

**VENDOR AGREEMENT**

**OKANA Resort**639 First Americans Blvd
Oklahoma City, OK 73129
Contact: Melissa Roberts, Director of Activities & Entertainment
Phone: 661-373-3847
Email: mroberts@okanaresort.com

This Vendor Agreement (the “Agreement”) is made by and between OKANA Resort (“Resort”) and the undersigned Vendor (“Vendor”) for participation in Resort events.

**1) Event Participation**

Vendor agrees to participate in the designated Resort event(s) upon payment of a $100.00 vendor fee. Vendor space will not be guaranteed until payment is received.

**2) Equipment & Setup**

Vendor is responsible for providing their own tent, tables, chairs, displays, and all other necessary equipment. Resort will not provide furniture, coverings, or fixtures.

**3) Electricity**

Resort does not guarantee access to electricity. Vendors should plan to operate using battery-powered or self-sufficient equipment.

**4) Setup & Breakdown**

Vendors must complete setup during the designated load-in times and remove all items during the designated breakdown period. Vendor is responsible for maintaining a clean and safe space during the event.

**5) Compliance**

Vendor agrees to comply with all applicable laws, regulations, and Resort rules while participating in the event. Failure to comply may result in removal without refund.

**6) Liability**

Vendor assumes all risk associated with participation. Resort shall not be held liable for theft, damage, injury, or loss incurred by Vendor or Vendor’s staff, equipment, or merchandise.

**7) Indemnification**

Vendor agrees to indemnify and hold harmless Resort, its employees, and affiliates from any claims, damages, or expenses arising from Vendor’s participation.

**8) Insurance**

Vendor agrees to carry, pay for, and maintain general liability insurance coverage in an amount not less than $500,000 to cover all of Vendor’s activities and services provided during the Resort events. Verification of Vendor’s insurance must be provided to Resort at least seven (7) days prior to an event and shall be in “occurrence” form only.

**9) Agreement**

By signing below, the Vendor acknowledges they have read, understood, and agreed to the terms of this Agreement.

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

Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

EVENT Title and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OKANA Resort Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Please email the completed and signed agreement and insurance verification back to Melissa Roberts at mroberts@okanaresort.com. Vendor space will not be guaranteed until this agreement and insurance verification are received along with the $100 vendor fee. When agreement is signed, you will receive a Sertifi link to submit payment.