



# Vendor Application

Payne County Flea Market is hosting its crafts and arts event in The Community Room at the Payne County Expo Center in Stillwater, OK on Sat September 17th, 10am – 4pm!

**Fee:** See chart to the right



<b>\$45</b> - 10' Booth Space
<b>\$5</b> - Electricity
<b>\$10</b> – Add'l table + 2 chairs

**Deposit:** Deposits are refundable if rented items are returned in the same condition as it was given

**Location:** On the East side of Highway 51, Stillwater, OK (between Fairground Rd and Expo Cir E)

**Set Up Information:** Please set up in your assigned location. The Payne County Expo Center strategically places vendors in locations that benefit all.

**Set Up Times:** Begins at 7:30am, must be completely set up & open for business by 10am & stay open till 4pm. After set-up, please park in "VENDOR PARKING" area

**Instructions:**

- Fill Out Below Application and submit application, payment and below items to The Payne County Flea Market (see below address). No week of walk-up applications accepted. You will be notified within 24hrs of acceptance
  - E-mail or attach photos of your items with this application. [E-Mail: pcfleamarket@gmail.com](mailto:pcfleamarket@gmail.com)
  - Copy of your Sales Tax Permit. If you have a permit you will need to file your sales tax.
- No Sales Tax Exemption Certificate? You will need to collect sales tax of 5.31% and turn it in to OK Tax Commission in person or online at <https://oktap.tax.ok.gov> within **7 days of the event** or you will be in violation of OK Tax Laws. Please follow sales tax instructions provided
- Upon arrival, check in at the "CHECK IN TABLE" at The Payne County Flea Market between 7:30am – 9:45am
- Spaces are limited. Vendor acceptance is determined by committee, our staff is not able to make decisions on acceptance. We limit the number of vendors who provide the same or similar products to the best of our ability
- No multi-level marketing products, direct sales, or catalog sales
- Payne County Flea Market will not be responsible for theft, accident, or damage occurring at any event
- Please feel free to ask us any questions and thank you for cooperating to make this event enjoyable for everyone!

**Business Name:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**Facebook Page:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Types of Items:** \_\_\_\_\_

Electricity will be provided. **Deadline for application is September 13th, 2022.**

I hereby certify that the above information is true and correct. I understand that omitting any information or falsifying any part of this application is grounds for denial and/or revocation of this permit.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Payne County Flea Market maintains the right to refuse any vendor at any time

**Follow The Payne County Flea Market on Facebook for Event Updates!**

**SEE OTHER SIDE FOR ADDITIONAL RULES AND REQUIREMENTS**

## Designated Vendor Area:

- All booths/tables/vendors that are not allowed in front of building MUST set up in the parking spaces/street with the back of their booth against the curb that has been Designated and Marked Off as a Vendor Area(s)
- Stakes are allowed in grassy areas or be placed into the ground. If setting up a canopy/tent, please use canopy WEIGHT and mark area as a tripping hazard. You will be responsible for all injuries, damages & repairs
- Vendors (Non-Food Truck Vendors) must be fully set up by 10 am to not block shoppers from shopping at nearby vendor booths and remain open until 4pm to not confuse attendees of closing time
- Vendors MUST clean up around their booth space before leaving! Failure to clean up will result in being barred from future The Payne County Flea Market events AND any prepaid fees or deposits will NOT be refunded

## Vendor Fee *(if bad weather, fee can be transferred to NEXT EVENT date; no refunds will be allowed):*

- Spaces are ONLY reserved upon receipt of full payment. Visit, Call or Go To The Payne County Flea Market or their Facebook page for Application, Booth Reservation and Payment.
- **\$45 per 10' Wide Booth Space**
- **\$10 for additional table and 2 chairs for the same booth**
- **\$5 for Electrical connectivity**
- Payment can be sent to PayPal @ [yesbetterchoices@gmail.com](mailto:yesbetterchoices@gmail.com)

## Sales Tax *(You have 7 Calendar Days, NO EXTENSION, to submit sales tax collected to Oklahoma Tax Commission):*

- State law requires us to collect vendor information and sales tax for the Oklahoma Tax Commission (OTC)
- If you have a Sales Tax ID and turn in your own sales tax, provide a copy of your Sales Tax Exemption Certificate when paying for your booth, BUT you will submit your own sales tax to OTC

## Not Allowed:

- Firearm sales or firearm replicas
- Endangered species
- Products deemed inappropriate for family viewing
- Alcohol
- Animals
- Pets
  - Anyone who is found with a pet/animal will pay a \$200 fee

## Causes for Denial of Booth Privileges and Non-Refund of Fees or Deposits:

- 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
- Damaging any equipment or supplies that are the property of Broadway Antiques
- Damaging any storefront
- Disrespectful behavior towards Broadway Antiques and/or their volunteers