

## ***Dear Red Brick Nights Applicant,***

Thank you for your interest in our Downtown Block Party! We are thrilled with the success of our previous 7 seasons and are glad to be back for 2023. We cannot wait to see what 2023 will bring! With previous seasons hosting approximately 3,000 attendees each event and over 10,000 on our 4th of July Celebration Event, we aim to bring the message that Downtown Historic Guthrie is a great destination for an evening of local food, local shopping, and local music thus our motto of Gathering, Eating, & Listening.

We invite you to review the vendor information packet carefully, complete all forms and return them to event organizers as soon as possible. Our vendors are selected by a committee. Our vendor selection committee works to have something special for every Red Brick Nights attendee, including local unique vendors with diverse products to fulfill the tastes of various audiences. Thank you for your support of Red Brick Nights as it would not be possible without our amazing community.

Our season this year will kick off on May 6th. Then will continue on the first Saturday of the Month in June - September.

Please don't hesitate to contact us with any questions you may have. Cheers to 2023!

James Long, Heady Coleman, & Justin Fortney started Red Brick Nights to be a family-friendly, local community gathering where everyone can have a great time in downtown Guthrie on a Saturday night mimicking what Prairie Gothic started as the Make Guthrie Weird Block Parties. With the financial help of the City of Guthrie CVB, John Vance Auto Group, and Jameson Realty Group Red Brick Nights is an authentic block party style festival that proves to be an excellent opportunity to reach the Guthrie community. Guthrie has a special vibe of its own and we want to first and foremost provide an outlet for our community to shine. The goal of RBN is to create a unique atmosphere large enough to bring in diverse audiences and vendors, but small enough to see a neighbor or friend. Red Brick Nights highlights the importance to shop, eat and dine local. We invite you to be a part of Red Brick Nights and you can help us by sharing your social media posts with the hashtag #RedBrickNights, and bringing your friends and family to the event. By being at the festival and sharing about it, you're an active part of our event. Thank you for your support!

## **Red Brick Nights Vendor Checklist & FAQ's**

### **Applications Checklist and Tips:**

- Please be sure to complete all included forms (including health department state license number for food vendors and OK state tax permit number).
- Please be sure your vendor agreement is signed.
- Food and amusement vendors must be able to add "Red Brick Nights" to their insurance policy and provide documentation prior to participating in the event.
- Please be aware that the *nonrefundable* monthly fee must be received 7 days prior to the event. You can pay by **CashApp to \$RedBrickNights** or mail a check to our office at
- **115 South 1st Street  
Guthrie, OK 73044**
- If your payment is returned for non sufficient funds there is a \$50 returned check fee.
- Only emailed completed applications (emailed to vendor.rbn@gmail.com) will be accepted. We do not fax nor do we take applications over text.
- If you do not have a physical product to sell, please be aware of the following:
  - We will only allow a limited number of non-goods Pop-Ups at Red Brick Nights.
  - You must provide a children's activity or something beyond handing out fliers and merchandise in your application.

We will do our best to make the event better for everyone, however we cannot fulfill all requests and appreciate your patience and understanding. Let's lift up one another as we lift up the community!

## **FAQ's**

### **What kind of vendors do you normally accept into Red Brick Nights?**

We love diversity and being able to provide many different types of merchants and food choices at Red Brick Nights. We accept local food trucks, artisan Pop-Up shops and Boutiques. RBN gives local Guthrie business first priority however we certainly invite you to join our Choose Guthrie Movement!

### **Why is electricity not provided?**

Due to safety reasons, our circuits cannot support everyone being plugged into the few outlets in downtown Guthrie. Vendors can use generators if needed.

**Please Note: *Generator noise level output may not exceed 75dB.*** We will be testing noise level. Patrons are here to enjoy the music and each others company and loud generators are a distraction. If your generator is louder than allowed you will be asked to either dampen it or turn it off. No refunds will be given to those who chose not to sell because of lack of a generator.

### **Why are state licenses and state tax permits required of vendors?**

We aim to provide a high quality event that is safe and beneficial for the community. All food vendors must be approved by the health department and are inspected so that our attendees can receive the highest quality of food. State tax permits are required so that the event can support the community holistically by benefitting the vendors who sell the merchandise and to the city who provides the space for us to have the event. It's a win-win for the community!

### **What is each vendor responsible for?**

Each vendor is responsible for their own set up and tear down. Vendors MUST stay in their designated position for the duration of the event due to safety reasons. Leaving prior to the event conclusion will result in termination from future Red Brick Night events.

### **What type of products for Pop-Up shops are you looking for?**

Artisan products, clothing, gifts, vintage, home decor. We are not accepting direct sales representatives or consultants at this time.

### **Can I apply as an alcohol vendor?**

Currently, we are not accepting any new alcohol vendors for the 2023 season. Red Brick Nights aims to be a family friendly event and therefore, we will limit the number of alcohol vendors as to provide a safe environment for all. The two alcohol vendors are The Big Friendly and Wanderfolk Spirits/Mack & Ikes. In addition our awesome downtown restaurants/bars have alcohol and include a great environment to consume it. Check out some downtown Guthrie establishments such as Stable's Cafe, Tap Room 223, Gage's Steakhouse, The Blow Out Bar, Roma's Italian Restaurant and The Jungle.

### **How do I get my band to play at Red Brick Nights?**

We plan our season out in advance but If you have an awesome local band, we want to hear from you! Shoot an email to [amandafortney26@gmail.com](mailto:amandafortney26@gmail.com) for consideration.

## Vendor Agreement and Requirements

The event organizers of Red Brick Nights must approve each vendor for participation in the event. Vendors not included in the approved vendor list will not be permitted to participate in the event. Vendors will not be approved by Red Brick Nights organizers unless all requirements are met. Vendors shall submit all documents to the event organizer.

**A vendor is any individual or organization who is participating in Red Brick Nights to provide products, services or information.**

- \* **Food / Beverage Vendors:** Selling or sampling food / beverage products
- \* **Retail Vendors:** Selling merchandise
- \* **Arts & Crafts Vendors:** Selling handcrafted products (non-food/beverage)
- \* **Amusements Vendors:** Providing recreational activities such as inflatables or mechanical rides/devices or service activities such as face painting, hair braiding, etc.

### Insurance:

Insurance may be required of vendors depending on the nature and type of vendor. Below is a list of vendors who must provide insurance.

- \* Food / Beverage Vendors
- \* Amusements Vendors

If insurance coverage is required, the policy must name Red Brick Nights, its employees, agents, volunteers and officers as additional insureds as pertaining to the insured's participation in Red Brick Nights. Please send over a copy of the insurance information to JamesOKRealtor@gmail.com.

### Food/Beverage Vendors:

Food vendors include food trucks-trailers, stands, tents, canned and/or packaged foods, etc.

- All food/beverage vendors must have obtained all required State licenses with the Health Department. State licenses must be kept on-site and available for review by the Health Department.
- Food/beverage vendors must be present and setup by no later than 5pm on the day of event. Setup begins at 3pm on the day of event. Any vendors not present by 4:30pm will not be allowed to participate.
- Food/beverage vendors must provide a completed Food/Alcohol Vendor Information sheet 20 calendar days prior to event.
  - **The sale of alcoholic beverages will not be permitted by food/beverage vendors** except for the designated alcohol vendor selected by event organizers.
  - All vendors must have a valid Oklahoma Sales Tax permit at the event and provide proof of permit to event organizers 20 calendar days prior to event.

### Retail/Arts & Crafts/Amusement Vendors:

Vendors selling merchandise, handcrafted products (non-food/beverage), those providing information, promotional materials or free services and those providing recreational activities.

- All vendors must have a valid Oklahoma Sales Tax permit on site and provide proof of permit to event organizers 20 calendar days prior to event.
- All vendors are responsible for their entire booth set up. (e.g. tents, tables, chairs, displays, signs etc.).
- All vendors must provide a completed Retail Vendor Information sheet 20 calendar days prior to event.

- Setup for vendors begins at 3pm on the day of event. All vendors must be present by 4:30pm. Any vendors not present by 4:30pm will not be allowed to participate.

**Rates:**

**Food/Beverage Vendors: \$125.00 per event**

All Food/Beverage Vendors will be placed on Wentz between Harrison and Oklahoma Ave. Each Food/Beverage Vendor will be allotted a 40' spot against a curb. If you are a trailer, you must unhitch if your truck/trailer exceeds 40'.

**Retail/Arts & Crafts/Amusement Vendors: \$75.00 per event**

All Retail/Arts & Crafts/Amusement Vendors will be placed on Oklahoma Avenue between Wentz and Broad Street. Please inform us of your booth set up size requirements.

**Acceptance Notification:** Every vendor will be notified as soon as possible, and no longer than business 5 days after receipt of the completed application if they have been selected to participate in the monthly Red Brick Nights Event.

I agree, to INDEMNIFY AND HOLD Red Brick Nights, its volunteers, and its sponsors HARMLESS from all claims, judgments and costs, including but not limited to attorneys' fees, and to reimburse them for any expenses whatsoever incurred in connection with any action brought as a result of my participation in Red Brick Nights activities.

I have retained, for my records, a copy of this agreement Yes\_\_\_ No\_\_\_. I have read, understand and agree to adhere to the above Vendor Agreement and Requirements.

X\_\_\_\_\_ Date\_\_\_\_\_

Signature of applicant (must be over 21 years of age)

**Dates:**

**May 6th**

**June 3th**

**July 1st (4th of July Celebration)**

**August 5th**

**September 2nd**

**DO NOT FORGET TO TURN THIS PAGE IN WITH YOUR VENDOR INFORMATION PAGE**

## Food/Beverage Vendor Information

All food vendors engaged in food sale, including prepackaged food items such as mixes, bottled water, vitamins, supplements, candies or any other food item offered for consumption on or off premises must fill out the following information and provide proper insurance in order to participate in Red Brick Nights event(s):

All items are required, if any part is left blank, the application is incomplete.

Vendor: \_\_\_\_\_

Business Name: \_\_\_\_\_

When was your business founded: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Main Contact Name (If different than owner): \_\_\_\_\_

Business Address (include city, zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Media Links: \_\_\_\_\_

FacilityType:    \_\_\_TemporaryTent       \_\_\_MobileUnit

Licensed: State License # \_\_\_\_\_

OK State Tax Permit: State permit # \_\_\_\_\_

Truck set up size: \_\_\_\_\_ (approx. length in feet)

Previous Red Brick Nights Vendor: \_\_\_Yes \_\_\_No    If yes, when: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Month Applying for (circle one): May   June   July   August   September   Full Season

Make sure you include the following attachments (.jpeg or .pdf format) in your application email:

- Signed agreement
- Tax permit
- Copy of health department license
- Picture of your set-up/truck

REMINDERS: Fee is \$125.00 per month. Only event organizer approved alcohol vendors will be allowed to sell alcoholic beverages. Trucks or trailers selling food will not be allowed to sell alcoholic beverages. Electricity will not be guaranteed available for food vendors. Generators must be used. **Generator noise level output may not exceed 75dB.** We will be testing noise level. If your generator is louder than allowed you will be asked to either dampen it or turn it off. No refunds will be given to those who chose not to sell because of lack of a generator. We limit our food/beverage vendors to 7 vendors except for July Event.

## Retail Vendor Information

All vendors engaged in selling merchandise, handcrafted products (non-food/beverage) and those providing information, promotional materials or free services must fill out the following information in order to participate in Red Brick Nights event(s). We are not accepting direct sales representatives or consultants at this time.

Vendor: \_\_\_\_\_

Business Name: \_\_\_\_\_

When was your business founded: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Main Contact Name (If different than owner): \_\_\_\_\_

Business Address (include city, zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Media Links: \_\_\_\_\_

FacilityType:   \_\_\_TemporaryTent   \_\_\_MobileUnit

OK State Tax Permit: State permit # \_\_\_\_\_

Set up size: \_\_\_\_\_ (approx. length in feet)

Previous Red Brick Nights Vendor: \_\_\_Yes \_\_\_No   If yes, when: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Types of goods for sale/services/promotional giveaways: \_\_\_\_\_

Month Applying for (circle one): May   June   July   August   September   Full Season

Make sure you include the following attachments (.jpeg or .pdf format) in your application email:

- Signed agreement
- Tax permit
- Picture of your set-up/truck

REMINDERS: Fee is \$75.00 per month. Only event organizer approved alcohol vendors will be allowed to sell alcoholic beverages. Electricity will not be available for vendors. Generators must be used. **Generator noise level output may not exceed 75dB.** We will be testing noise level. If your generator is louder than allowed you will be asked to either dampen it or turn it off. No refunds will be given to those who chose not to sell because of lack of a generator.

### Nonprofit Vendor Information

All nonprofits must provide the following information to be able to participate at Red Brick Nights:

Nonprofit Name: \_\_\_\_\_

When was your nonprofit founded: \_\_\_\_\_

Founder Name (Or current executive director): \_\_\_\_\_

Main Contact Name (If different than owner): \_\_\_\_\_

Business Address (include city, zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Best Mode of Contact and Name: \_\_\_\_\_

Social Media Links: \_\_\_\_\_

FacilityType:  TemporaryTent  MobileUnit

Set up size: \_\_\_\_\_ (approx. length in feet)

Previous Red Brick Nights Vendor: Yes No When: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Please list any additional activity proposal for your tent (besides handing out fliers and asking for donations):

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REMINDERS: Nonprofit booth space is free, however, you will have to provide your own tent, chairs, tables, etc. Electricity will not be available for vendors. Generators must be used. **Generator noise level output may not exceed 75dB.** We will be testing noise level. If your generator is louder than allowed you will be asked to either dampen it or turn it off. No refunds will be given to those who chose not to sell because of lack of a generator.