



**NON-FOOD CONCESSION
APPLICATION**

(Return to River Parks Authority, 717 S. Houston Ave., Ste. 510, Tulsa, OK 74127-9008)

Contact person's name: _____

Name of Concession: _____

Street Address: _____

City: _____ State: ____ ZIP: _____

Phone (Day:) _____ (Evening:) _____ (Fax:) _____

E-mail: _____

Sales Tax Permit Number: _____

PRICING:

Please list your items for sale, displayed, or distributed with prices, if applicable.

<u>Items</u>	<u>Prices</u>
_____	_____
_____	_____
_____	_____

SPACE & ELECTRICAL:

Size of trailer, tent, etc., or the area you need in which to operate: _____

Please check one:

____ I can operate on either pavement or grassy areas

____ I can operate only on a paved area

____ I can operate only on a grassy area

Any damage done to the River Parks Authority’s electrical infrastructure and/or equipment as a result of a vendor’s act or omission will be the vendor’s responsibility to reimburse the River Parks Authority for the damages. The vendor will be notified within 5 working days of the problem.

If you need over 50 Amps of electricity, you can be hard-wired in. However, **ALL** hard wiring will be performed by the River Parks Authority’s Licensed Electrical Contractor! Vendors are **PROHIBITED** from performing hard wiring.

All vendors who use up to 50 Amps of electricity must be plugged in. There **WILL BE NO** hard wiring of vendors with electrical need lower than 50 Amps.

For electrical needs of 220 volts, you must have either a 3 prong or 4 prong plug. If you meet this requirement, which plug do you have:

_____ 3 prong _____ 4 prong (please check one or the other)

Electrical requirements (in amps):

_____ AMPS at (*circle one*): 110 v. / 220 v.

Do you have generator operation capability? Yes _____ No _____

Are there any other special requirements which you need in order to operate at an event? If so, please specify:

Events You Wish to Work

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Prohibited Acts -

No activities / merchandise vendor will be permitted to display, advertise and / or sell any prohibited items (drug paraphernalia, weapons, or other items listed in Title 26 as prohibited in parks) at events held on the River Parks Authority property.

If accepted as a concessionaire for River Parks events, you must meet the requirements specified on the attached sheets.

River Parks Authority retains sole right to allow any concession to operate within the park. This form is not a contract and implies no authorization to work any River Parks event. If you are accepted, you will receive a written concession contract for that event.

CONCESSIONAIRE'S
SIGNATURE: _____

DATE: _____

CONCESSIONAIRE'S INFORMATION

Name of Your Concession: _____

Please list at least three festivals or events that you have participated in during the last year.

1. Event Name: _____
Event Location (City): _____
Event Contact Person: _____
Phone: (____) _____

2. Event Name: _____
Event Location (City): _____
Event Contact Person: _____
Phone: (____) _____

3. Event Name: _____
Event Location (City): _____
Event Contact Person: _____
Phone: (____) _____

4. Event Name: _____
Event Location (City): _____
Event Contact Person: _____
Phone: (____) _____



**POLICIES GOVERNING
NON-FOOD CONCESSIONS**



(Please keep this information for your reference.)

1. Commission

The Authority shall charge the concessionaire 20 percent of gross sales, payable within 10 days of the Event.

2. Fees/Commission

The Authority will charge the flat fees payable five (5) days prior to event OR 20 percent of gross sales, payable within ten days of the Event. Flat fees shall be adjusted based on size of event.

3. Insurance Requirements

During the life of the Concession Contract, the concessionaire shall, at its own expense, maintain in full force and effect, insurance policies written by an insurance company authorized to do business in the State of Oklahoma, in such form and with such endorsements as shall protect the Authority against any and all damages, loss, claim, or expenses resulting from the operation of this concession by the concessionaire.

Specifically, the Permittee shall maintain the following insurance coverages:

Worker's Compensation (if applicable): Statutory

Employer's Liability (if applicable): \$100,000 each accident

Comprehensive General Liability

Bodily Injury: \$175,000 individual any single accident

Bodily Injury: \$1,000,000 multiple claimants any single accident

Property Damage: Each Accident, \$50,000; and

Product Liability Insurance: Same as bodily injury.

Comprehensive Automobile Liability

Bodily Injury: \$175,000 individual any single accident

Bodily Injury: \$1,000,000 multiple claimants any single accident

Said policies must specifically name:

1. River Parks Authority, Tulsa, Oklahoma; 2. City of Tulsa, and 3. Tulsa County as Additional Insureds and granted a Waiver of Subrogation as required by written contract thereunder, and until such policies of insurance reflecting such coverage have been submitted to and approved by Authority, this contract shall be without force or effect.

(Important Note: These three entities must be named as "ADDITIONAL INSUREDS and Waiver of Subrogation". This is not the same as "Certificate Holder!" See your insurance agent--this is the most common reason for rejected certificates.)

4. Indemnification

River Parks Authority, City of Tulsa, and Tulsa County will not be responsible for any accident, damage, theft, or any loss to any person or article employed by or in the possession of the concessionaire while on the grounds of the River Parks Authority.

5. Prohibited Acts

Vendors are prohibited from certain acts. These acts include the display, advertising and/or selling any prohibited items (such as drug paraphernalia, weapons, or other items listed in Title 26, Chapter 1, as prohibited in parks.) at events held on the River Parks Authority property.

6. Electrical Issues

Any electrical damages done to the River Parks Authority's electrical infrastructure and/or equipment as a result of a vendor's act or omission will be the vendor's responsibility to reimburse the River Parks Authority for the damages. The vendor will be notified within 5 working days of the problem.

The River Parks Authority's Licensed Electrical Contractor will perform ALL hardwiring! Vendors are **PROHIBITED** from hardwiring any items to the River Parks Authority electrical infrastructure and/or equipment.

7. Oklahoma Tax Commission

Vendors are required to have a sales tax permit with the Oklahoma Tax Commission. Vendor is responsible for collecting and paying fees owed to the Oklahoma Tax Commission for vendor sales at River Parks events.

