FEES

A. This Application shall be subject to the prior approval of the Muscogee (Creek) Nation (hereinafter, "MCN") Tourism & Recreation Department (hereinafter, "MCNTR") which reserves the right to reject any application in the best interest of the event.

B. No space rental fees aside from the fee for a tempoary vendor's license (*see item below) are applicable for the 2016 Indian Fall Festival.

G. MCN is a sovereign nation and reserves the right to enforce its own taxes. According to Title 36, §4-107, 2. of the MCN Annotated Code, Temporary Vendor's Licenses shall be issued to vendors, not otherwise exempt*, for special short-term events within MCN territorial jurisdiction for not longer than ten (10) days in duration. A license fee of fifty dollars ($50) made payable to the MCN Tax Commission shall be paid for each temporary retail sales license issued and shall be in lieu of state sales taxes and applicable sales reports. ***Vendors who are enrolled citizens of the MCN, a chartered Community, Church, Ceremonial Ground Group, or other Recognized Muscogee Tribal Organization (not including Business Enterprises of the Nation) are exempt from the purchase of a Temporary Vendor's License.**

2. VENDOR/EXHIBITOR SPACE ASSIGNMENT

A. Spaces are limited to 1 (one) space per person. No exceptions. Preference given to Muscogee (Creek) citizens.

B. MCNTR reserves the right to select vendors based on proposed items to be sold, prices, and past experience working other festivals.

C. The method of determining space assignment shall be established by MCNTR and may be changed from time to time without prior notice to Vendors/Exhibitors.

D. Items to be sold or exhibited and price range must be specified on the application. This will help to determine Vendor/Exhibitor placement.

E. Vendors/Exhibitors shall not share or apportion the whole or any part of the space without prior approval from MCNTR. Any of these situations must be included on the application. Any changes to any portion of an accepted application must be submitted in writing to MCNTR.

F. Only Vendors/Exhibitors who have completed an application and have been accepted and notified of space assignment will be allowed to sell/exhibit at the Festival. All others will be asked to vacate the premises.

G. All vendor sales must be conducted at assigned vendor spaces.

3. SET-UP

A. VENDORS may begin set-up at 8 AM Saturday, October 29, 2016

B. **NO EARLY SET-UP ALLOWED.** Set-up is only allowed during the specified set-up times. ALL VENDORS must be set up and operational by Saturday, October 29, 10 AM. No set-up will be allowed during event hours.

E. Any space not claimed and occupied by 10 a.m. on the set-up day may be reassigned by MCNTR with NO refunds, transfers or credits given.

4. VENDOR & ITEM REQUIREMENTS

A. Any and all vendors must be enrolled citizens of federally-recognized tribe.

B. Any and all items must be handmade by an enrolled citizen of a federally-recognized tribe.

C. Arts & Crafts and pre-packaged food items are allowable.

D. Garage/Yard sale items are not allowable.

E. Items not made by the vendor are not allowable.

4. BOOTH REQUIREMENTS

A. Space is approximately 10x10. One table and two chairs provided. Table is either 8 or 10 ft depending on availability.

B. Electricity is not guaranteed.

5. LIABILITY

A. VENDOR assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to his/her own person or damage to the VENDOR'S displays, equipment, or other property and agrees to indemnify, defend, and hold harmless MCN and its employees, event coordinators, guests, and participants against all claims or expenses for such losses, arising out of the performance of this Agreement.

B. Should an incident occur, contact the MCN Light Horse Tribal Police, 918.732.7800.

6. PROFESSIONALISM

A. A high standard of professionalism between vendors will be maintained at all times.

B. The discussion of prices on items or any other subject that may lead to a disagreement is strictly prohibited.

C. All Vendors are expected to observe appropriate behavior at all times.

D. Should any Vendor/Exhibitor violate this agreement, he/she will be asked to leave the premises at his/her own expense. Cleaning/repair deposit will be forfeited and no refunds will be issued. Vendor/Exhibitor may be prohibited from future events.

7. VIOLATIONS

Any violation of these rules may void the application, cause eviction and shall be sufficient cause for denying future return.

8. QUESTIONS should be directed to:

Muscogee (Creek) Nation Tourism & Recreation
P.O. Box 580 | Okmulgee, OK 74447
The MCN Tourism & Recreation Department is located in the Mvskoke Dome at the Claude Cox Omniplex.