

Darnaby Arts & Crafts Show

December 4, 2010

9:00 a.m. - 4:00 p.m.

Dear Vendor:

Welcome to the 29th annual Darnaby Arts & Crafts Show. **Please note** we have changed the hours of the show. It will be open from 9:00 a.m. to 4:00 p.m. at the Union Intermediate High School, 7616 South Garnett (Tulsa).

Please save the following guidelines and procedures for future reference. Please read carefully as some guidelines may have changed. You may also find this and other valuable information on the Darnaby Arts and Crafts website at 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.**

Rates

Our rate is \$100 per 9'x9' 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 a Darnaby Arts & Crafts package. Limited help for unloading will be available.

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 to 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 5269062; 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.

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. 3rd at the Union I-High at 7676 South Garnett and pick-up is Sat., Dec. 4th, 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. The Committee reserves the right to re-jury pre-approved exhibitors to ensure a wide variety of quality products and services. If for any reason a vendor cannot participate in the show, the committee will have the sole right to determine whether or not to refund any payments to the vendor.