



Sweet Street
October 31, 2023
VENDOR APPLICATION & GUIDELINES

FOOD TRUCK SPACE - \$30

- Total length needed for Food Truck: _____
- Will you need: Electricity or Will you bring a Generator: _____

BOOTH SET-UP INFORMATION

- Booth Set-Up - Tuesday, October 31 @ 4:30 p.m. – 5:00 p.m.
- Vendor set-up must be completed by 5:30 p.m. when Sweet Street begins.
- Vendors will be provided with an assigned location after the application is sent, accepted, and paid.
- Vendor will be required to tear down vendor space on October 31, 2023, by 7:30 p.m.

VENDOR INFORMATION

- It will be the responsibility of each vendor to collect & remit the appropriate sales tax for this event. Tax Exempt Certificates, if applicable, must be submitted with the application. Each vendor will be reported to the Oklahoma Tax Commission as a participant in Sweet Street 2023 and sales tax collections must be collected and remitted.
- Vendors will be assigned an assigned location by the Miami Regional Chamber based on a first come, first pay basis.

PAYMENT INFORMATION

- Deadline to register as a vendor is October 26, 2023.
- Payment for Vendor Space is due by October 26, 2023.
- Vendor fees are non-refundable after October 26, 2023.
- All vendors must submit proof of liability insurance with their application or sign a liability waiver at check-in.
- A check or cash may accompany the application. To pay by credit card, submit an application and an invoice will be generated and sent to your billing email for online payment.

Business Name _____ Contact Name _____

Billing Address _____ City _____ St ____ Zip _____

Billing Email _____ Phone _____

Billing Amount - Booth Fee - **\$30.00** Sales Tax ID# _____

Payment: Enclosed Check/Cash Invoice Me (pay by 10/26/23) Yes, electricity needed at booth

Set Up Time: Tuesday, October 31, @ 4:30 p.m. – 5:00 p.m.

Return application & payment to: Miami Regional Chamber of Commerce | 11 S. Main Street, Miami
Email to: tmestes@miamiokchamber.com | For more info: Call 918.542.4481 or go to www.miamiokchamber.com