



Vendor List

If any type of sales take place at your event, this includes food trucks and item vendors, the Promotor/Organizer must provide the following documentation [online](#) at least two (2) weeks prior to the event being approved.

1. Submit a list of all vendors at the event including business name, contact name, address, telephone number, and STS number. | [Download Form](#)
2. *Oklahoma Permit Vendors.* Vendors must display copies of their sales tax permits at the event.
3. *Vendors with no Oklahoma Sales Tax Permit.* Vendors are not required to have Oklahoma Sales Tax permits, but **the Promoter/Organizer must obtain a special event sales tax permit from the Oklahoma Tax Commission (OTC)** and must submit a copy of the permit to the City of Tulsa (upload to the portal).
4. To obtain a special event sales tax permit:
 - A. Go to: oktap.tax.ok.gov
 - B. Under "Businesses" select link "Register Special Event Promoter"
 - C. If you need additional help with registering, you may call or email the OTC Special Event Department at their contact information provided below:

OTC Special Events
(405) 522-6273
specialevents@tax.ok.gov

Tulsa Health Department

If you are selling, serving, or giving away anything consumable such as food or beverages including beer, wine, or spirits at your event, you may need a Food Service Permit. Please contact the Tulsa Health Department (THD) Food Protection Services at (918) 595-4300 at least two (2) weeks prior to the event. For information go to www.tulsa-health.org.