



**A multi-cultural artisan outdoor market,
1st and 3rd Saturdays, May through October.**

Back for a second year, Kendall Whittier Mercado features local art, handmade goods, and fresh produce in the heart of historic Kendall Whittier.



Kendall Whittier Mercado is a unique shopping destination that crosses cultural boundaries. Our customers appreciate authentic cultural experiences and are looking for that one-of-a-kind handmade item, whether clothing, accessories, home decor, or artwork.

Because Kendall Whittier is a hub of Hispanic population in Tulsa, Kendall Whittier Mercado celebrates the Hispanic culture that helps make our neighborhood so vibrant. Mercado isn't only for Hispanic vendors, though. In our first year, we had vendors selling everything from Mexican purses to African pottery to Native American jewelry. Authentic expressions of art and craft, spanning all cultures, are welcomed at Kendall Whittier Mercado.

If you are interested in selling your goods at Kendall Whittier Mercado, please read the rules on the following pages and complete the Vendor Application.





VENDOR APPLICATION 2018

Kendall Whittier Mercado is an open-air market featuring art, handmade goods, crafts, and fresh produce.

HOURS / SETUP

SEASON: First & third Saturday of the month, May - October.

HOURS OF OPERATION: 10:00am until 2:00pm.

LOCATION: In the parking lot on the southeast corner of Admiral Boulevard & Lewis Avenue.

SET-UP: Vendors will be allowed to start setting up at 8:00am. Vendors must have their vehicles moved to designated parking no later than 9:45am for the safety of our patrons. **Late set-up will not be allowed.**

TEAR-DOWN: Vendors are expected to have cleaned up their booth area and left the premises by 3:00pm so the parking lot can be re-opened.



MERCADO RULES

ALLOWABLE ITEMS: Art, jewelry, handmade goods, new handcrafted clothing, crafts, fresh fruits and vegetables. Special consideration will be given to items made or grown in Oklahoma.

PROHIBITED ITEMS: Include, but are not limited to, electronics, tools, furnishings, live animals, and any used or pre-owned goods. The prohibition of any goods is at the sole discretion of Kendall Whittier Main Street.

NONPROFITS/EDUCATIONAL BOOTHS: Not-for-profit organizations and booths for the purpose of community education and outreach on issues will be strictly limited to one booth per week. Sales, fundraising, and/or donation solicitations are not permitted. Acceptance is at the discretion of Kendall Whittier Main Street and is limited to a maximum once-a-month basis per nonprofit organization.

FLIERS/SIGNS: Only fliers and signs related to goods displayed and sold at Mercado are allowed. No political fliers or signs can be handed out or displayed.

LAWS: Vendors are responsible for abiding by all applicable city, county, state, and federal laws/regulations.

SALES TAX PERMIT: Vendors are required to submit a copy of their sales tax permit with their application, or agree to remit sales tax on items sold to Kendall Whittier Main Street at the end of the Mercado day for payment to the Oklahoma Tax Commission.

Contact the Oklahoma Tax Commission to obtain an application for a sales tax identification number. Vendors may obtain a sales tax ID number by visiting the OTC website (<https://www.ok.gov/tax>) and clicking the "Online Business Registration" link (typically a five day processing time), or visiting the Oklahoma Tax Commission offices in downtown Tulsa to obtain a permit in person. The fee to the Oklahoma Tax Commission for the required sales tax ID is \$20.00.



**VENDOR
APPLICATION
2 0 1 8**

BOOTH RULES

- Vendors must supply their own tents, tables, and other booth materials.
- All vendors are required to securely tie down their tents, tables, and other booth materials. Vendors are responsible for any damage caused by their booth and tent materials.
- All vendors are responsible for carrying their own product liability insurance.
- Fire safety regulations require that no portable fuel containers, oily rags or flammable trash be located in the Mercado area.
- All vendors must bring trash bags for booth clean up. Each vendor is responsible for maintaining his/her booth area in a clean, neat manner throughout the day and for cleaning his/her area before departing at the end of the day. Mercado trash cans are for customer use only.
- Produce vendors – no cut samples are allowed unless the vendor is a licensed food handler following health department guidelines. Samples of whole pieces of fruit or vegetables are allowed.
- Each week, a limited number of booths will be designated for selling products from the back of parked vehicles. Only vehicles and trailers of one ton or smaller will be allowed in the Mercado area unless sufficient space is available for larger vehicles or unless other arrangements are made.
- Please note in the Description on your application if you need 110v electrical service. We will do our best to accommodate your request.

VENDOR FEES

10' x 10' booth space.....\$25.00/week

Vendors must provide their own tent and tables.
Kendall Whittier Main Street does **not** take a percentage of sales.





VENDOR APPLICATION 2018

Your Name _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number (where you can be reached the day of event) _____

Email Address _____

Sales Tax Permit ID Number _____

Type(s) of goods you will sell:	Description of goods/products _____
<input type="checkbox"/> Art	_____
<input type="checkbox"/> Crafts	_____
<input type="checkbox"/> Jewelry	_____
<input type="checkbox"/> Clothing	_____
<input type="checkbox"/> Handmade goods (other)	_____
<input type="checkbox"/> Fresh Produce	_____

Requested Dates (check the dates you would like to set up to sell):

- May 5 May 19
- June 2 June 16
- July 7 July 21
- August 4 August 18
- September 1 September 15
- October 6 October 20

Space is limited and available on a first-come, first-served basis. Kendall Whittier Main Street does not guarantee you will receive your requested dates.

I have read and agree to the ground rules for the event. I will submit the required vendor fee prior to the deadline for each Mercado (make checks payable to KMWS). If I do not have a sales tax permit ID number, I agree to remit the appropriate sales tax on items sold in my booth to KWMS at the end of the market day.

Signature _____

The deadline to reserve space and pay vendor fees is 5:00pm the Thursday prior to each Mercado.

Mail or drop off your application form and payment to:
 Kendall Whittier Main Street, 2216 East Admiral Boulevard, Tulsa OK 74110
 Contact us with questions at 918-633-1934 or historicKWMS@gmail.com.

