

Norman Music Alliance  
c/o Norman Chamber of Commerce  
115 E. Gray St.  
Norman, OK 73069  
405-321-7260  
405-360-4679 (fax)

Dear Potential NMF Vendor:

Thank you for your interest in being a vendor at the seventh annual Norman Music Festival (NMF) scheduled from 6pm to 12am April 24<sup>th</sup>, 6pm-12am April 25<sup>th</sup>, and 11am-12am on April 26<sup>th</sup> 2014. The Crawford Parking lot will be closed for vendors Friday & Saturday only. Saturday will be the only day Main Street will be closed for vendors. Enclosed with this letter is the NMF Vendor Application that applies to your business. Please fill it out, and return it along with the booth space fee and a copy of your certificate of insurance (food vendors) with the Norman Music Alliance named as an additional insured.

Before a booth can be approved for the festival, the organization must show proof of their permits and licenses.

Make sure your organization has the proper licensing to sell your product. Most licenses can be obtained through an application process with the City of Norman. Food vendors are required to have a temporary food service license from the city. They are also required to have an Oklahoma Department of Health permit (requirements may vary upon the type of setup). Each vendor location will be inspected by the Health Department before the event starts. Inspectors may require a fee per vendor setup at the event. NMF is not responsible for any delays you may experience due to non-compliance. Please call the Cleveland County Health Department 405.579.2256.

Booth spaces can support 10x10 tent or trailer (this includes hitch), and there is hookup for maximum 20 amp 110-volt electricity. Vendors may be subject to additional fees for non-traditional electrical connections. The NMF will be free and open to the public, crowd expectations are over 50,000. However, we will be surveying your business after the event so that we can better track our crowd attendance.

There are two levels of vendors: food and commercial. Commercial vendors are businesses who are distributing information, providing services, or selling products. Beverage sales are the sole responsibility of the Norman Music Festival and its approved partners.

If you have any additional questions, please contact the vendor committee at 405.321-7260 or [kyla@normanchamber.com](mailto:kyla@normanchamber.com).

Sincerely,  
Kyla McMoran  
NMF Vendor Chairperson