



**SUMMER SIP & SHOP  
VENDOR FORM**

May 31, 2024 | 6:00pm – 9:00pm  
Main Street Duncan

**Name of Booth Occupant** \_\_\_\_\_

**Description of goods/products** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address, City, State** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Special Requests/ Needs** \_\_\_\_\_

**Tax ID#** \_\_\_\_\_

Main Street Duncan, Inc. will report exhibitor's tax ID number to the Oklahoma Tax Commission as instructed.

Are you a Main Street Supporter?

YES \_\_\_\_\_ I am a current supporter of Main Street

NO – See Pricing below

- Food Vendor \$50
- Retail Vendor \$50
- Non-Profit \$0

**If serving food you must submit appropriate forms from the state health department to participate. Please attach copies with this form or send by email to [mainstreetduncan@sbcglobal.net](mailto:mainstreetduncan@sbcglobal.net) with the Subject: Vendor Form.**

Hold Harmless: The exhibitor/vendor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to displays, equipment, or other property brought upon the premises and agrees to identify, defend and hold harmless main street Duncan and it's members against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of space at the festival. The exhibitor/vendor understands that Main Street Duncan does not maintain insurance covering the exhibitors/vendors property or lost revenue and it is the sole responsibility of the exhibitor/vendor to obtain such insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS VENDOR AGREEMENT FOR YOUR RECORDS**



## VENDOR AGREEMENT

Set-up may begin at 5:00pm, Friday, May 31, 2024 and should be completed by 6:00pm. The event lasts until 9:00pm. You may not begin vacating the vendor space any earlier than 8:30pm.

You may park at 9<sup>th</sup> and Willow (one block south of Main on the 900 block).

Electricity will not be provided.

Main Street Duncan will assign vendor spaces and notify all merchants via email the week of the event about booth locations.

This is a family event - any promotional material deemed questionable may be prohibited.

All trash, waste, banners, signs and other materials must be properly disposed of in a public waste receptacle.

Vendors are responsible to pay Oklahoma Tax Commission sales tax.

Sharing of booth space is not permitted; one vendor/business/organization per space only.

Water will not be provided and is unavailable.

Vendors are responsible to provide their own equipment (i.e. extension cords, canopies, tables, chairs, weights, etc.).

Exclusive rights for the sale of any item will not be guaranteed; Main Street Duncan, Inc. tries not to have more than two vendors selling like items.

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**The VENDOR FORM must be received no later than Tuesday, May 28, 2024**

Main Street Duncan  
P.O. Box 112  
Duncan, Ok 73534  
mainstreetduncan@sbcglobal.net  
Phone 580-252-8696

-No refunds-

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