



Private and Public Event Vendor Requirements

General Information and Requirements

All vendors must read and agree to the following rules and requirements. All vendors must be in compliance with all applicable county, city, state and federal regulations, and hold all required permits and/or licenses. **Please note that vendors will be required to review and sign a separate Vendor Agreement Form**

The following rules and regulations may be modified at any time. A Scissortail Park Staff Member will notify vendors of any changes. For any additional questions, please contact vendor@scissortailpark.org.

Insurance and other legal requirements:

- Certificate of Insurance (COI)
 - Scissortail Park Foundation (SPF) will provide no insurance; any insurance must be placed and paid by the vendor.
 - The certificate of insurance must be in the amount of \$1,000,000 bodily injury and property damage combined single limit, including product liability. Insurance should be placed with a company, or companies, having an AM Best rating of A- or better denoting: Scissortail Park Foundation, City of Oklahoma City, and the OKC Economic Development Trust as additional insured (see below for addresses). Coverage must be in effect for the event, including all set up and tear down times listed. On the insurance certificate, the insured name must be the same name as appears on your SPF Vendor Agreement Form.
 - [Certificate of Insurance Example](#)
 - The insurance must denote the following:
 - Scissortail Park Foundation
301 W Reno
Oklahoma City, OK 73102

 - The City of Oklahoma City
200 N. Walker
Oklahoma City, OK 73102

 - OKC Economic Development Trust
123 Park Ave.
Oklahoma City, OK 73102

- W9 & Worker's Comp
 - Vendors/Exhibitors being paid for their services by the SPF are required to submit a W9 and proof of Worker's Comp. Details for each required form are provided below:
 - W9
 - A blank W9 form is available [here](#).
 - Worker's Comp or Affidavit of Exempt
 - If your business or organization does not provide Worker's Comp for yourself or employees, you must provide one of the following:
 1. An Affidavit of Exempt Status, specific to Scissortail Park Foundation. The document is provided through SPF and must be notarized prior to coming onsite. This document is only valid for one year and only applies to Scissortail Park Foundation. If you need your document notarized, please reach out to a SPF Staff member to coordinate a date/time to visit the Foundation offices at 300 SW 7th St. to notarize that document.
 2. Go to www.ok.gov/wcc/ and file for an Affidavit of Exempt Status online. The cost is \$50.00 and the affidavit does not expire for two years. This process takes approximately 10 minutes or less. This affidavit can apply to all businesses/organizations that may require it, not just Scissortail Park Foundation.

Booth Fees/Commission Requirements:

- Booth Fee:
 - Vendors not collecting money for goods or services provided during the event, must provide a booth fee prior to arriving onsite. Booth fees vary based on if the business is a not-for-profit or for-profit group. Booth fees are also specific to each event. Coordinate with a SPF staff member directly on specifics and payment options.
- Commission of Sales:
 - Commission of sales applies only to vendors that will be collecting money for goods or services provided during the event. The vendor is to provide the Scissortail Park with **20% commission** of all sales during the event stated above. Commission is to be received or mailed no later than ten (10) business days post-event. Payment can be made by cash or check. Checks should be made out to **Scissortail Park Foundation**. *Failure to pay commission by due date will result in termination of SPF partnership.*

Vendor Rules and Regulations: Day-Of Event

- Vendors are required to follow the instruction of Scissortail Park staff during set up and tear down.
- Vendors are responsible for providing all operational equipment (i.e., tents, displays, extension cords, tables and chairs). Vendors understand that they are responsible for all needed display props, including tables/ chairs/ hanging materials / signs /etc.
- All vendor booths must be properly anchored in case of high winds or storms. Stakes are not permitted onsite. As a result, vendors must provide their own tent weights.
 - A good reference for safety and weights for tents/canopies: <http://wafarmersmarkets.org/wp-content/uploads/2015/10/CanopySafety101.pdf>.
- For electricity needs, please contact us directly for each event and we can advise you accordingly. Additional charges may apply for electricity requests.
- All vendors must be completely set up 15 minutes prior to the event start and remain set-up and in place until the event end time.

- Depending on the event, you may be allowed to drive on site or close proximity until your assigned booth. If given permission, you must follow these steps for the safety of our park guests:
 - Contact Event Manager when arriving onsite & ***must wait*** to drive onsite until escorted by Event Manager or Park Rangers.
 - Once escorted onsite, you must unload all your merchandise and then drive the vehicle offsite. You are NOT ALLOWED to remain parked onsite for more than 20 minutes. Please be considerate to all other vendors and make sure you do not interfere with someone else's set up.
 - Contact Events Manager or Park Ranger to be escorted offsite.
*****Failure to follow the above steps and driving onto the park grounds without an escort may result in your immediate removal from the event*****
- When cleaning up, please take your trash to the nearest garbage can to assist us with clean up. If you have large amounts of trash, please reach out to an onsite staff member to coordinate a larger trash pick up.
 - Do not empty solid debris (lime wedges, grease or oil, etc.) anywhere in the Park.
 - Scissortail Park does not have facilities or dumpsters for food trash disposal.
- Sale Items:
 - Vendors will be able to sell their merchandize and are responsible for reporting sales tax to the County.
- Giveaway Items:
 - No contests or giveaway drawings shall be conducted by the vendor without express written consent of SPF staff.
 - A SPF staff member must approve all giveaway items before vendors arriving onsite.
 - If giving away any animal-friendly items, vendors must provide proof that these items are safe for animals.
 - Unless received prior written approved, giveaway stickers are not permitted onsite.
- Any and all vendor signage (banners, sandwich boards, etc.) that will be displayed on or near station, must be preapproved by SPF staff prior to Event.
- No live, loud music, noise, or sound amplification devices shall be used by vendor's staff at the location as to not interfere with other entertainment at the event. Exceptions to this must be made in writing to Scissortail Park staff and agreed upon prior to event.
- Booth placement will be assigned upon check-in. All assignments are final.

Food Vendor Only Guidelines

In order to be an approved food truck or onsite food sales vendor, you are expected to comply with all State and County requirements as issued by the Oklahoma City County Health Department, City of Oklahoma City, and the State of Oklahoma.

Important Resources for Food Trucks:

- The City of Oklahoma City's Development Services: [Vehicle Food Sales](#)
- The OKC County Health Department: [Mobile Food Vehicle Establishment Guidelines](#)
- The OKC Count Health Department: [Mobile Food Units and Push Carts Resources Page](#)

Important Resources for onsite food vendors from the OKC County Health Department:

- [Temporary Food Establishment Requirements](#)
- [How to Set Up a Temporary Hand Wash Station](#)

For any questions about the Health Department, please reach out to Tre Williams, Senior Public Health Inspector Food Safety/Env. Health Services at Tre_Williams@occhd.org or (405) 633-1631.

Additional Guidelines

- Photographs of the vendor and/or the vendor's products may be used for any and all future publicity of Scissortail Park.
- Security will be provided 24/7. Vendor agrees to indemnify and hold harmless the SPF against any damages or claims that may arise in connection with vendor's presence at the event and vendor's activities of any kind.
- All events are outdoors Rain or Shine events.
- Vendors are **PROHIBITED FROM SMOKING WITHIN THE EVENT SITE.**