



Cleveland County CRAFT SHOW

Rules, Regulations & Guidelines

Cleveland County Fair Grounds
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Norman, OK 73071
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Show Dates

March 23, 2019 - Saturday
Nov.29 & 30, 2019 - Fri & Sat
December 14, 2019 - Saturday

2018 RATES: 1 DAY SHOW - **CORNER BOOTH*** - \$60 - REGULAR BOOTH - \$55
2 DAY SHOW - **CORNER BOOTH*** - \$80 - REGULAR BOOTH - \$75
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 collegiate products without the express written permission of The Collegiate Licensing Company.**

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

Food/Drink products: being sold and/or sampled must have temporary health department license.

ALL participants **must** be **pre-approved**. Crafters must list **CATEGORIES** of the items they plan to sell (not individual items). Also, **all applicants need to send pictures of the items** they will be marketing in their booth. 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 reserves 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: You must pay for at least HALF of the booth space at the time of reservation. The booth **MUST** be paid in FULL by the show set-up date. 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, walls, or tables. 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 Ground prior to one month before show date. After that date, the total deposit will be forfeited.

NO TRANSFERS OF FEES.

CONFORMATION: If you are sending your application by mail, return two copies along with a self-

address stamped envelope. The second copy will be returned showing your receipt of payment and booth number. OR you may request that an e-mail confirmation be sent, at the top of the application.

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 on Application & Contract.

ENTRY DEADLINE: All shows are first come first serve. If you participate in a show then you will have until 5:00 pm, day of show, to reserve the same space for the following years show.

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 the building to unload. **Do not block entry doors. BEFORE YOU START SETTING UP** move your vehicle to designated parking areas in the Election Board, DHS parking lots, or the graveled area West of the Arena Building. **DO NOT PARK NEXT TO THE BUILDING BEFORE 4:00 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 8.750%. 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. We **DO NOT** collect the tax money at the shows.

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

SHOW HOURS: The show hours are listed on your application. Make sure to save a copy of the application that you submit so that you can refer to it for times.

SHOW SET-UP HOURS: Will be listed on the application you fill out.

SUBLETTING OF BOOTH: A 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 reserves 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 reserves the right to restrict, modify or expel without refund any exhibit that it deems undesirable or in non-compliance.