

Main Street Enid spends **THOUSANDS** of dollars
and **HUNDREDS** of staff & volunteer hours to make **FIRST FRIDAYS**
ENJOYABLE for the community and **SUCCESSFUL** for downtown
businesses, so we appreciate your cooperation on these
FIRST FRIDAY VENDOR RULES

Vendors include any individual, group, business or organization wanting to set up a **table, booth or area** to give items, share information or sell products.

Designated Vendor Area:

- All booths/tables/vendors that are not allowed in front of businesses **MUST** set up on the **Courthouse Lawn**, except political booths. *Due to other organizations reserving the North side of the Courthouse Lawn for their major fundraising events, some months the Designated Vendor Area is on the South side of the Courthouse Lawn.*
- Stakes are **NOT** allowed in the grass of the Courthouse Lawn due to sprinkler lines. If you set up a canopy, please use **canopy WEIGHTS**, nothing that sticks into the ground. You will be responsible for damages and repairs.
- Spaces are not reserved. They are on a first come, first served basis.
- **Vendors MUST clean up** around their booth space before leaving!
- There are a few electric outlets on the Courthouse Lawn and they are available on a first come, first served basis, and electricity is not guaranteed.
- **Political booths** are **ONLY** allowed along the white wall on Randolph, the SW corner of Randolph and Independence.

On SIDEWALKS in front of businesses:

- **Allowed and ENCOURAGED:**
 - Items the downtown business sells, like a sidewalk sale, to promote the **downtown business** (not a business or organization of an employee of the business)
 - **Musicians and Artists**
 - Festival-style **games** and activities (contact Main Street Enid for ideas or with questions)
- **NOT allowed:**
 - **All other vendors.** Other vendors, fundraisers, bake sales, etc., need to set up on in the Designated Vendor Area. This is because we have received multiple complaints and witnessed many attendees avoiding businesses to avoid pushy sales. This is counter-productive to **ALL** of our efforts and bad for the businesses. These vendors are allowed in the Designated Vendor Area, which is the Courthouse Lawn.

Inflatables, rides and similar activities:

- Vendor **MUST** provide general liability **insurance** policy with \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate limits, naming Main Street Enid, Inc., Garfield County and the City of Enid as **additional insureds**.

Food Trucks:

- Food trucks parked anywhere downtown during a First Friday **MUST** contact Natalie at natalie@mainstreetenid.org for permit and insurance requirements.

Not allowed:

- Firearm sales or firearm replicas
- Products deemed inappropriate for family viewing
- Alcohol sales without proper licenses and permits
- Animal sales without prior approval (pet adoption agencies ARE allowed)
- Music, unless approved by Main Street Enid, to not disrupt live music already planned

Vendor Fee:

- \$15 per First Friday (if missed date or bad weather, fee can be transferred to another 2019 date)
Option: \$90 for ALL seven 2019 First Fridays, but NO refund for missed dates or bad weather)
- \$0 for Artists who set up on Art Avenue (Artists: please contact natalie@mainstreetenid.org)
- \$0 for businesses located downtown
- \$0 for Partners of Main Street Enid

Sales Tax:

- State law requires us to collect **vendor information** and **sales tax** for the Oklahoma Tax Commission. You have until the next Friday to submit sales tax collected at the event, at: mainstreetenid.org/tax
- If you have a sales tax ID and turn in your own sales tax, we still need your information, but you will submit your own sales tax.
- If you are an organization (such as a church) that doesn't usually collect sales tax, you DO have to collect and submit sales tax on any sales at the event location.
- Please follow our sales tax instructions to not get contacted by the OTC.

Dates:

- April 5, May 3, June 7, July 5, August 2, September 6, October 4
- Vendors must be set up before 6:00 and remain until 9:00 pm to not confuse attendees about the end of the whole event

Causes for denial of booth privileges:

- Attempting to evade any vendor rules
- Refusing to pay the vendor fee
- Pushy sales, racial or ethnic slurs, derogatory language and other inappropriate behavior
- Leaving trash in your booth area without cleaning it up

Instructions:

1. Before First Friday - please prepay at www.mainstreetenid.org/first-friday-vendor-info
2. At the event - **check in at the First Friday Booth Check-In table** between 5:00-6:30 pm
3. Follow sales tax instructions

Main Street Enid will **not be responsible** for theft, accident, or damage occurring at any event.

Please ask us any questions and thank you for cooperating to make First Fridays enjoyable for everyone!

Natalie Beurlot, natalie@mainstreetenid.org
Main Street Enid

Revised 2/11/2019

Feel free to join our **Enid First Friday Vendors** group on Facebook for event updates!

