



Dear Potential Marketplace Vendor,

The Annie Oakley Society is pleased to invite you to the annual Little Sure Shots Marketplace in tandem with our Annual Society Luncheon, Thursday, September 3. The Annie Oakley Society is a women's leadership extension of the National Cowboy & Western Heritage Museum. Founded by Cathy Keating and Lynn Friess, both Board of Director members, the Society's mission is to "build and sustain world class educational experiences for children and families to teach the rich history of the American West for generations to come."

In addition to supporting education initiatives, the Society also honors significant female leaders at our annual Luncheon. Past inductees include the Honorable Sandra Day O'Connor, Reba McEntire, Nadia Comaneci, Kristin Chenoweth, Admiral Michelle Howard, Donna Shirley, Mary Higgins Clark and real estate mogul, Mo Anderson.

The Annie Oakley Society Luncheon and Awards brings in over 400 members and attendees from around the state and nation. This is a great opportunity to network your business and sell your products to Society members, guests, and Museum visitors. In return, the Society asks that all vendors graciously donate 20% of their gross sales back to children's educational initiatives at the Museum. Tax deductibility is available for your contribution.

We hope you will please join us for our marketplace and become a part of this amazing event. For any additional information or questions please contact Abbey Trent, Manager of the Annie Oakley Society, at [atrent@nationalcowboymuseum.org](mailto:atrent@nationalcowboymuseum.org).

Sincerely,

#### **Important Marketplace Dates:**

- **June 22, 2020 - All Vendor Applications Due**
- **June 26, 2020 - Vendors Notified of Acceptance**
- **Wednesday, September 2, 2020**
  - **5:00 - 8:00 pm: Vendor Setup**
- **Thursday, September 3, 2020**
  - **8:00 - 10:00 am: Vendor Setup**
  - **10:00 am - 3:00 pm: Marketplace**
  - **3:00 - 5:00 pm Vendor Tear Down**



## *Marketplace Guide*

### **EXHIBIT SPACE**

Vendors are limited to one booth and are allowed one 8-foot table per 5x10 booth space. Linen and signage will be provided by the National Cowboy & Western Heritage Museum. Vendors may bring displays that fit within the 5x10 area and follow the general line of sight (no more than 8-feet tall). Vendors cannot use the aisles, lobby, or common areas to sell or block booths with display material. Vendors may or may not bring their own electrical cords, power strips, or extension cords will be provided upon advanced request.

### **SALES**

All vendors will bring and maintain their own point of sales system. The Museum IT staff will not be available to troubleshoot vendor systems or equipment. The National Cowboy & Western Heritage Museum requests that vendors donate 20% of the gross sales to benefit children's educational initiatives through the Annie Oakley Society. The Museum will in turn provide a tax receipt for your deductible contribution. The National Cowboy & Western Heritage Museum's Museum Store will exclusively carry the brands listed below:

- Creative Co-op
- Catstudio Company
- Tasha Polizzi
- Mary Francis – Western Purses
- El Paso Saddle Blanket
- Mud Pie
- Laura Ingalls
- Native American jewelry

### **SALES TAX INFORMATION**

Tax Rate: 8.625% (as of 4/2020)

Please be advised that the National Cowboy & Western Heritage Museum is required by law to keep sales tax records, file reports, and remit the sales tax, when due. The Museum shall be liable for failure to report and remit all sales taxes due.

Vendors holding a valid Oklahoma Sales Tax Permit shall be exempt from remitting to the National Cowboy & Western Heritage Museum. You should continue to report and remit sales tax as in your normal course of business. However, the National Cowboy & Western Heritage Museum is required to provide the Oklahoma Tax Commission with a listing of vendors with permits, including the vendors' sales tax permit number.

**The National Cowboy & Western Heritage Museum must have a copy of your sales tax permit prior to the event.** As part of this process, the National Cowboy & Western Heritage Museum will:

- Provide the vendor with a sales tax number and report form. This report and remittance must be received by the National Cowboy & Western Heritage Museum before leaving. Checks should be made payable to the National Cowboy & Western Heritage Museum.
- Provide the Oklahoma Tax Commission with a listing of vendors who do not have a valid Oklahoma Sales Tax Permit, including vendor name, address, and telephone number.

If you wish to speak to someone at the Tax Commission, please call (405) 522-4324. This event is considered a “special event,” and you will need to speak to someone in that division to obtain correct information.

## **SET UP AND TEARDOWN**

Vendors can setup Wednesday, September 22, starting at 4:00 p.m. All vendors must vacate the Museum by 7:30 p.m. There will be additional setup time beginning at 8 a.m. on Thursday, September 3. Vendors can begin teardown on Thursday, September 3, at 3:00 p.m. Note, move-in and move-out times are scheduled by management. If you cannot check in on Wednesday, it is extremely important that you contact your vendor coordinator to make arrangements for Thursday morning setup.

Companies must include a description of their products or services with a completed enrollment application. All cancellations must be in writing and emailed to [atrent@nationalcowboymuseum.org](mailto:atrent@nationalcowboymuseum.org) no later than August 15, 2020.

## **FIRE MARSHALL RULES**

Anything that contravenes fire code is strictly illegal. Any display or demonstration that has smoke, fumes, fire, or explodes is prohibited.

## **DELIVERIES**

- All deliveries must be made through the loading dock area and ID tagged for the specific event.
- No deliveries will be accepted without pre-approval from the Museum’s coordinator.
- All deliveries must be made and removed on the day of the event. The Museum reserves the right to dispose of items left longer than 24 hours after the event or, in the alternative; the Museum may charge a \$200 per day storage fee for items left longer than 24 hours after the event.
- Alcoholic beverages must be delivered to the loading dock on the day of the event and cannot be placed in public areas until after Museum closing.

## **MUSEUM RULES AND POLICIES**

- Activities will be confined to the designated facilities and restricted to the permitted use. All additional space allowances are subject to additional fees.
- Food and drink are restricted to dining areas.
- No set up closer than 5' from any work of art.
- No stapling or tacking of linens or decorations to any NCM fixtures or furnishings.
- No banners, placards, or other materials can be attached to the walls, ceiling, or floor.
- No combustible materials, water fountain displays, popcorn or popcorn machines, smoke or fog machines.
- No hay or hay bales, fresh pine boughs, fresh or live pine trees, fresh or live Christmas trees, dry brush, limbs, or grasses.
- No candles.
- No glitter or confetti, including floral, spray, loose, and cannons.

- No motorized, gas or internal combustion vehicles or equipment, including golf carts, lawn mowers, jet skis, motorcycles and chainsaws.
- No animals.
- If plants are used, they must be chemically treated in a manner satisfactory to the Museum before transport to the Museum.
- All decorations or items not owned by the Museum must be removed from the facilities the day/evening of the event.
- No fireworks or pyrotechnics are permitted on Museum property.
- Transport carts are restricted to soft rubber wheeled vehicles furnished by the Museum.
- No screens or projectors may be used in lieu of existing Museum equipment positions.
- The Museum reserves the right to deny any activity or equipment use that could damage or be harmful to the Museum, its equipment, furnishings, works of art, artifacts, or other Museum content.
- The Museum will charge a cleaning fee of \$1,000 if the Vendor violates the Museum's rules. Additionally, the Museum will charge a fee of \$1,000 if the activities or decorations result in excessive clean-up.

#### **MISCELLANEOUS**

- Tobacco use is prohibited on all Museum property.
- Payments should be made to the National Cowboy & Western Heritage Museum. Send payments to 1700 N.E. 63rd Street, Oklahoma City, OK 73111, Attention: Annie Oakley Society.
- The Museum is not responsible for any items that may be lost, misplaced, stolen, or damaged during an event.
- The Museum is not responsible for any damage to vehicles.

#### **ADVERTISING**

Every registered vendor will be listed in the Annie Oakley Society Luncheon and Awards program and on the event screens in the Special Events Center. The Museum will also provide advertising on digital signage and virtual marketing via Museum e-blasts. Your vendor coordinator will provide you with event fliers that can easily be utilized in digital formats or displayed in stores leading up to the event.



*Vendor Application*

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Company Contact #1 \_\_\_\_\_ Contact#2 \_\_\_\_\_

\*Please attach a copy of your Oklahoma Sales Tax Permit

**Company Description:**

---

---

**Product & Services:** (List all that you will be displaying/selling)

---

---

**Booth Display Description:**

---

---

**Booth Requests and/or other stipulations:**

---

**Application Acceptance:**

The undersigned understands and agrees that a vending space is not confirmed until your application is approved by the Annie Oakley Society. Vendors will be notified of acceptance no later than June 26, 2020.

\_\_\_\_\_ (Signee)      Date: \_\_\_\_\_