

City of Moore
JULY 3rd & 4TH VENDOR RULES & REGULATIONS

- Those vendors who DO NOT have a valid Oklahoma Sales Tax permit will be required to pay sales tax the day of the event. City of Moore event staff will be required to collect this tax. Those vendors who do have a valid Oklahoma Sales Tax permit will be required to submit the vendor daily sales tax report (provided in packet) and send the report and payment to the Oklahoma Tax Commission within 15 days. The sales tax for the City of Moore is 8.0%. For more information, call Tammy Peace at the Oklahoma Tax Commission (405) 522-4324.
- Attention Food and Drink vendors: There will be a \$25 fee to have a food and drink booth. Please note: this fee is in addition to the booth rental fee. The fee must be paid to representatives from the Health Dept. after they inspect your booth the day of the event. Please contact the Cleveland County Health Department at (405)321-4048 and ask an environmentalist for more information on their requirements.
- Cost per 10' deep x 20' wide booth space is: \$25.00 for non-electric and \$50.00 with electric for both days. One plug-in is supplied per electric booth space.
- Electricity cannot be guaranteed, but the City of Moore will try to accommodate. You must furnish your own electric cord for your booth.
- Booth spaces cannot be reserved until full payment is received. Make checks payable to: City of Moore. No phone reservations.
- To request your booth site from the map, bring the application form and payment to the Moore Community Center at 301 S. Howard (next to the Moore Library).
- Application deadline: Friday, June 20, 2008. No refunds after Friday, June 20, 2008.
- Some vendors may need to supply a copy of liability insurance.
- The City of Moore reserves the right to restrict sales, items, goods or services. Vendors refusing to comply with City requirements will be shut down and removed from the premises.
- There may be two (2) or more of the same type booths or activities.
- Picnic shades &/or awnings are welcome, but the **City supplies the space only.**
- Vendors may begin setting up around 9:00am on the 3rd. All booths must be open for business by 5pm on the 3rd. Vendors are responsible for their booth and items.
- Vendors are not permitted to sell or display alcohol or tobacco products unless the sale or display has been expressly authorized by the City of Moore.

VENDOR UNLOADING & PARKING

- Vehicles are allowed on the grass for loading and unloading only. This is strictly enforced.
- Main vendor entrance closes for entry at 3pm sharp! All vendor vehicles must be off the booth space sites by 3:00pm!
- All vendors are limited to two (2) vehicles only per booth space due to limited parking in the vendor/entertainment/staff reserved parking area.
- Please do not block any entry/exits in the area.

VENDOR SALES

- Absolutely no one is allowed to walk and sell items at or around booth space sites or entertainment areas! The only place this will be allowed is west of the park's east entrance road and 30' north of the far north side of the event site. This is strictly enforced!
- All permits for sales on park grounds must be obtained at the Moore Community Center. Keep your permit with you at all times.

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL THE CITY OF MOORE
PARKS AND RECREATION DEPARTMENT AT (405)793-5090