



Native Christmas Market - Riverwalk, Jenks, Oklahoma
Vendor Requirements/Rules/Regulations
Saturday, November 23, 2023 - 1:00 p.m. to 7:00 p.m.

1. 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. Each vendor will receive one table. Please supply your own canopy.
 - Deadline, Friday, November 15th.
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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.
 - We provide one table. Any other items required for set-up 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 11:30 AM. Be operational 1:00 PM - 7:00PM.
 - 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 festive atmosphere at Riverwalk.
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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.
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8. Return both applications by mail to P.O. Box 580, Okmulgee, OK 74447, email to sagee@muscogeeation.com 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



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

OFFICE USE ONLY	
Date Received:	_____
<input type="checkbox"/>	Tribal Enrollment Verification
<input type="checkbox"/>	Application Signed/Dated
<input type="checkbox"/>	Lease Attached <i>if applicable</i>
<input type="checkbox"/>	All Other Attachments Provided

Fee Schedule:

- Special Event.... \$50
Make check or money order payable to MCN Tax Commission
- Special Event.... \$0* (Muscogee (Creek) Citizen ONLY)
**Tribal Enrollment Verification Required*

Business Identification:

- Individual
- General Partnership
- Limited Partnership
- Other _____

LICENSEE INFORMATION

NAME OF LICENSEE (Last Name, First Name, Middle Initial)		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

BUSINESS INFORMATION *(If different than Licensee Information)*

BUSINESS NAME	PHONE NUMBER (Area Code + Number)		
BUSINESS ADDRESS (Street Address or PO Box)	CITY	STATE	ZIP
Is this business located within the Muscogee (Creek) Nation Boundaries?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all sales from this location made within the Boundaries of the Muscogee (Creek) Nation?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you renting/leasing the business location?.....	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	

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

LESSOR NAME	PHONE NUMBER (Area Code + Number)		
LESSOR ADDRESS (Street Address or PO Box)	CITY	STATE	ZIP

List your principle taxable product(s) for this event: _____
Brief description of what you are selling

NOTICE: All registration and license fees must be paid with Business License Application prior to event date. Failure to include the fees 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 either
Tax Commission Office location at least 1 week prior to event date:
MCN Tax Commission, 1000 Riverwalk Terrace, Suite 100, Jenks, OK 74037
MCN Tax Commission, PO Box 579, Okmulgee, OK 74447*