

Be prepared for load-in and operating at the Muscogee Nation Festival; READ all information provided for your convenience.



THE MUSCOGEE NATION

MUSCOGEE NATION FESTIVAL 2025 June 26-29 | VENDOR SPACE APPLICATION

- READ and understand the RULES/REGULATIONS, complete application and questionnaire.
- ACCEPTANCE is DEPENDANT upon following instructions and submitting proper documents.
- APPLICATION DEADLINE: April 4, 2025
- PAYMENT IS NOT DUE AT THIS TIME. Payment is due upon notification of acceptance.
- SUBMIT APPLICATION and QUESTIONNAIRE to the Marketing & Tourism Department.
- Most situations, misunderstandings, delays, etc. can be avoided if applicants read the provided information.

CONTACT INFORMATION

Attach copy of Muscogee Nation citizenship card.

VENDOR CONTACT NAME _____

ROLL NUMBER (Muscogee (Creek) Nation Citizens Only) _____

NAME OF BUSINESS/ORGANIZATION/INDIVIDUAL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL ADDRESS (Notification of Acceptance will be sent to provided address.) _____

BASIS FOR ACCEPTANCE

- READ RULES/REGULATIONS carefully.
- COMPLETE APPLICATION and QUESTIONNAIRE and return fully and correctly completed.
- If a Citizen of the Muscogee (Creek) Nation, INCLUDE a COPY of CITIZENSHIP CARD with applications.
- Acceptance is garnered by the number of points accrued from Questionnaire, past attendance record, quality of product and providing an increased variety of offerings (added value to the Festival).
- We cannot accept anyone that does not submit the completed items and required documentation. All requirements and answers to most probable questions are listed throughout application and rules/regulations.
- Vendor shall be notified of acceptance or declination by **April 11, 2025**.

FEES* Check the space that applies to you.

FOOD SPACE (25'x20') Load-in: June 26 | Open: June (26), 27-28

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

ARTS/CRAFTS SPACE (10'x10') Load-in: June 27 | Open: June 27-28

- _____ 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 upon acceptance.

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 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 or use of my work, equipment or materials. I understand Muscogee Nation Marketing & Tourism reserves the right to refuse vendor space based on attached Rules/Regulations. I understand failure to adhere to any of the rules/regulations may/shall cause vendor operation to cease with no refund.

- EMAIL or MAIL completed applications, vendor application and tax license application. Email both email addresses: **Tourism@MuscogeeNation.com** AND **MvskokeTourism@gmail.com**. Messages from gmail address are not always properly received, hence the provided gmail address.
- KEEP a COPY for your reference and load-in times and dates.
- 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.**



VISIT THE MUSCOGEE NATION

MUSCOGEE NATION MARKETING & TOURISM, Vendor Committee

Tourism@MuscogeeNation.com; MvskokeTourism@gmail.com
Office 918.732.7992
P.O. Box 580 | Okmulgee, OK 74447

The Department is located in the "Commerce Building" on the north side of the campus of the tribal complex at the southeast corner of the intersection of US 75 & OK 56 Loop just north of Okmulgee.

EVENT MANAGEMENT USE

APPLICATION RECEIVED _____ ACCEPTED/DECLINED _____ PAYMENT RECEIVED _____ PAYMENT TYPE _____ 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. 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) located in the Commerce Building at the tribal complex on the southeast corner of intersection US 75 and OK 52 Loop, Okmulgee by the DEADLINE of April 4, 2025.

2. FEES | A. Space rental fees are printed on the Application. **NO PAYMENT** at this time. Chosen vendors will receive notification of acceptance by April 11, 2025 and will be asked to verify acceptance and send payment(s) by April 18, 2025.

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.

*Enrolled citizens of the Muscogee Nation, a chartered Community, Church, Ceremonial Ground, 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 a license.

All accepted 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. Space preference will be taken into consideration but cannot be guaranteed. Vendor will be notified of assignment with acceptance email. **No vendor is guaranteed any space until payment is received.**

D. Only Vendors possessing a current Muscogee Nation Temporary Retail License issued for the duration of the Festival are legally allowed to conduct sales on the Nation's property.

4. LOAD-IN TIMES ENFORCED BY LIGHTHORSE.

A. Set-up time is designated as follows:

i. **FOOD VENDORS LOAD-IN:** Thursday, June 26, 2025, no earlier than 12p.m. (noon). The Stomp Dance begins at 7p.m., Thursday, June 26 and the Fun Fair will be open 7p.m.-10p.m. Food vendors have the opportunity to begin sales at this time. Move vehicles to parking space after load-in.

ii. **ARTS/CRAFTS VENDORS LOAD-IN:** Friday, June 27, 2025, 8a.m.-10a.m. Move vehicles to parking space after load-in.

B. ALL VENDORS must be set up and operational by Friday, June 27, 12p.m. (noon). Any space not claimed and occupied by 12p.m., Friday, June 27, 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 27, 10a.m.-End and Saturday, June 28, 10a.m.- End. (Both evenings end upon the conclusion of the concerts at approximately 11p.m.)

D. If restocking is necessary, call/text Brian OnTheHill at 918.605.8083 for assistance transporting materials during vehicle restriction hours.

5. FESTIVAL HOURS OF OPERATION

Vendors shall be open and operating on Friday and Saturday, June 27 and 28, 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 29, 2025. The day's only event is the conclusion of the softball tournaments and "Fourth Sunday" in the MVSOKOKE Dome, which will serve free food. Neither change nor ice will be available that day.

6. VENDOR REQUIREMENTS

A. **All vendors shall designate a SITE COORDINATOR** for their operation. That person is to be the contact and shall be responsible for their site, its maintenance, and other operators at their site. The main reason for this requirement is to determine who is obligated to obtain food handler training for a food vendor operation. See Section 7 of the rules and regulations.

B. **FOOD Spaces MUST HAVE A FIRE EXTINGUISHER.** (NO OPERATION WITHOUT 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, 3-prong adapters, food-grade water hoses, shading, transport buckets, fire extinguishers, and UL extension cords not exceeding 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) and excess spaces are available under a tent running parallel to pavilion.

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 service for 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 Omnplex 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

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 for himself or herself.

B. SITE COORDINATOR ONLY is obligated to obtain FOOD HANDLER CERTIFICATION. For vendors' convenience, 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. All Food Vendors must have an on-site fire extinguisher. Operation not allowed without fire extinguisher.

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 AND VIOLATIONS

All Vendors are expected to comply with Tribal Lighthouse officials. 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.

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. Vendor shall forfeit participation in any and all future Muscogee Nation events.

10. QUESTIONS should be directed to tourism@muscogeenation.com

11. VENDOR ON-SITE 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 918.605.8083. I will respond as I am able.



THE MUSCOGEE NATION

MUSCOGEE NATION FESTIVAL 2025 June 26-29 | VENDOR QUESTIONNAIRE

- The Questionnaire should be completed by the person applying for and responsible for operation of the vendor site during the Festival.
- The Questionnaire below will aid in determining vendor selection for the festival.
- Return all completed documents: Questionnaire, Vendor Application, Tax License Application, and copy of Citizenship Card (if applicable) to the Muscogee (Creek) Nation Marketing & Tourism Department.

Check the boxes with the answers that correspond with each question. Type/Print where applicable. We observe Muscogee Citizen preference followed by Native American preference.

1. Enrolled Muscogee (Creek) Citizen? Yes No
2. Native/Non Muscogee Citizen? Yes No
3. Non Native? Yes No
4. Veteran? Yes No
5. Individual, Business or Organization? Individual Business Organization
6. Name of Individual, Business or Organization _____
7. Are you a previous Festival Vendor? Yes No
8. How many years have you attended as a Vendor? 1-3 Years 4-6 Years 7-10+
9. Type of Vendor? Food Arts/Crafts
10. If Food Vendor, do you operate out of a Food Truck or Canopies and Tables? Food Truck Canopies and Tables

11. Primary sales item or general description of products

12. Do you attend other events as a vendor? Yes No

13. If yes, list events you attend.



VISIT THE MUSCOGEE NATION

MUSCOGEE NATION MARKETING & TOURISM, Vendor Committee
Tourism@MuscogeeNation.com; MvskokeTourism@gmail.com
Office 918.732.7992 | 800.482.1979
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MuscogeeNationFestival.com



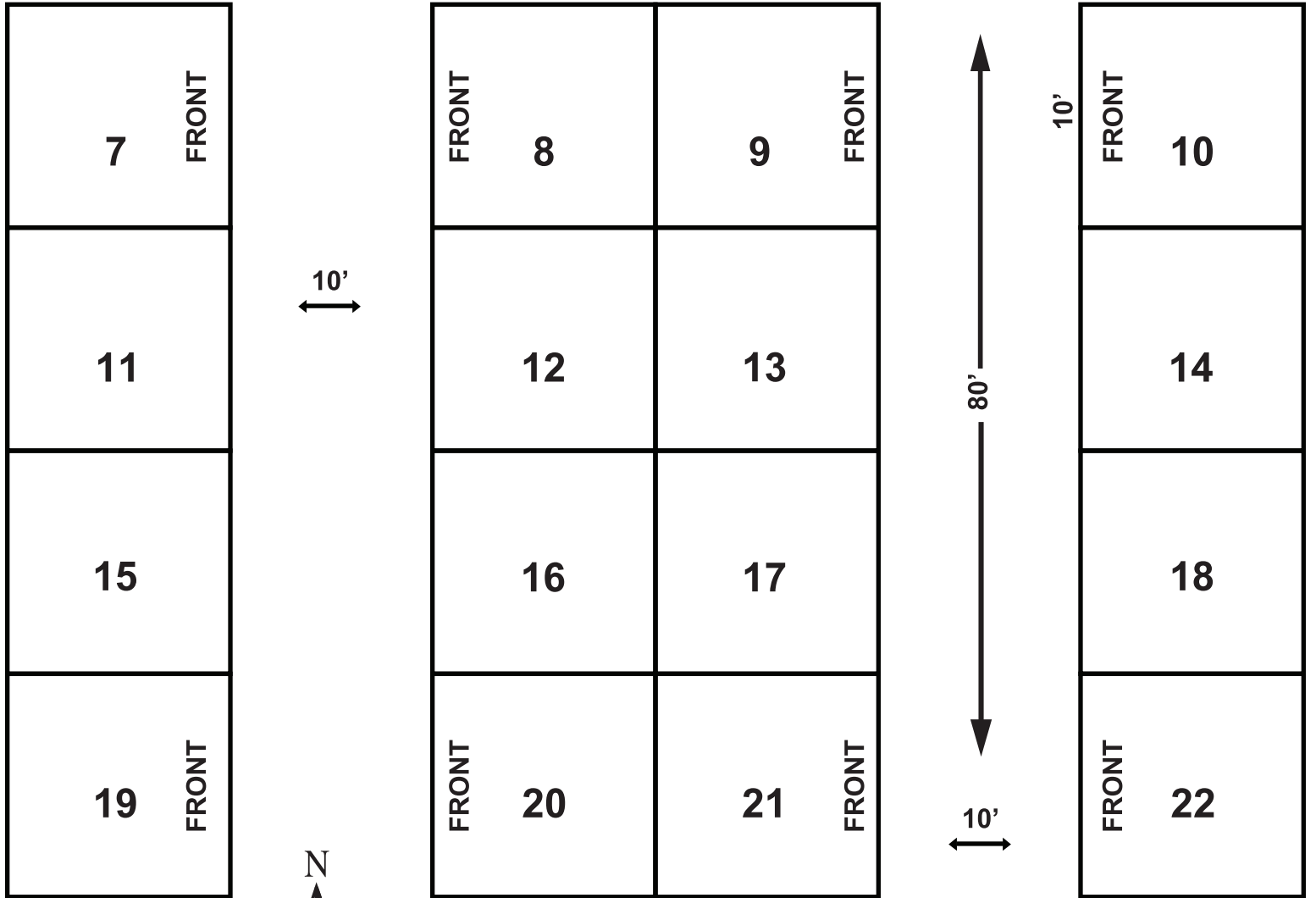
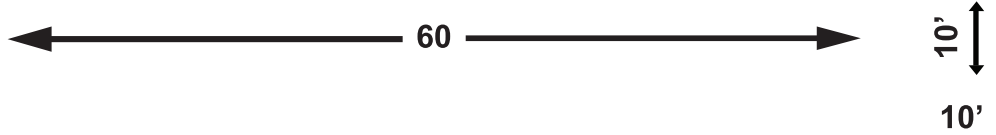
THE MUSCOGEE NATION

CLAUDE COX OMNIPLEX

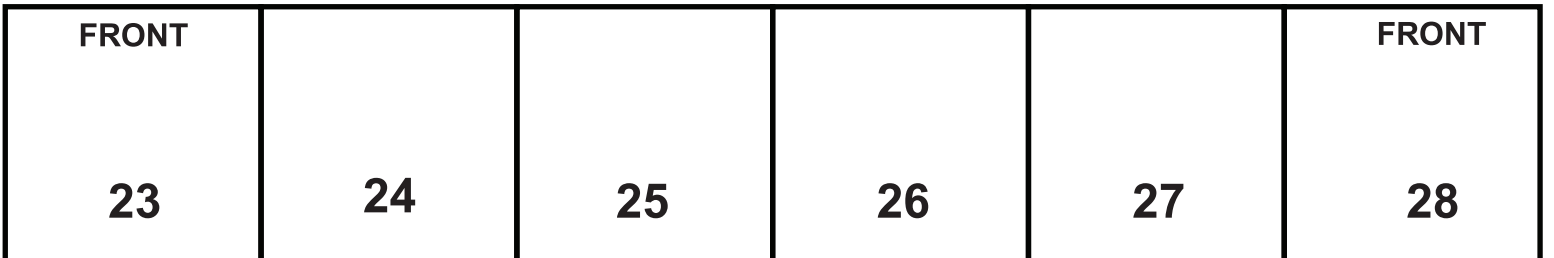


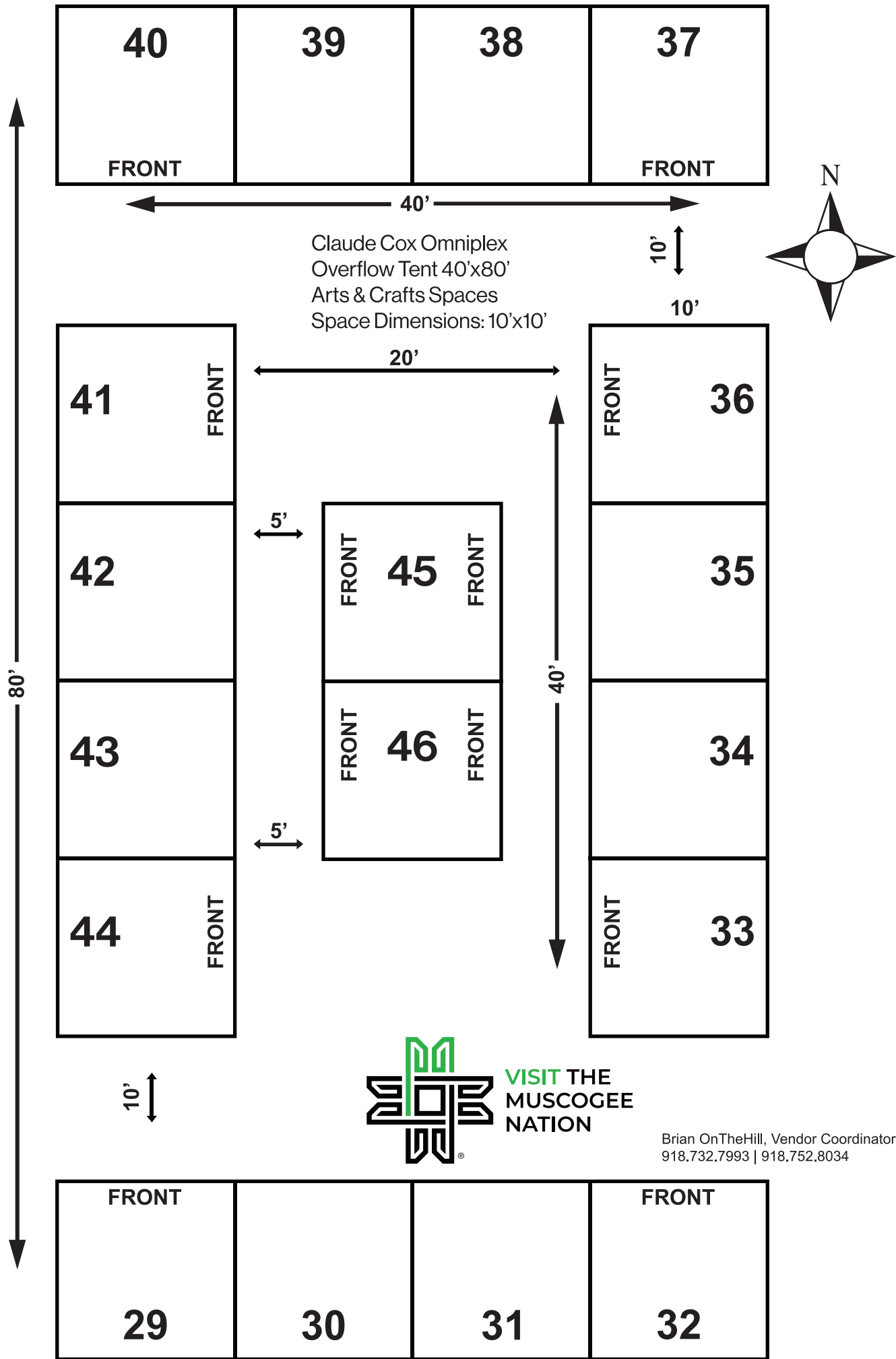


Claude Cox Omniplex
 Open Air Pavilion 60'x 80'
 Arts & Crafts Spaces
 Space dimensions: 10' x 10'



Brian OnTheHill, Vendor Coordinator
 918.732.7993 | 918.752.8034





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