

## **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](mailto: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 will be nonrefundable fees for food trucks and pop-up shops. Our selected nonprofit organization of the month has no fee. Please see **addendum A** for details.

**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:** Citizens Bank of Edmond provides Wifi to Downtown Edmond and 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.



**Addendum A-2019 Heard on Hurd Fee Structure**

Based on our vendor feedback from the 2018 season, we have made strategic edits to our placement strategy. We will now offer three different “Zones” comprised of Food vendors and Retail vendors with pricing of each zone based off the number of event foot traffic and level of exposure. **Zones will be filled on a first come first serve basis for all events in the 2019 Season. Payment will be due at least one-month calendar date prior to event to reserve your spot UPON SELECTION by the HoH committee. If payment is not received one prior to calendar date of the event, the spot will be forfeited to the next vendor on the list.** The HoH Committee will do their best to fulfill all requests but please remember the zone selection is only a preference, and not guaranteed.

**Base Rates**

Food Trucks	Monthly
Zone 1	\$250
Zone 2	\$200
Zone 3	\$150

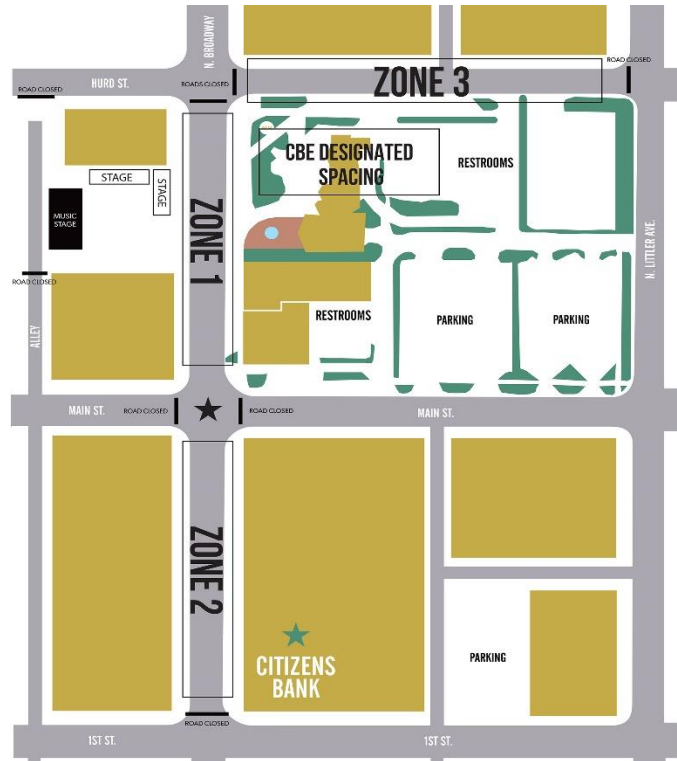
Retail Vendors	Monthly
Zone 1	\$150
Zone 2	\$125
Zone 3	\$100

**Being a Customer Pays, Literally!\***

*\*The CBE Customer Discount will be awarded if Vendor has their active operating business account at Citizens Bank of Edmond. Account must be listed in the Vendor Information space below. Citizens Bank of Edmond and the Heard on Hurd Committee reserves the right to award customer discount based off of their discretion.*

Food Trucks	CBE Monthly Discount
Zone 1	\$200
Zone 2	\$170
Zone 3	\$135

Retail Vendors	CBE Monthly Discount
Zone 1	\$120
Zone 2	\$105
Zone 3	\$90



## Vendor Information

All food vendors engaged in food sale, including prepackaged food items such as mixes, bottled water, vitamins, supplements, candies or any other food item offered for consumption on or off premises must fill out the following information and provide proper insurance in order to participate in Heard on Hurd event(s):

All vendors engaged in selling merchandise, handcrafted products (non-food/beverage) and those providing information, promotional materials or free services must fill out the following information in order to participate in Heard on Hurd event(s):

All items are required, if any part is left blank, the application is incomplete.

**Vendor/Business/ Nonprofit Name:** \_\_\_\_\_

**Main Contact Name :** \_\_\_\_\_

**Business Address (include city, zip):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Social Media @/Handles\* (Required)**

**Facebook:** \_\_\_\_\_ **Instagram:** \_\_\_\_\_

**Twitter:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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

**Name on Account:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Please check the box below if you would like automatic withdrawals from your account listed to fund event fee's, upon selection by the HoH Committee.**

*I authorize Citizens Bank of Edmond to initiate entries to my account(s) listed above. This authority will remain in effect until I notify the bank 7 to 10 days prior to the debit/credit to my account. Accounts must have adequate funding in order to process the transaction. If the account does not contain adequate funds, transfer will attempt until sufficient funds are available or until the transfer is cancelled by the originator or the Bank. Notify Citizens Bank of Edmond at 341-6650 if the above origination needs to be cancelled. If an alteration to the origination needs to be made, the above origination will be cancelled and a new form will be requested to document the changes.*

**Facility Type:** Temporary Tent  Mobile Unit

**Licensing: OK State Health Permit Facility # (Must Send Copy)**

*\*Only Applies for Food Truck Vendors*

Licensing: OK State Tax Permit Site # (Must Send Copy)

Truck or Tent set up size: \_\_\_\_\_ (approx. length & width in feet)

Previous Heard on Hurd Vendor: Yes No When: \_\_\_\_\_

**Please Select 2019 Event Dates Applying For:**

March 16<sup>th</sup>  April 20<sup>th</sup>  May 18<sup>th</sup>  June 15<sup>th</sup>  July 20<sup>th</sup>  August 17<sup>th</sup>   
September 21<sup>st</sup>  October 19<sup>th</sup>

*\*Note for nonprofits: We will feature one nonprofit per month. Please pick your preferred month. If you pick multiple, we will notify you of your month once we make a decision.*

**Please List Zone Preference (1, 2, or 3)** \_\_\_\_\_

*\*N/A for Nonprofit organization*

**FOOD TRUCK VENDORS: Food and Non-alcoholic Beverages on Menu including Prices (can attach separately):**

**RETAIL VENDORS: Types of goods for sale/services/promotional giveaways:**

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

**Event Contacts:**

Jenna McManus ([heardonhurd@citizensedmond.com](mailto:heardonhurd@citizensedmond.com))

Chelsea Bradshaw ([heardonhurd@citizensedmond.com](mailto:heardonhurd@citizensedmond.com))

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

**Hashtag: #JoinTheHurd**

**Checklist**

- Signed agreement
- Copy Tax permit
- Copy of health department permit \*(Only applies for food truck vendors)
- Picture of your set-up/truck
- COI with Citizens Bank of Edmond, its employees, agents, volunteers and officers as additional insureds as pertaining to the insured's participation in Heard on Hurd. \* (Only required for Food / Beverage Vendors and Amusements Vendors)

**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 vendors. Generators must be used.**

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)