



## GREAT SAND SPRINGS DOWNHILL SOAP BOX DERBY

Saturday, October 16, 2010  
**9:00am - 5:00pm**  
Broadway & Main Streets  
Downtown Sand Springs, OK

### VENDOR APPLICATION

The rental fee for booth space:

|                             |       |
|-----------------------------|-------|
| <u>10'x 10' = \$75.00</u>   | _____ |
| <u>10' x 20' = \$100.00</u> | _____ |
| <u>20 X 20 = \$125.00</u>   | _____ |

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 7, 2009. 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 Triangle 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, October 15, 2010, 5:00pm – 8:00pm and on Saturday, October 16, 2010 at 7:00am. Festival will officially begin at 9:00am. Booths must be taken down by 6:00pm Saturday, October 16, 2010.

Questions: contact Cathy Burdge at 918-693-1484 or [clburdge@aol.com](mailto:clburdge@aol.com).  
Or Mary Eubanks @ 918-245-3221 or [info@sandspringschamber.com](mailto:info@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 \_\_\_\_\_

\_\_\_\_\_