

Important information regarding the Vendor List.

1. **Merchandise/product vendors** do not need license or registration numbers listed on the form. The list of merchandise/product vendors can be submitted up to 48 hours before event day.
2. **Regarding Food and Beverage vendors:**

Event organizers must email the list of participating vendors to specialevents@okc.gov TEN business days before the event date.

Saturday and Sunday are not considered business days.

Event date is not part of the ten days.

Failure to comply with the deadline dates will result in not permitting food and beverage vendors to participate in your event.

If food/beverage vendor is selling homemade (they made the product out of their home, not a commercial kitchen), pre-packaged food with proper labeling (including ingredients and their home address), they typically fall under the Homemade Food Freedom Act (HFFA) and do not need either of these numbers. They still need to be listed as a vendor with their contact information, but instead of a license or registration number, enter "HFFA vendor."

Please inform food and beverage vendors that they will receive a phone call or e-mail from the City of Oklahoma City Business Licensing office regarding their Certificate of Registration and from the Oklahoma City County Health Department regarding their food license.

For questions or concerns regarding:

- food/beverage vendor registration call City of Oklahoma City business licensing (405) 297-2606.
- food/beverage licensing call OKCCHD (405) 425-4321.
- alcohol sale and/or alcohol license call ABLE Commission (405) 521-3484.

Thanking you in advance for your help and hard work ensuring that your event is a safe event.



Event date _____ Event Name _____

Event address/location _____

Contact name _____ Phone _____ E-mail _____

Final food & beverage vendor list is due no less than 10 business days prior to event date. Merchandise vendors (non-food/non-beverage) can be added to the list up to 24 hours before event. Food & beverage vendors should be listed first. Send the list to specialevents@okc.gov

FOOD & BEVERAGE vendors only

- ABLE License (Alcoholic Beverages)
- City Certificate of Registration (FS - number)
- OKSDH Food License Number
- For Homemade Food vendors enter "HMFFA"

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	
1				
2				
3				
4				
5				



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SPECIAL EVENTS VENDOR LIST FORM Page 2

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
6				
7				
8				
9				
10				
11				
12				
13				



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SPECIAL EVENTS VENDOR LIST FORM Page 3

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev-Merch)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
14				
15				
16				
17				
18				
19				
20				
21				



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SPECIAL EVENTS VENDOR LIST FORM Page 4

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
22				
23				
24				
25				
26				
27				
28				
29				



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SPECIAL EVENTS VENDOR LIST FORM Page 5

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
30				
31				
32				
33				
34				
35				
36				
37				



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SPECIAL EVENTS VENDOR LIST FORM Page 6

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
38				
39				
40				
41				
42				
43				
44				
45				



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SPECIAL EVENTS VENDOR LIST FORM Page 7

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	ABLE License (Alcohol Vendors) City of OKC Special Event Certificate of Registration Number and OKSDH Food License Number
46				
47				
48				
49				
50				
51				
52				
53				