



VENDOR GUIDELINES

36th Annual Darnaby Arts & Crafts Show

- **Check-In:** Friday, December 1st from 5-10 pm and Saturday, December 2nd from 6-8am
- **Check-Out:** 4-6 pm

Dear Vendor:

We are very excited to invite you to be a part of the 36th Annual Darnaby Arts & Crafts Show. It is because of our GREAT vendors that this show has developed the reputation for being such a fantastic show. So, thank you!!! Please read the following Guidelines carefully as several items have changed, the most important being the booth rate. As always, please continue to check your email and the website for any future changes.

About the Show...

• **December 2, 2017 | 9:00am – 4:00 pm (vendors may arrive as early as 6 am)**

• **Union Multipurpose Activity Center (UMAC) | 6836 S. Mingo Road in Tulsa**

• **Check IN:** Friday, December 2nd from 5-10 PM

You may NOT arrive early as the high school students will need to be able to exit the parking lot without any additional congestion. Event Staff will help to ensure adherence to this policy. Anyone blocking traffic or trying to enter the building early will be asked to leave and, may, at the committee's discretion, not be allowed to participate in the show. We appreciate EVERYONE'S adherence to this policy.

• **Check OUT:** Saturday, December 2nd from 4-6 PM

The Show Committee will be available for questions until 5 p.m. after the show. You must be out of the building by 6 p.m.

NOTE: We do not have a re-schedule date should there be inclement weather. The show will be held on Saturday, December 2, 2017, whether or not Union Public Schools are closed Friday, December 1st, 2017.

About your booth...

• Two booth sizes are available: 9'x 9' (\$110 rental), or 9'x18' (\$220 rental)

We will provide booth assignments at check-in. While we do our best to honor specific requests regarding location, we must also take into consideration factors such as electricity, wall and corner needs.

On the contract, please include all vendor names and products participating in the booth. A vendor may not share or sell any of his/her space without the approval of our Show Committee. *New vendors are to be juried in under their own application. We will only allow more than one vendor to represent a national franchise companies e.g. Scentsy, Pampered Chef, etc.*

• **Electricity:** All electrical needs should be listed on your current year's Contract, regardless of whether or not you had electricity access at previous shows. **A \$25 late request fee will be assessed for electrical requests received less than one week before the show date.** We STRONGLY ENCOURAGE that you bring battery-operated calculators and manual credit card machines with you, in the event we lose power. If you require electricity, you must provide your own extension cords – they must be 3 pronged electrical cords.



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

Vendor's must have the appropriate and current licenses necessary for any items sold, including, but not limited to, food and trademarked items. *Refunds will not be given due to the lack of proper documentation at the show.*

Parking

There will be an assigned vendor parking area. The location will be included in the new check-in and unloading procedures. A security guard will be present Saturday morning in the parking lot to help facilitate.

Hospitality

There will be concession stands available to purchase food items throughout the day. Complimentary cookies and coffee will be available Friday evening.

Booth Set-Up

- Chairs - We will provide each booth with 2 chairs. The UMAC has requested that you do not bring your own chairs, as they may damage the floors.
- Tables – You are responsible for your own tables.
- Partitions/Displays – If your booth incorporates a partition or display made of wood or any type of material with sharp edges and/or weighs more than 300 lbs, you must inform us within a week of the show. Any sharp edges or heavy items can puncture the rubber arena floor. Also, if your partitions are taller than 8ft, please let us know on your Contract.
- Tape – Absolutely no duct tape may be used. Only blue painters tape may be used on the floors or the walls. UMAC reserves the right to fine anyone who does not adhere to this policy.
- Wi-Fi – Wi-Fi will be accessible to all.
- No open flames may be used at any time.
- No helium balloons may be used at any time.
- Any issues with a vendor booth must be reported by 8:30 p.m. Friday, December 1, 2017, in order for possible changes to be addressed.

Attendance

In order to maintain a quality show, any pre-approved vendor who does not attend 2 consecutive Darnaby Arts and Crafts Shows may be removed from the Show's pre-approved vendor list. In order for the vendor to be a part of a subsequent show, he/she may have to re-apply as a new vendor and will have to be selected by the jury at that time. A \$50 per booth fee will be charged for any vendor who withdraws from the show within 2 weeks of the show date.

Publicity

By signing the Contract, you are giving the Committee and the Darnaby Elementary PTA permission to use any pictures taken of you and/or your booth during the show for any of its future publicity. If you do not want us to use pictures of you and/or your booth, you must submit this request to us in writing by the show date.



Show Committee Rights

The Show Committee reserves the right to enforce and/or interpret the Pre-Approved Merchant Confirmation and Payment Contract and the Pre-Approved Vendor Rules and Guidelines. By signing the Contract, merchants agree to follow the rules and guidelines stated here and in the Contract. The Committee reserves the right to re-jury pre-approved exhibitors at anytime 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.

Darnaby Elementary

Arts and Crafts Show Committee
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