



READ the INSTRUCTIONS and RULES.
NOTICE the APPLICATION DEADLINE, 4/26/24.
2024 Festival Dates: June 20-23

DAVID W. HILL
PRINCIPAL CHIEF

DEL BEAVER
SECOND CHIEF

MUSCOGEE (CREEK) NATION
MARKETING & TOURISM
P.O. BOX 580 | OKMULGEE, OK 74447
BRIAN ONTHEHILL, Creative Manager
Office 918.732.7993 | Mobile 918.752.8034
bonthehill@MuscogeeNation.com

RETURN VENDOR APP, TAX LICENSE APP, AND COPY OF CITIZENSHIP CARD, IF APPLICABLE, TO THE MARKETING & TOURISM DEPARTMENT.

REFRAIN FROM APPLYING if you are unable to set up within the designated times or unable to operate for the duration of operating hours as listed in the attached rules and regulations.

Accepted vendors have agreed, by signing the vendor application, to set up within the designated times and operate for the duration of operating hours as listed in the attached rules and regulations.

ALL APPLICANTS MUST COMPLETE AND SUBMIT...

- Completed Vendor Application (Read Rules and Regulations). Return to Marketing & Tourism.
- Completed Business License Application. Return to Marketing & Tourism.
- LEGIBLE Copy of Citizenship Card (Muscogee (Creek) Nation Citizens ONLY). Return to Marketing & Tourism.

APPLICATION PROCESS (NO PAYMENTS DUE AT THIS TIME.)

- Submit completed applications to the Marketing & Tourism Department (email, mail, hand deliver) by April 26, 2024.
- Applications may be emailed to bonthehill@muscogeenation.com prior to remitting payment.
- **NO PAYMENTS DUE AT THIS TIME.** Payments will be due upon notification of acceptance.
- **Non-Muscogee Vendors:** A licensing fee of \$50 is required and should be made payable to "MCN Tax Commission." Remit this payment with a separate payment for the vendor space fee (see Payment and Fees section).

PAYMENT and FEES (ONLY FOR ACCEPTED VENDORS)

- Vendors will be notified of acceptance by May 10, 2024
- Muscogee Nation Citizen Fee: Food or Arts/Crafts \$60 (Made payable to Muscogee (Creek) Nation or MCN)
- Non-Muscogee Fee: Food Space \$400 | Arts/Crafts Fee \$150 (Made payable to Muscogee (Creek) Nation or MCN)
- While cashier's checks and money orders are preferred, cash is acceptable. No personal checks accepted.
- **Non-Muscogee Vendors** are required to pay both the vendor space fee (made payable to Muscogee (Creek) Nation or MCN) and a licensing fee (made payable to MCN Tax Commission). Separate payments are required as they are made payable to different areas. Combined payments cannot be accepted.
- ALL PAYMENTS (vendor fee + licensing fee if applicable) are due upon notification of acceptance or by May 31, 2024.
- Space assigned once fee is collected.
- If payment(s) are not delivered to the office by the deadline, the licensing application is void and the vendor space shall be made available to a vendor on the wait list.

VENDOR REQUIREMENTS

- Vendor requirements are listed in the rules and regulations that are enclosed with this letter. Read them thoroughly. Most questions that arise can be answered by reading the document.
- **KNOW YOUR SET-UP TIME.** Set-up and operating hours are listed in the rules and regulations. Any vendor that confirms occupation of space by submitting application and payment shall adhere to the times or vendor forfeits future participation as a vendor at the Festival and possibly any other Muscogee (Creek) Nation event.

Questions? Email bonthehill@muscogeenation.com. Email is the best and quickest way to receive a response. Phone calls are not guaranteed to reach the intended recipient.



MUSCOGEE NATION FESTIVAL 2024 June 20-23 | VENDOR SPACE APPLICATION

- READ the RULES and REGULATIONS.
• Application DEADLINE: April 26, 2024
• REFRAIN FROM APPLYING if you are unable to set up within the designated times or unable to operate for the duration of operating hours as listed in the attached rules and regulations.

CONTACT INFORMATION

CONTACT NAME _____ ROLL NUMBER (Muscogee (Creek) Nation Citizens Only) _____
BUSINESS/ORGANIZATION (if applicable) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL ADDRESS (Notification of Acceptance will be sent to this address.) _____

VENDOR SALES INFORMATION

Provide a GENERAL OVERVIEW of MERCHANDISE, e.g., Drinks, Type of Food, Type of Art/Craft, etc. PRICE RANGE, e.g., \$1.00 - \$10.00.

[Empty box for merchandise overview and price range]

FEES* Check the space that applies to you.

FOOD SPACE (25'x20') Set Up: June 20 | Open: June (20), 21-22

- ___ Muscogee Citizen \$60
___ All Others \$400

ARTS/CRAFTS SPACE (10'x10') Set Up: June 21 | Open: June 21-22

- ___ Muscogee Citizen \$60
___ All Others \$150

*ALL APPLICANTS must apply for a temporary sales license from the MCN Tax Commission. A separate fee of \$50 is applicable to "All Others."

VENDOR SPACE PREFERENCE*

Derived from the enclosed map, list the numbers of the spaces you prefer in the blanks below.

- ___ 1st Choice
___ 2nd Choice
___ 3rd Choice

*Space preference will be taken into consideration but cannot be guaranteed. Vendors will be notified of assignment.

Vendor Name (Print/Type) _____ Vendor Signature (Typed Name Accepted as Signature.) _____ Date _____

READ RULES/REGULATIONS BEFORE SIGNING. By signing, I agree to adhere to the enclosed rules/regulations as stated. I understand that the Muscogee (Creek) Nation and/or its employees or representatives are not responsible for damages including but not limited to, loss suffered before, during, or after event as a result of the display of my work, equipment or materials. Muscogee Nation Marketing & Tourism reserves the right to refuse vendor space based on attached Rules/Regulations. If I fail to adhere to any of the rules/regulations, my operation may/shall cease and I will not receive a refund.

- Email or Mail completed application. Email is the best and quickest way to receive a response.
• Keep a copy for your reference.
• PAYMENT IS NOT DUE AT THIS TIME. Payment is due upon notification of acceptance.
• We observe Muscogee Nation citizen preference. Attach copy of Muscogee Nation citizenship card.



BRIAN ONTHEHILL, Creative Manager and Festival Vendor Coordinator
bonthehill@MuscogeeNation.com
Office 918.732.7993 | Mobile 918.752.8034
Muscogee Nation Marketing & Tourism
Attn. Brian OnTheHill
P.O. Box 580 | Okmulgee, OK 74447

EVENT MANAGEMENT USE

APPLICATION RECEIVED _____ ACCEPTED/DENIED _____ PAYMENT RECEIVED _____ TYPE OF PAYMENT _____ SPACE NUMBER _____

Muscogee Nation Festival VENDOR RULES and REGULATIONS

1. APPLICATION AND FEES

A. All applicants must complete a VENDOR APPLICATION and a BUSINESS LICENSE APPLICATION.

B. Enrolled Muscogee Citizens: Attach Copy of Citizenship Card.

C. Submit applications with the proper documents and payments to the Muscogee (Creek) Nation Marketing & Tourism Department (MNMT) by the DEADLINE of April 26, 2024.

2. FEES

A. Space rental fees are printed on the Application. **NO PAYMENT** at this time. Chosen vendors will receive notification of acceptance by May 10, 2024 and will be asked to verify acceptance and send payment(s) upon acceptance or prior to May 31, 2024.

B. All vendors* are required to have a temporary retail license issued by the MN Tax Commission. According to Title 36, §4-107, 2. of the MN Annotated Code, a license fee of fifty dollars (\$50) 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 Muscogee Nation, a chartered Community, Church, Ceremonial Ground Group, or other Recognized Muscogee Tribal Organization (not including Business Enterprises of the Nation) are exempt from the fee for a Temporary Vendor's License; HOWEVER, said vendors must complete the business registration application in order to receive exemption. All applicants will receive a "Business Registration" application. Only those vendors that are accepted are required to pay the vendor space fee made Payable to "MCN," and the \$50 licensing fee (Non Citizens Only) made payable to "MCN Tax Commission."

3. VENDOR SPACE ASSIGNMENT

A. Spaces are limited to one Arts & Crafts or one Food space per vendor.

B. The method of determining space assignment shall be established by MNMT and may be changed from time to time without prior notice to Vendors.

C. A general overview of merchandise and price range must be specified on the application. This helps determine Vendor placement. Space preference will be taken into consideration but cannot be guaranteed. Vendor will be notified of assignment with acceptance letter. **No vendor is guaranteed any space until payment is received.**

D. Only Vendors accepted and notified of space assignment and possessing a Muscogee Nation Temporary Retail License are legally allowed to conduct sales on the Nation's property.

E. Vendor sales must be conducted at assigned vendor spaces only.

4. SET-UP TIMES

A. Set-up time is designated as follows:

i. **FOOD VENDORS** set-up: Thursday, June 20, 2024, no earlier than 12:00 p.m. (noon). The Stomp Dance begins at 7:00 p.m., Thursday, June 20. The Fun Fair will be open and operating 7p.m.-10p.m. You have the opportunity to begin sales at this time.

ii. **ARTS & CRAFTS VENDORS** set-up: Friday, June 21, 2024, 7:00 a.m.-10:00 a.m.

B. **ALL VENDORS** must be set up and operational by Friday, June 21, 12:00 p.m. Any space not claimed and occupied by 12 p.m. (noon) on the final set-up day, Friday, June 21, may be reassigned with NO refunds, transfers or credits given.

C. ABSOLUTELY NO VEHICLES in the Food Vendor area or the Arts & Crafts Area and no vehicle entry through the main Festival gate beginning Friday, June 21, 10:00 a.m.-End. and Saturday, June 22, 10:00 a.m.- End. (Both evenings end upon the conclusion of the concerts at approximately 11:00 p.m.)

D. If restocking is necessary, call/text Brian OnTheHill at 918.752.8034 for assistance transporting loads during vehicle restriction hours.

5. FESTIVAL HOURS OF OPERATION

Vendors shall be open and operating on Friday and Saturday, June 21 and 22, by at least 12:00 p.m. (noon) until end of day. Both evenings end upon the conclusion of the concerts at approximately 11:00 p.m. It is not recommended but at the discretion of **FOOD VENDORS ONLY** to be open on Sunday, June 23, 2024. The day's only event is the conclusion of the softball tournaments. Neither change nor ice will be available that day.

6. VENDOR REQUIREMENTS

A. **FOOD Spaces MUST HAVE A FIRE EXTINGUISHER.** (FOOD VENDORS ARE NOT ALLOWED TO OPERATE WITHOUT A FIRE EXTINGUISHER.) Food spaces are 20'x25' concrete slabs. Electricity, water, gray water and oil disposal provided. Dispose of oil in proper containers. Gray water drains are for water only. Vendors are responsible for providing any and all necessities, including but not limited to: tables, chairs, storage, cook ware, appliances, lighting, UL extension cords, 3-prong adapters, food-grade water hoses, shading, transport buckets, and fire extinguishers. Extension cords must not exceed 50' in length. Longer cords can and do trip breakers.

i. IMPROPER USE OF ELECTRICITY AFFECTS EVERYONE IN THE VENDOR AREA AND POSSIBLY ELSEWHERE. Electrical hookup is limited to 110 volts and (1) 220 volt connection per vendor. Vendors should not exceed the available amount of power.

ii. REFRAIN FROM HARD WIRING ANYTHING INTO THE ELECTRICAL BOX.

VENDOR MUST SUPPLY THE CORRECT ADAPTER. Should the need for electrical assistance arise, we will provide the proper assistance. Refrain from performing electrical duties on your own. Improper use of electricity affects everyone in the vendor area and possibly elsewhere.

iii. Refrain from using too many surge protectors. Plug in items separately to distribute power evenly. The reliability of electrical service provided is not guaranteed and failure of service for any period of time does not constitute a breach of agreement or refund of space rental fees.

D. **ARTS & CRAFTS Spaces (10'x10')** are in an open air pavilion (concrete slab, roof, no walls).

i. Lighting and a limited amount of electricity are provided in the Pavilion only.

Extension cords are allowed; however, vendors must provide and must tape them to the floor using duct tape to ensure the safety of patrons.

ii. Vendors/Exhibitors are responsible for providing any and all materials needed for set-up, including but not limited to: tables, chairs, direct lighting, extension cords, etc.

iii. Overflow is located next to the pavilion, under a tent with lighting but no electricity.

E. **INFORMATION ONLY** spaces are provided a 6' or 8' table (depending upon availability) and two chairs under a large frame tent with NO electricity.

F. TRASH

i. Vendors/Exhibitors are responsible for keeping the property surrounding the assigned space clean. Fifty (50) gallon drums are available as refuse receptacles. It is the Vendor's/Exhibitor's responsibility to supply and maintain liners in the receptacle near the assigned space. Should the need for liners arise, MNMT may have them available.

ii. MNMT will provide pick-up of properly bagged refuse within vendor's sales location. **SET FULL BAGS BESIDE RECEPTACLE FOR PICK UP.**

iii. Remember to **RECYCLE.** Receptacles will be provided throughout the Omniplex in which to place aluminum cans and plastic bottles.

G. **RV HOOKUP** is prohibited at vendor sites.

H. Ice is available for purchase from the Festival Gift Shop. The cost of ice, depending on availability, is \$5.00 for either 1- 20 lb. bag or 2-10 lb. bags.

7. FOOD VENDOR SAFETY PRACTICES (FOOD VENDORS ARE NOT ALLOWED TO OPERATE WITHOUT A FIRE EXTINGUISHER.)

A. The Muscogee Nation is a sovereign nation and reserves the right to enforce health codes within its jurisdictional boundaries. Although Okmulgee County no longer requires it, the site coordinator of each food vendor operation must possess a current certificate of food handler training from any recognized public health authority, county health department, state health department, Indian Health Service or Tribal Environmental Health Program. Current licensure by a state health agency is also acceptable for mobile, self contained units that set up at multiple venues in Oklahoma. It is the responsibility of the site coordinator to contact the appropriate agency to obtain a current certificate of food handler training.

B. For vendors' convenience, food handler certification training is available online through IHS at ihs.gov/foodhandler.

C. Site coordinators are responsible for the supervision of all staff at their operation and for compliance with food safety practices.

D. MNMT will designate a Food Vending Site Inspector who will have the authority to request changes in operation or equipment. Health code concerns identified by the Festival Inspector must be corrected immediately.

8. LIABILITY

A. **VENDOR** assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to their own person(s) or damage to the vendor's displays, equipment, or other property and agrees to indemnify, defend, and hold harmless MN 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. In the event of an emergency, contact the Muscogee Nation Light Horse Tribal Police, 918.732.7800.

9. VENDOR CONDUCT

The discussion of prices on items or any other subject that may lead to a disagreement is strictly prohibited. All Vendors are expected to practice appropriate behavior and hygiene at all times.

10. VIOLATIONS

Should any Vendor violate any of the rules/regulations stated within this agreement, said vendor may/shall be asked to leave the premises at their own expense. No refunds issued. Vendor shall forfeit participation in any and all future Muscogee Nation events.

11. QUESTIONS should be directed to bonthehill@muscogeenation.com

12. VENDOR COORDINATOR BRIAN ONTHEHILL

If I cannot be located in or within proximity of the vendor area, I am usually stationed at the Festival Gift Shop. During the Festival, feel free to call/text me at 918.752.8034. I will reply as I am able.



THE MUSCOGEE NATION

CLAUDE COX OMNIPLEX



PARKING



GUN CLUB RD

PARKING

TRANSIT ROUTE

EXIT

PARKING

PARKING

TRANSIT STOP

NO PARKING EQUIPMENT

MVSKOKE DOME

PLAYGROUND

FUN FAIR
Thurs-Sat

EMERGENCY EMS

PARKING

PARKING

15 FOOD
25'x20'
NO SLAB

TENT

18 INFO FAIR
SATURDAY
STOMP DANCE
THURSDAY

NO PARKING

17 NO PARKING
16 NO PARKING
15 GIFT SHOP/
RESTROOMS

AMPHITHEATER

RESTROOMS



BOB ARRINGTON
ARENA

1-17 | FOOD
25'x20'
CONCRETE SLABS
MOVE VEHICLES
TO DESIGNATED
PARKING AREAS
AFTER LOAD IN.

14-13
12
11
10
9
8
7
6
5

NO PARKING

NO PARKING

PAVILION
TENT
ARTS/CRAFTS
10'x10' SPACES

NO PARKING

MOVE VEHICLES
TO DESIGNATED
PARKING AREAS
AFTER LOAD IN.

SOFTBALL COMPLEX

WEST ENTRANCE
(more parking)

PEDESTRIAN ENTRANCE ONLY
beginning 10AM FRIDAY AND SATURDAY, June 21-22
VEHICLES MUST PARK OUTSIDE GATE OR USE WEST ENTRANCE

WARRIOR RD

LIGHTHOUSE

NO PARKING

RODEO STAFF ENTRY
ONLY

PARKING

PARKING

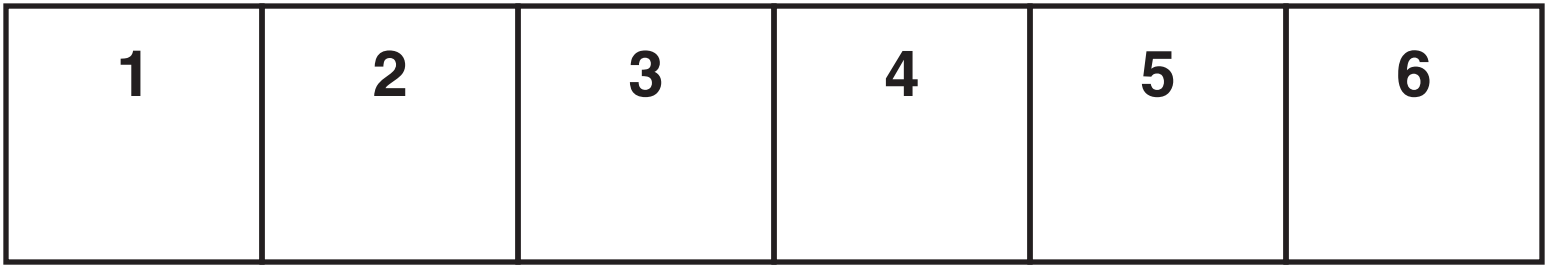
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PARKING

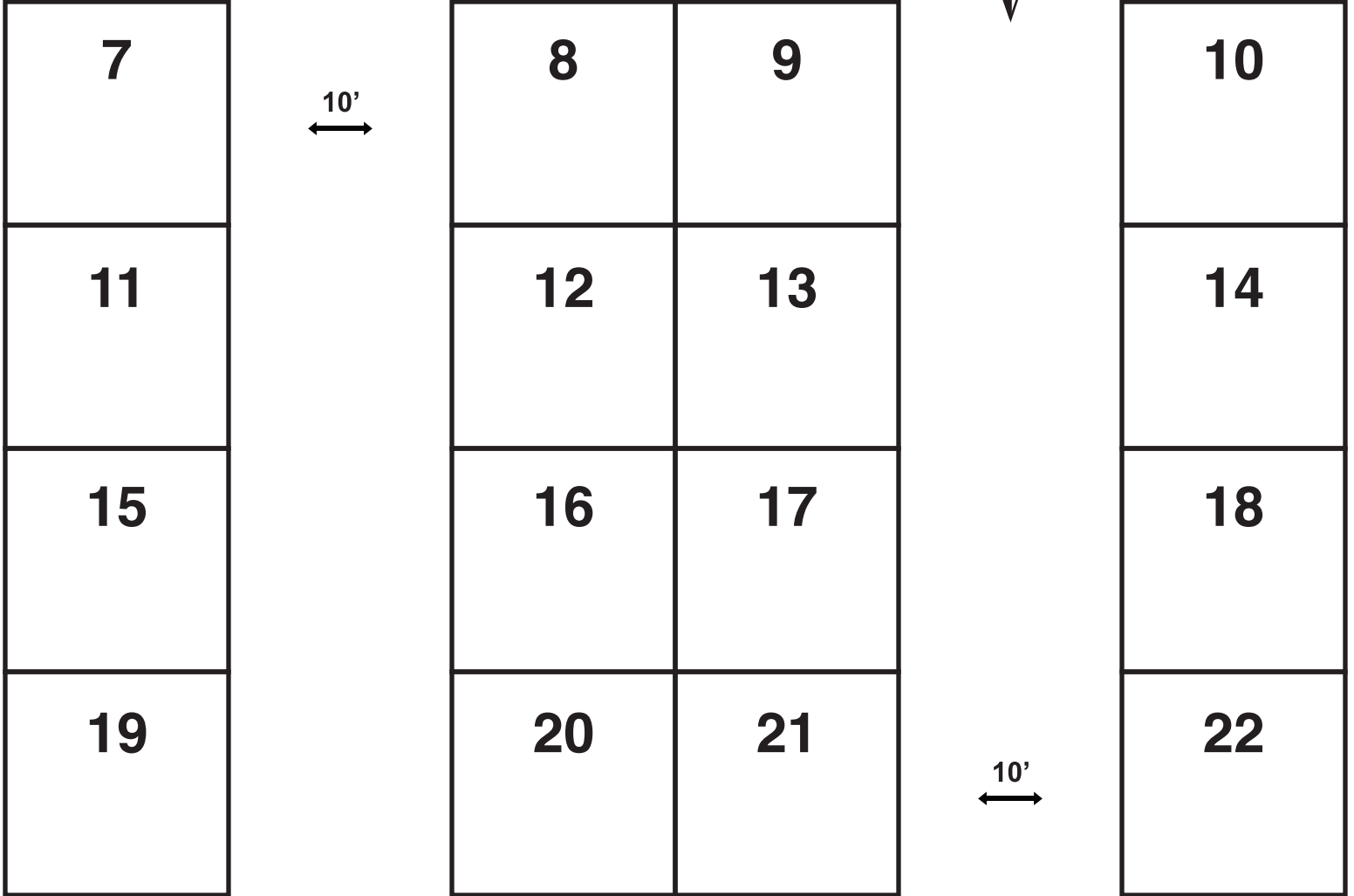
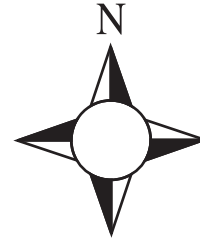
PARKING

TANK FARM RD

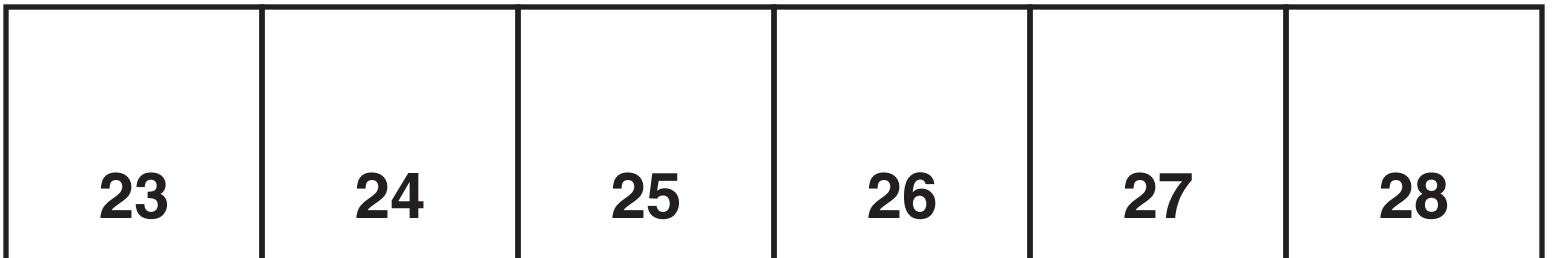


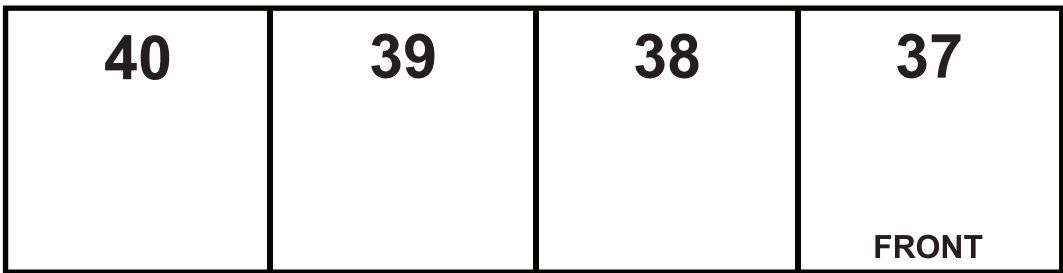


Claude Cox Omniplex
 Arts & Crafts Pavilion (60' x 80')
 Arts & Crafts Spaces
 Space Dimensions: 10' x 10'

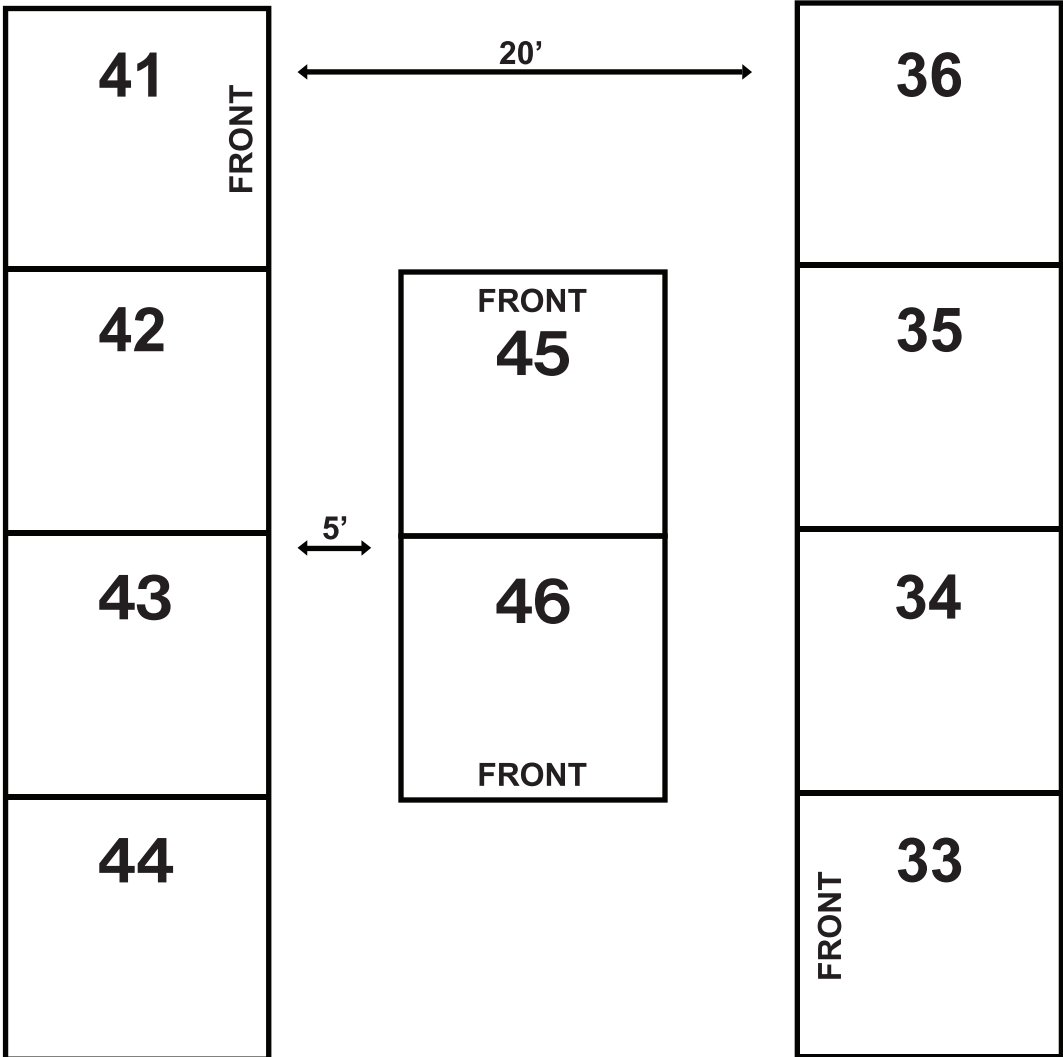
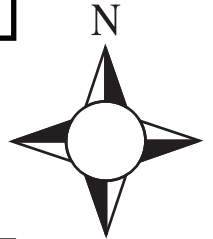


Brian OnTheHill, Vendor Coordinator
 bonthehill@muscogeenation.com
 918.732.7993 | 918.752.8034

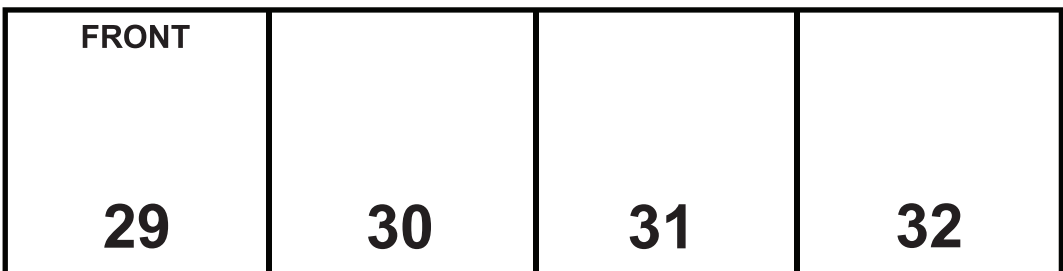




Claude Cox Omniplex
 Overflow Tent 40'x80'
 Arts & Crafts Spaces
 Space Dimensions: 10'x10'



Brian OnTheHill, Vendor Coordinator
 bonthehill@muscogeenation.com
 918.732.7993 | 918.752.8034





**MUSCOGEE (CREEK) NATION
OFFICE OF THE TAX COMMISSION
1000 RIVERWALK TERR, STE 100, JENKS, OK 74037
TEMPORARY VENDOR'S SALES LICENSE APPLICATION INSTRUCTIONS**

Title 36, § 4 – 107: Temporary Vendor's Sales License

The Temporary Vendor's Sales License shall be issued to vendors for special or short-term events within the Muscogee (Creek) Nation territorial jurisdiction or temporary solicitation of sales in said territorial jurisdiction.

The **Temporary Vendor's Sales License(s)** shall be valid for up to but not to exceed ten (10) calendar days and shall be nontransferable and non-assignable. A **license fee* of fifty dollars (\$50.00)** shall be paid for each temporary retail sales license issued and shall be in lieu of sales taxes and applicable sales reports otherwise required under this title.

**Muscogee (Creek) Nation enrolled citizens with current MCN Citizenship Card are exempt from the temporary licensing fee.*

Applicants conducting sales for a period of ten calendar days or less are eligible to apply for the Temporary Vendor's Sales License. Any vendor selling for a period of eleven calendar days or more during a calendar year must apply for the Annual Vendor's Sales License; different requirements and fees apply.

Temporary Vendor's Sales License Application Procedures

- **APPLICATION** - The applicant must complete and sign the Temporary Vendor's Sales License Application.
 - **FEE** - A separate application and license fee* for the Temporary Vendor's Sales License shall be submitted and paid for each separate location, booth space, and/or event at which a vendor may establish a temporary place of business or retail or wholesale outlet.
 - **CITIZENSHIP** - If the applicant is a Muscogee (Creek) Nation enrolled citizen, a copy of the applicant's citizenship card is required with application; MCN citizens are exempt from the licensing fee. MCN enrolled citizens with current MCN Citizenship Card are exempt from the licensing fee.
 - **PERMIT** - Any business or person conducting sales on Muscogee Nation properties must have authorized approval to use event locations. Depending on event location, one of the following is required to be submitted with Temporary Vendors Sales License Application:
 - 1) **Lighthouse Permit** is required for these tribal complex locations - Realty Lobby, Employment & Training Conference Room, Elderly Nutrition, Housing 1st Floor or 2nd Floor Conference Rooms
 - 2) **Mound Building Activity Form** is required for these locations in the Mound – East or West Lobby, National Council Chambers, Auditorium, **OR**
 - 3) **Email** from authorized department/office granting permission for all other event locations
 - **LEASE** - If the applicant is renting or leasing the event location, a copy of the rental or lease agreement is required with application.
- Return application with fee, copy of MCN citizenship card, and permit/lease/email (*whichever is applicable*). All required documentation must be received by the Jenks Riverwalk Tax Office location at least one week prior to event date. Applications with documentation may be submitted in person, by mail, or email.
 - Licenses will be available for in-person pick up at the Jenks Riverwalk Tax Commission Office OR mailed to vendor's home address if time permits. Please let us know where you would like to receive your license.
 - Vendors are required to post the Temporary Vendor's Sales License in a visible place at their booth during event.
 - The Tax Commissioner shall have the authority to approve or deny an application for a vendor's license. All denied applicants shall have the right to appeal pursuant to Title 36, § 6–101.

MCN Tax Commission
1000 Riverwalk Terrace, Ste 100, Jenks, OK 74037
tax@mcntax.com



Return application with Vendor Application and copy of citizenship card (if applicable) to the Marketing & Tourism Department.

TEMPORARY VENDOR'S SALES LICENSE APPLICATION
MUSCOGEE (CREEK) NATION
OFFICE OF THE TAX COMMISSION

Fee Schedule:

- Special Event.... \$0* (Muscogee (Creek) Citizen ONLY)
MCN Citizenship Card on file with Tribal Tax Division? Yes No
*If No, please submit copy of MCN Citizenship Card with application

- Special Event.... \$50 (Non-MCN Citizens)

Cash, check or money order ONLY; make checks payable to MCN Tax Commission

Business Identification:

- Individual
General Partnership
Limited Partnership
Other

LICENSEE INFORMATION

NAME OF LICENSEE (Last Name, First Name) MUSCOGEE (CREEK) ROLL #

ADDRESS (Street Address or PO Box) CITY STATE ZIP

PHONE NUMBER (Area Code + Number) EMAIL ADDRESS SSN &/OR FEIN

EVENT NAME EVENT DATE(S)

EVENT SITE LOCATION CITY STATE ZIP

TAXABLE PRODUCTS for this event: Brief description of what you are selling (i.e. art, jewelry, food sales, etc.).

BUSINESS INFORMATION (If different than Licensee Information)

BUSINESS NAME PHONE NUMBER (Area Code + Number)

BUSINESS ADDRESS (Street Address or PO Box) CITY STATE ZIP

Any business or person conducting sales on Muscogee Nation properties must have authorized approval to use event locations.

Is this event located within the Muscogee Nation Boundaries? Yes No

Did you receive approved permission to host your event on Muscogee Nation Tribal properties? Yes* No**

*Please attach copy of permit or email granting permission. **If you answered no, contact the facility coordinator and request permission.

Are you renting/leasing the business location? Yes* No

*If you answered YES, please give name and address of the lessor for this location below and attach copy of current rental or lease agreement.

LESSOR NAME (Name on lease) PHONE NUMBER (Area Code + Number)

LESSOR ADDRESS (Street Address or PO Box) CITY STATE ZIP

NOTICE: Any required license fees must be paid and submitted with Temporary Vendor's Sales License Application prior to event date. Failure to include fees & other required documentation will delay the processing of your application. The Temporary Vendor Sale's License Certificate must be visibly posted during event.

A sole owner, general partner, corporate officer, community chairman, or authorized representative must sign this application.

I, the undersigned applicant or authorized representative, declare under the penalties of perjury, revocation of license, that I have examined this application and attachments and to the best of my knowledge the facts set forth are true and correct, and that the requirements hereunder will be carried out in accordance with the laws of the Muscogee (Creek) Nation and the rules and regulations of the Muscogee (Creek) Nation Tax Commission. I further acknowledge and agree that sales tax withholdings are trust funds for the Muscogee (Creek) Nation and that any use of these trust funds other than timely remittance to the Muscogee (Creek) Nation is embezzlement and can result in fines and/or criminal prosecution.

Type or print name and title Signature Date

Return application with Vendor Application and copy of citizenship card (if applicable) to the Marketing & Tourism Department.