



GREAT SAND SPRINGS DOWNHILL SOAP BOX DERBY

Saturday, September 24, 2011
9:00am - 5:00pm
Adams & Park Road
Sand Springs, OK

VENDOR APPLICATION

The rental fee for booth space:

10'x 10' = \$75.00

10' x 20' = \$100.00

20 X 20 = \$125.00

Do you need electric? Add: \$25.00 (YES) (NO)

CONTACT PERSON: _____

BUSINESS NAME: _____

SALES TAX PERMIT: _____ HEALTH CARD: _____
(copies attached)

BUSINESS TYPE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE:() _____ ALT PHONE:() _____

E-MAIL ADDRESS: _____
(preferred way to stay in contact so make sure e-mail is correct)

Return this form and your check made payable to: **Sand Springs Civitan**

Sand Springs Civitans: PO Box 428; Sand Springs, OK 74063



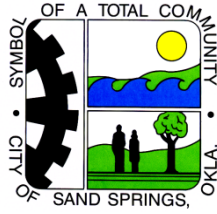
Civitan is devoted to improving the lives of children and adults with developmental disabilities. All proceeds from this event will go to send children with disabilities to summer camp and renovate Civitan park with accessible playground equipment.

Enclosed you will find forms that will be helpful to all to make this a successful event.

1. Please complete the enclosed *Vendor Application* and return it to the address on the bottom of the form as quickly as possible. Deadline for Vendor Applications is September 15, 2011. Applications will be considered by the Festival Committee and you will be notified as to your approval and location for set up. Booth rental will be due at that time - not with application.
2. Itinerant Peddler License must be completed and return. All vendors are required to complete the form.
3. Copy of your current tax permit must be submitted. Collecting and remitting tax is your responsibility.
4. If your business consists of making/selling food products, a copy of current Food Handler Permit must be submitted. A copy must be in your booth at all times. (Tulsa County Health Dept will inspect booths prior to event)
5. There will be a booth located at the south end of Charles Page High School parking lot manned by the Sand Springs Civitans. They will assist you in booth location and answer questions you may have.
6. Vendors may begin setting up Friday, September 23, 5:00pm – 8:00pm and on Saturday, September 24 at 6:30am. Festival will officially begin at 9:00am. Booths must be taken down by 6:00pm Saturday, September 24, 2011

Questions: contact Cathy Burdge at 918-693-1484 or clburdge@aol.com.
Or Mary Eubanks @ 918-245-3221 or president@sandspringschamber.com

Sand Springs Civitan Club



Form NS-6

Itinerant Peddler License Application
(For Great Sand Springs Downhill Soap Box Derby Race)

APPLICATION DATE: _____

VENDOR NAME: _____

APPLICANT NAME: _____ PHONE:(W) _____

APPLICANT ADDRESS: _____ PHONE: (H) _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION ADDRESS: _____

BUSINESS NAME: _____

PLANNED OPERATION: _____

IMPORTANT: All itinerant peddler license applications must include the following attachments as applicable:

- **Copy of current Oklahoma Sales Tax Permit.**
- **Copy of Tulsa Health Department permit(s) for operations involving food.**

Permit Fee Waived by City Council

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FOR OFFICE USE ONLY

Permit # _____ Customer # _____ Receipt # _____

Invoice # _____ Amount \$ _____ Date Issued _____

Approved By _____

Remarks _____
