

**Darnaby Arts & Crafts Show**  
**December 4, 2010**  
**9:00 a.m. – 4:00 p.m.**

Dear Vendor:

Thank you for your interest in the 29th Annual Darnaby Arts and Crafts Show. As a reminder, the show is open from 9:00 a.m. – 4:00 p.m. at the Union Intermediate High School, 7616 South Garnett (Tulsa). The proceeds from the Show will benefit the children at Darnaby Elementary by providing playground equipment, updating books and updating technology equipment.

We are continuing to engage many different venues for marketing with the Tulsa World, Tulsa Kids, and local television and radio stations. With our multi-faceted marketing plan, our attendance will continue to grow over what we have seen in past years. Our goal is for you to have your most successful Darnaby show ever!

For future reference, please save the following guidelines and procedures. You may also find this and other valuable information on the Darnaby Arts and Crafts website at [www.darnabyartsandcraftsshow.com](http://www.darnabyartsandcraftsshow.com). **NOTE: If Union Public Schools are closed on Fri., Dec. 3rd due to weather, the craft show will be cancelled. The reschedule date will be Saturday, December 11, 2010.**

**Application and Jury Procedure**

Please complete and return the Arts and Crafts Show Jury Application along with 2-3 photos showing detail of your work and booth display. Your application will NOT be processed until this is received. The application and photos must be received by October 1, 2010 to be included in the 2010 Jury selection. If photos need to be returned, please included a self-addressed stamped envelope. **This is not a contract, so Please do NOT send money until your receive a contract from our committee.**

After reviewing your application and photos, our committee will contact you regarding the status of your application. Our response will fit one of the following criteria:

1. You have been accepted to the show and a contract is enclosed.
2. Your application has been placed on a Waiting List because your category is at capacity. As booth space becomes available, exhibitors will be chosen based on variety of products and booth needs.
3. We are sorry, but your application has been denied.

Our committee reserves the right to accept all or part of your products. We also reserve the right to re-jury exhibitors each year to maintain a wide variety of quality goods and services.

**Waiting List**

If your application has been placed on a waiting list, we will contact you as appropriate booth spaces become available. As space becomes available you will be sent a contract to be returned with your payment in full. Please note, that changes occur and spaces open up until set-up on Friday, so your flexibility is greatly appreciated.

### **After Acceptance to the Show**

After exhibitors have been accepted into the show, they will remain on the contact list for the following year.

### **Rates**

Our current rate is \$100 per 9' x 9' booth.

### **Check-In**

Set-up time will be from 6:00 pm to 10:00 pm on Fri. Dec. 3, 2010. We must ask you not to arrive before 6:00 pm. If you arrive before 6:00 pm, you will be asked to remain outside until then. We appreciate EVERYONE'S adherence to this policy.

When you arrive on Friday night, please check-in with a hostess at the registration table in the Commons Area. At that time you will receive your booth assignment, as well as the Darnaby Arts & Crafts package. Limited help will be available for unloading.

### **Show Hours**

Show hours are 9 a.m. to 4 p.m. on Saturday, December 4, 2010. We advertise these hours to the public, so please come prepared with enough inventory to sell throughout the day. Early departure will not be accepted without the approval from the committee for emergency situations. The building will be open at 7:00 a.m. on Saturday for final booth set-up.

### **Booth Assignments**

As participants and requirements change right up until show time, we will be unable to provide booth assignments until check-in. While we will do our best to honor specific requests regarding location, we must also take into consideration factors such as electricity, wall and corner needs, etc.

On the application, please include **all** vendor names and products participating in the booth. A vendor may not share or sell any of their space without the approval of the committee. New vendors are to be juried in under their own application to provide the best combination of goods and services. To provide a wide variety of products, the Show Committee will only allow one vendor representing national franchise companies e.g. Homemade Gourmet, Creative Memories, Mona Vie, etc.

### **Closing Time**

The Arts and Crafts Committee will be available for questions until 6:00 p.m. after the show. You must be out of the building by 7:00 p.m.

### **Sales Tax**

Each merchant is responsible for collecting his or her own sales tax. A form from the Oklahoma Tax Commission is included in your check-in packet. You are responsible for remitting your form and necessary taxes to: Oklahoma Tax Commission; PO Box 269062; Oklahoma City, OK 73126.

### **Parking**

Merchants will not be allowed to park on the East side of the building on Saturday morning. If you cannot set up until Saturday morning, you will need to use the South doors.

### **Hospitality**

We will have concession stands available to offer exhibitors and patrons a variety of food items to purchase throughout the day. A free drink coupon is included in your exhibitor packet.

### **Electricity**

Electrical availability is limited and our requirements sometimes over-tax the system at the school, causing temporary loss of power. As such, requests for electrical power will be given first to those needing it for their booth displays, and then to those who need power for cash registers and credit card machines. Please BE CONSERVATIVE with your electrical needs! We STRONGLY ENCOURAGE you to bring battery-operated calculators and manual credit card machines with you, in the event we lose power or are unable to fill your request. If you require electricity, you must provide your own extension cords. Everyone is very cooperative about sharing electrical outlets, so there should not be a problem. We will have an electrician available on Friday during set-up and on Saturday morning to help with any wiring or electrical needs.

### **Tables**

You are responsible for your own tables and chairs. If you are interested in renting tables you may contact a local company to make arrangements. Please inform the rental company that delivery is between 6:00 pm –10:00 pm on Fri., Dec. 3<sup>rd</sup> at the Union I-High at 7676 South Garnett and pick-up is Sat., Dec. 4<sup>th</sup> 4:00 pm – 7:00 pm.

### **Show Committee Rights**

The Show Committee reserves the right to enforce and/or interpret the Guidelines and Procedures. By signing the contract, merchants agree to follow the rules and policies stated here and in the contract. If for any reason a vendor cannot participate in the show, the committee will have the sole right to refuse refunds of any payments.

### **Darnaby Elementary**

Arts and Crafts Show Committee

7625 East 87<sup>th</sup> Street

Tulsa, OK 74133

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www.darnabyartsandcraftsshow.com