



Native Comedy Night and Vendors - Riverwalk | Jenks
Vendor Requirements/Rules/Regulations
Friday, September 27, 2024
Vendors - 3:00 pm - 7:30 pm
Comedy Show 6:30 pm - 7:30 pm



VENDOR REQUIREMENTS

- Must be an enrolled citizen of federally-recognized tribe (attach copy of verification with application).
- Complete vendor application and Temporary Vendor's License application.
- Arts, Crafts, and any other handmade items are strongly encouraged and shall be given priority over all other items including commercial items.
- This is not a flea market.
- Vendors must be set up and operational for the duration of the event.
- There is a \$20 set up fee.
- Application September 20th.

2. Vendor Space Rules and Regulations

- Space is limited and is granted on a first-come, first-served basis.
- Vendor spaces are located throughout Riverwalk Crossing.
- All set-up needs are the responsibility of the vendor.
- Electrical outlets are available. Please note on application if you need access.
- Vendors may begin set-up no earlier than 1:00 PM. Be operational 3:00 PM - 7:30PM.
- Mind the schedule and adhere to rules out of respect for patrons, fellow vendors, and event staff.
- Please note, this is an outside event. Feel free to bring lights and decorate your space to add to the atmosphere at Riverwalk.

3. Temporary Vendor Tax License Fee

4. Muscogee (Creek) Nation citizens are exempt of fees with proof of enrollment.
5. All others pay a fee of \$50 made payable to MCN Tax Commission due upon submission of application.
6. Information on the Temporary Vendor's License application should be consistent with the vendor application.
7. Submit the Temporary Vendor's License application with a copy of citizenship card with the vendor space application.
8. Return both applications by mail, email or, in person, to the Redstick Gallery, 105 S. Grand Ave, Okmulgee.

Vendor Coordinator

ShaVon Agee, Program Manager

Cultural Center & Archives

The Muscogee (Creek) Nation

P.O. Box 580 | Okmulgee, OK 74447

sagee@MuscogeeNation.com | 918.549.2434 | 918.758.5557

Vendor Application

First Name: _____ Last Name _____

Address:

Phone Number: _____ Email Address: _____

Tribal Affiliation:

Description of items being sold (Please note if you want electrical access):

Return completed application and Temporary Vendor's License application to:

ShaVon Agee, Program Manager
Cultural Center & Archives
The Muscogee (Creek) Nation
P.O. Box 580 | Okmulgee, OK 74447
sagee@MuscogeeNation.com | 918.549.2434



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

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 fee, copy of citizenship card, and/or lease (whichever is applicable) to the MCN Tax Commission Office Jenks Riverwalk location:
MCN Tax Commission, 1000 Riverwalk Terrace, Suite 100, Jenks, OK 74037 ▪ 918.304.3250 ▪ tax@mcntax.com*