

CREATIVE CRAFT FESTIVAL

Rules, Regulations & Guidelines

Cleveland County Fair Board
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Show Dates

October 2 2010 - Saturday
November 5&6 2010- Fri & Sat
November 26&27 2010-Fri & Sat.
December 11 2010- Saturday
March 27 2010- Saturday

SHOW RATES: 1 DAY SHOW - **CORNER BOOTH*** - \$50, REGULAR BOOTH - \$45
2 DAY SHOW - **CORNER BOOTH*** - \$75, REGULAR BOOTH - \$65
TABLES and/or PORTABLE PEGBOARD - \$5.00 EACH

***A corner booth is a booth with more than one frontage. Some corner booths are in a center aisle and have frontage on both sides that run parallel, while others are L-shaped.**

No unauthorized sales of OKLAHOMA STATE UNIVERSITY and/or THE UNIVERSITY OF OKLAHOMA products without the express written permission of The Collegiate Licensing Company.

No smoking allowed in building – No burning of candles – No open flame devices.

Food products: processed or pre-packaged items must be pre-approved by Promoter.

ALL participants **must** be **pre-approved**. Crafters must list **CATEGORIES** of every item (not individual items) you will be selling. For your application to be considered, you must have: Application/Contract (signed) with entry fee. If space allows, Independent Distributors or Consultants will be considered (no duplicates). Show Chairman and Committee reserve the right to limit and make decisions on acceptability of all items. If your application is not accepted, you will be entitled to a full refund prior to the show date.

BOOTH FEES: Total booth space fee must be paid in full at time of reservation. No post-dated checks will be accepted. A returned check nullifies contract.

BOOTH SPACES: Exhibit space is **marked with yellow squares**. Exhibitors are required to stay within these boundaries. **DO NOT BLOCK, SET OR HAVE YOUR BOOTH EXTEND INTO AISLE.** Chairs are provided. **COVERINGS FOR ALL TABLES ARE REQUIRED.** Please make your booth neat in appearance. If you set up the day before the show, please cover items in your booth for security. Do not use **TAPE, STAPLES, NAILS, ETC.** on floors or walls. Nothing should be hung on walls unless pegboard is provided. **Exhibitors who have not arrived by 8:30 AM on the day of the show will forfeit their space.**

CANCELLATION: 50% of booth rent will be retained by the Cleveland County Fair Board prior to one month before show date. After that date, the total deposit will be forfeited. **NO TRANSFERS OF FEES.**

CONFIRMATION: If you are sending your application by mail, return both copies along with a self-address stamped envelope. The yellow copy will be returned showing your receipt of payment and booth number.

EARLY DEPARTURE: Vendors Are Required To Stay In Their Booth Until Advertised Closing Time. Early Takedown Or Early Departure Is Not Acceptable And Will Forfeit Your Reservation And Payment Of Additional Shows. Monitors will be stationed in all areas.

ELECTRICITY: Most booths have access to electricity with the exception of the center aisle booths. Extension cords will not be allowed to run overhead or across walkways. If you require electricity, please indicate so on Application & Contract.

ENTRY DEADLINE: To assure your booth for the next year, you must have completed Application/Contract and deposit by 5:00 PM on the day of the show, or as space permits.

EXHIBITORS' RESPONSIBILITIES: Exhibitors are expected to conduct themselves in a manner complimenting the show. Exhibitor assumes full responsibility for any loss or damage to their person or property and to release promoter from any liability arising from theft, vandalism, or any manner of loss or injury.

PARKING & UNLOADING: Vendors may park next to or close to building to unload. **Do not block entry doors.** **BEFORE YOU START SETTING UP,** move your vehicle to designated parking areas in the Health Department, DHS parking lots, or the graveled area West of the Arena Building. **DO NOT PARK NEXT TO THE BUILDING BEFORE 5:00 PM OR IN THE PARKING LOT BETWEEN THE BUILDINGS. THIS PARKING LOT IS FOR YOUR SHOPPERS!!!**

PEGBOARDS: Exhibit Hall has large pegboards in most booths (with exception to center aisles). Portable pegboards are available for rent at \$5.00. **PEGBOARD HOOKS ARE NOT FURNISHED.**

SALES TAX: Norman tax rate is 8.25%. Vendors who do not have a valid OK Sales Tax Permit are required to fill out Vendor Daily Sales Tax Report. These forms will be available from promoter. A list of vendor's name, address and telephone number will be turned into the Oklahoma Tax Commission.

SECURITY: A night watchman will be provided on 2-day shows.

SHOW HOURS:

- 1) One-day Saturday shows 9:00 AM – 4:00 PM
- 2) Friday afternoon 4:00 – 8:00 PM and Saturday - 9:00 AM to 4:00 PM
- 3) +Thanksgiving show – Friday and Saturday 9:00 AM – 4:00 PM.

SHOW SET-UP HOURS: Day before the show - 8:00 to 6:30 PM. (Thanksgiving show will be on Wednesday) or day of the show 7:00 to 9:00 AM.

SUBLETTING OF BOOTH: Vendor may not assign your booth space to another vendor. You may not give any person permission to share or use your space without permission from the promoter.

The Show Chairman and Committee reserve the right to enforce and/or interpret the Rules and Regulations and make final judgment without exception. Exhibitors agree to comply with show policies, Rules & Regulations and terms and condition as stated herein and in the Application Contract. Show Chairman and Committee reserve the right to restrict, modify or expel without refund any exhibit that it deems undesirable or in non-compliance.