



## THE HOLIDAY SHOPS AT ARVEST WINTERFEST

### Vendor Guidelines

The Holiday Shops at Arvest Winterfest's goal is to provide an opportunity for Oklahoma based small businesses, artisans, and crafters to sell their goods during the holiday season.

#### A. Location and Hours of Operation

##### a. Days of Operation

- i. November 25 \* Opening Day! (5-9 p.m.)
- ii. November 26
- iii. December 3
- iv. December 10
- v. December 17

##### b. Hours of Operation: 4 - 8 p.m.

##### c. Location: Arvest Winterfest - BOK Center

#### B. Vendors

##### a. Craft Vendors

- i. Craft Vendors are defined as those making handcrafted decorative and/or functional items to sell at the Market that demonstrate quality of craftsmanship. Craft Vendors may sell only handcrafted decorative and/or functional items that demonstrate quality of craftsmanship and are approved by the Market Manager.

##### b. Retail Pop-Ups

- i. Local small business retailers will be able to do a small pop-up shop. Retailers will be allowed to sell goods purchased from a manufacturer or a wholesaler.

#### C. Fees

- a. For our inaugural year, The Holiday Shops at Arvest Winterfest will not be requiring fees for vendors. We just ask that you help promote your participation at Arvest Winterfest on your social media platforms and email distribution lists. Vendors will also retain all sales.



#### D. Approval

- a. All vendors must submit an [application](#) and will be notified upon approval.
- b. Vendors can apply to be a vendor for multiple days, but it will be subject to review.

#### E. Prohibited Items

- a. All weapons, drugs, food and drink items are strictly forbidden from being sold at Arvest Winterfest. Violation of this rule could result in immediate dismissal.

#### F. Booth Information

- a. Booth size is 10 x 10. Booths are rented on a first-come, first-served basis and will be assigned in order applications are received and approved, unless otherwise noted. Please stay within your assigned booth area. If you require more space or would like to consider an event sponsorship, let us know.
- b. Power will be extremely limited. If power is needed for your booth, please note it on your application. All requests are subject to approval and are not guaranteed.
- c. Vendors must provide their own table and chairs. Booth spaces must be well-kept and clear of debris.
- d. Vendors can set up in designated areas for the holiday shops outlined by the Event Manager.

#### G. Oklahoma Tax Commission

- a. Every vendor participating in The Holiday Shops at Arvest Winterfest is required to complete Oklahoma Tax Commission Form 827-T.
- b. Vendors conducting sales are required by the Oklahoma Tax Commission to collect; county, city and state sales tax; current tax rate is 8.517%.
- c. Vendors that have a valid Oklahoma sales tax permit number can remit their taxes under that number.
- d. Vendors not complying with the rules and regulations of the Oklahoma Tax Commission are subject to cancellation and forfeit future participation.

#### H. Cancellations

- a. To maintain the quality and quantity of goods offered at our events, it is very important that you contact our Event Manager at



[specialevents@asmtulsa.com](mailto:specialevents@asmtulsa.com) if you cannot attend the event you were selected to be a vendor at. If you miss an event without notifying the Event Manager, you may be banned from participating in future events. If the event is postponed, you will be rescheduled for that date.

I. Parking

- a. BOK Center does not own or operate any parking areas. There are over 9,000 available parking spots within a five-minute walk of the arena. All privately-owned lots determine the rate for parking. After 5 p.m. all on-street metered parking is free.
- b. Vendors can drop off their material to Arvest Winterfest behind the ice skating rink at 3rd and Frisco, but will have to move their car.
- c. Cars illegally parked behind the rink are subject to being towed.

For questions or comments, please contact Vanessa Mancao at [specialevents@asmtulsa.com](mailto:specialevents@asmtulsa.com) We're excited to have you out at Arvest Winterfest!

Thank you!