

# 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.

**Allowed and encouraged on sidewalks** in front of businesses during First Fridays:

- Items from inside the business itself, like a sidewalk sale, or something to promote the downtown business (not a business or organization of an employees of the business)
- Live musicians
- Artists
- FREE festival-style games and activities

**NOT allowed on SIDEWALKS** in front of businesses during First Fridays:

- **All other vendors.** This is because we have received multiple complaints and witnessed many attendees avoiding businesses and entire blocks to avoid trade show type vendors and 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 and political booths may only be in their designated area noted below.
- Please have all outside vendors contact Cammeron at [ckaiser@mainstreetenid.org](mailto:ckaiser@mainstreetenid.org).

**Designated Vendor Area:**

- All booths/tables/vendors that are not downtown businesses, and not musicians or artist, **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.
- Spaces are not saved. They are on a first come, first served basis.
- Vendors **MUST** clean up around their booth space before leaving!
- **JUNE 1st, 2018 - Please check in with us at the First Friday Booth Check-In table!**

**Political booths:**

- Political campaigns are **ONLY** allowed along the white wall on Randolph, near the corner of Randolph and Independence.

**Inflatables, rides and similar activities:**

- Vendor **MUST** provide general liability 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:**

- Please have food trucks contact Cammeron at [ckaiser@mainstreetenid.org](mailto:ckaiser@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

**Electricity:**

- There are a few electric outlets on the Courthouse Lawn and they are available on a first come, first served basis.

**Vendor Fee & Sales Tax:**

- There is a \$10 Vendor Fee from each vendor, table or booth (NO Vendor fee for artists, musicians, businesses located downtown or partners of Main Street Enid). Vendors may contact Cammeron at [ckaiser@mainstreetenid.org](mailto:ckaiser@mainstreetenid.org) to pre-pay the \$10 vendor fee.
- We must collect your information and sales tax form for the Oklahoma Tax Commission. You have until the next Friday to submit sales tax collected at the event.
- If you have a sales tax ID and turn in your own sales tax, we still need your information, but we won't collect your 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.
- Please follow our sales tax instructions to follow the state law and to not get contacted by the OTC.
- After you have paid the \$10 Vendor Fee and provided required information, you will be given an "Approved Vendor" sign for your booth for the evening.

**Dates and times:**

- First Fridays are held April through October, 6:00 - 9:00 pm
- Vendors must be set up before 6:00 and remain until 9:00 pm to not confuse attendees about the end of the event as a whole

**Causes for denial of booth privileges:**

- Attempting to evade 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

Main Street Enid will **not be responsible** for theft, accident, or damage occurring at any event. Contact Cammeron with questions and to pre-pay the vendor fee: [ckaiser@mainstreetenid.org](mailto:ckaiser@mainstreetenid.org)

Thank you!

Main Street Enid

Revised 5/25/2018

