



Dear Heard on Hurd Applicant,

Thank you for your interest in our Edmond neighborhood block party! We are thrilled with the success of our 2017 season and cannot wait to see what 2018 will bring! With the 2017 season hosting more than 150,000 total attendees, averaging 20,000 per event, we aim to bring the message of local food, local shopping, local music and local banking to many in the OKC metro area and beyond in 2018.

The festival itself garners a fabulous amount of local media attention and our goal is to continue to bring awareness to local businesses through the loudspeaker of Heard on Hurd.

We invite you to review the vendor information packet carefully, complete all forms and return them to event organizers as soon as possible. Our vendors are selected by a Citizens Bank of Edmond committee. Our vendor selection committee works to have something special for every HoH attendee, including local unique vendors with diverse products to fulfill the tastes of various audiences. Thank you for your support of Heard on Hurd as it would not be possible without our amazing community.

Heard on Hurd will be held from 6:00 p.m. to 10:00 p.m. with dates announced on a monthly basis!

Heard on Hurd has historically been a monthly event held on the third Saturday of the month March-October. Due to construction scheduled in downtown Edmond we will be announcing the events on a month by month basis. We hope to stay as close to our usual monthly schedule as possible-stay tuned! We are working closely with the City of Edmond to ensure a safe experience for our vendors and attendees. We will be in close communication each month with vendors via email. We will include a monthly announcement and monthly sign-up.

Please don't hesitate to contact us with any questions you may have.

Cheers to 2018!

Courtney Garrison
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Heard on Hurd Manifesto

Citizens Bank of Edmond started Heard on Hurd to be a family-friendly, local community gathering where everyone can have a great time in downtown Edmond on a Saturday night. Heard on Hurd is an authentic block party style festival that proves to be an excellent opportunity to reach the Edmond community. Edmond has a special vibe of its own and we want to first and foremost provide an outlet for our community to shine. The goal of Heard on Hurd is to create a unique atmosphere large enough to bring in diverse audiences and vendors, but small enough to see a neighbor or friend. Heard on Hurd highlights the importance to shop, eat and dine local. At the heart of Heard on Hurd is our community bank which is proud to provide the means for so many local thriving businesses. We invite you to be a part of the Heard on Hurd movement! You can help us by writing a review for Heard on Hurd, sharing your social media posts with the hashtag #JoinTheHurd, and bringing your friends and family to the event. By being at the festival and sharing about it, you're an active part of the #JoinTheHurd movement. Thank you for your support!

Heard on Hurd Vendor FAQ's and Nonprofit Checklist

Applications Checklist and Tips:

- Please be sure to complete all included forms.
- Please be sure your vendor agreement is signed.
- Only emailed completed applications (emailed to heardonhurd@citizensedmond.com) will be accepted. Faxed, mailed or forms handed in at the bank will NOT be accepted.
- We will only accept one nonprofit per month for Heard on Hurd.
- If you do not have a physical product to sell, please be aware of the following:
 - We will only allow a limited number of non-goods Pop-Ups at Heard on Hurd.
 - You must provide a children's activity or something beyond handing out fliers and merchandise in your application.

FAQ's

What kind of vendors do you normally accept into Heard on Hurd?

We love diversity and being able to provide many different types of merchants and cuisines at Heard on Hurd. We accept local food trucks, artisan Pop-Up shops and a monthly non-profit. Citizens Bank of Edmond customers are given priority in selection---we certainly invite you to join the Citizens family!

Why is electricity not provided?

Due to safety reasons, our circuits cannot support everyone being plugged into the outlets in downtown Edmond. Vendors can use generators if needed.

Why are state licenses and state tax permits required of vendors?

We aim to provide a high quality event that is safe and beneficial for the community. All food vendors must be approved by the health department and are inspected on a monthly basis so that our attendees can receive the highest quality of food. State tax permits are required so that the event can support the community holistically by benefitting the vendors who sell the merchandise and to the city who provides the space for us to have the event. It's a win-win for the community!

What is each vendor responsible for?

Each vendor is responsible for their own set up and tear down. Vendors MUST stay in their designated position for the duration of the event due to safety reasons. Leaving prior to the event conclusion will result in termination from future Heard on Hurd events.

What type of products for Pop-Up shops are you looking for?

Artisan products, clothing, gifts, vintage, home decor. We are not accepting direct sales representatives or consultants at this time.

Can I apply as an alcohol vendor?

Currently, we are not accepting any new alcohol vendors for the 2018 season. Heard on Hurd aims to be a family friendly event and therefore, we will limit the number of alcohol vendors as to provide a safe environment for all. However, our awesome downtown restaurants/bars have alcohol and includes a great environment to consume it. Check out some downtown Edmond establishments such as Othello's, The Zu and the Patriarch.

How do I get my band to play at Heard on Hurd?

If you have an awesome local band, we want to hear from you! Shoot us an email to HeardonHurd@CitizensEdmond.com for consideration.

Vendor Agreement and Requirements

The event organizer, Citizens Bank of Edmond (Heard on Hurd), must approve each vendor for participation in the event. Vendors not included in the approved vendor list will not be permitted to participate in the event. Vendors will not be approved by Citizens Bank of Edmond (CBE) Heard on Hurd organizers unless all requirements are met. Vendors shall submit all documents to the event organizer. Vendors shall NOT submit any CBE Heard on Hurd documents directly to the City Special Events Committee, Oklahoma City County Health Department (OCCHD), or other partner organization.

A vendor is any individual or organization who is participating in Heard on Hurd to provide products, services or information.

- * **Food / Beverage Vendors:** Selling or sampling food / beverage products
- * **Retail Vendors:** Selling merchandise
- * **Arts & Crafts Vendors:** Selling handcrafted products (non-food/beverage)
- * **Amusements Vendors:** Providing recreational activities such as inflatables or mechanical rides/devices or service activities such as face painting, hair braiding, etc.

INSURANCE:

Insurance may be required of vendors depending on the nature and type of vendor. Below is a list of vendors who must provide insurance. Please contact CBE Heard on Hurd organizers for more information regarding insurance requirements.

- * **Food / Beverage Vendors**
- * **Amusements Vendors**

If insurance coverage is required, the policy must name Citizens Bank of Edmond, its employees, agents, volunteers and officers as additional insureds as pertaining to the insured's participation in Heard on Hurd. Please send over a copy of the insurance information to heardonhurd@citizensedmond.com.

Food/Beverage Vendors:

Food vendors include food trucks-trailers, stands, tents, canned and/or packaged foods, etc.

- All food/beverage vendors must have obtained all required State licenses with the Oklahoma City County Health Department (OCCHD). State licenses must be kept on-site and available for review by OCCHD.
- Food/beverage vendors must be present and setup by no later than 5pm on the day of event to allow time for an on-site, day-of-event inspection by OCCHD. Any vendors not present by 5pm will not be allowed to participate. Setup begins at 4pm on the day of event.
- Food/beverage vendors must provide a completed *Food/Alcohol Vendor Information* sheet 20 calendar days prior to event.

- The sale of alcoholic beverages will not be permitted by food/beverage vendors except for the designated alcohol vendor selected by event organizers.
- All vendors must have a valid Oklahoma Sales Tax permit at the event and provide proof of permit to event organizers 20 calendar days prior to event.

REMINDER: Use of open flame for cooking requires that you contact event organizers (405-341-6651) so that the Edmond Fire Prevention (405-216-7303) can be notified. This includes propane systems on food trucks-trailers.

Retail/Arts & Crafts/Amusement Vendors:

Vendors selling merchandise, handcrafted products (non-food/beverage), those providing information, promotional materials or free services and those providing recreational activities.

- All vendors must have a valid Oklahoma Sales Tax permit on site and provide proof of permit to event organizers 20 calendar days prior to event.
- All vendors are responsible for their entire booth set up. (e.g. tables, chairs, displays, signs etc.).
- All vendors must provide a completed *Retail Vendor Information* sheet 20 calendar days prior to event.
- Setup for vendors begins at 4pm on the day of event (if you show up prior to 4pm, you must wait outside the barricades). All vendors must be present by 5pm. Any vendors not present by 5pm will not be allowed to participate.
- All service-related vendors must display the following sign at their table: "Use of this service is at your own risk. Citizens Bank of Edmond is not responsible/liable for your use of this service."

REMINDER: Use of open flame requires that you contact event organizers (405-341-6650) so that the Edmond Fire Prevention (405-216-7303) can be notified. This includes propane systems, fire pits, etc.

Fee: There is no fee for the featured non-profit.

Banners: The hanging of banners are subject to approval by event organizers.

Tents or Tables: All tents and tables are subject to approval by event organizers and may be inspected by the City of Edmond Building Department.

Paint: Under no circumstances will paint or spray chalk or any substance that will remain visible for more than 48 hours be applied to the street or any part of the right of way or public/private property.

Wifi: Public WiFi access is available subject to the relevant Terms of Use. CBE disclaims any responsibility for the availability or performance of a WiFi system during the event.

Event Contacts:

Courtney Garrison (cgarrison@citizensedmond.com)

Jenna McManus (heardonhurd@citizensedmond.com)

Social Media: Twitter and Instagram-@heardonhurd, <https://www.facebook.com/heardonhurd>
Hashtag: #JoinTheHurd

I agree, to INDEMNIFY AND HOLD Citizens Bank of Edmond HARMLESS from all claims, judgments and costs, including but not limited to attorneys' fees, and to reimburse them for any expenses whatsoever incurred in connection with any action brought as a result of my participation in Heard on Hurd activities.

I have retained, for my records, a copy of this agreement Yes___ No___. I have read, understand and agree to adhere to the above Vendor Agreement and Requirements.

X _____ Date _____
Signature of applicant (must be over 21 years of age)

Nonprofit Vendor Information

All nonprofits must provide the following information to be able to participate at Heard on Hurd:

Nonprofit Name: _____

When was your nonprofit founded: _____

Founder Name (Or current executive director): _____

Main Contact Name (If different than owner): _____

Business Address (include city, zip): _____

Phone Number: _____ **Email:** _____

Best Mode of Contact and Name: _____

Social Media Links: _____

Website: _____ **Customer of Citizens Bank of Edmond:** Yes No

Business Personal **Name on Account:** _____

Facility Type: Temporary Tent Mobile Unit

Set up size: _____ (approx. length in feet)

Previous Heard on Hurd Vendor: Yes No **When:** _____

How did you hear about us: _____

Month Applied For: _____

Note: We will feature one nonprofit per month. Please pick your preferred month. If you pick "any," we will notify you of your month once we make a decision.

Please list an activity proposal for your tent (besides handing out fliers and asking for donations):

Describe any previous large event experience (if any):

Why do you want to take part in Heard on Hurd:

Why should you be chosen for the event:

Tell us about the founding of your nonprofit and why you chose to start it:

Make sure you include the following attachments:

Signed agreement

Tax permit (.pdf or .jpeg)

Picture of your set-up/truck

REMINDERS: Only event organizer approved alcohol vendors will be allowed to sell alcoholic beverages. Trucks or trailers selling food will not be allowed to sell alcoholic beverages. Electricity will not be available for food vendors. Generators must be used.