



## **Simmons Center Fall Fest Craft Fair 2019**

**Friday September 27<sup>th</sup> 12 pm to 8 pm**

**Saturday September 28<sup>th</sup> 10 am to 5 pm**

**Cost is \$45 for 8x10 booth. (\$60 after September 8, 2019)**

**Craft/Vendor show inside Simmons Center in Chisholm Hall**

**Physical Address**

**800 Chisholm Trail Parkway**

**Duncan OK 73533**

**Show Contact: Lori Belcher**

**580-252-2900 X-227**

**loribelcher@live.com**

**BASIC RULES:**

Simmons Center Family Fall Fest Craft Show is a family –oriented show. We reserve the right to request any item that we feel is objectionable to be removed from your booth.

1. Exhibitors who travel with their children must keep their children with them at all times.
2. Pro-drug use paraphernalia or alcohol or related products of any kind are not acceptable.
3. Electric saws, power tools and computer printers must be approved by show management prior to set-up. Power tools causing objectionable dust or noise must be used outside.
4. No television sets are allowed except for demonstrative purposes. Music will be provided by Simmons Center Staff.
5. Equipment used in demonstrations must be approved by show management prior to the show and must not disturb surrounding exhibitors. Please contact our office if you intend to use any such device or equipment.
6. The emphasis will be on quality. We will not place any price limits on your merchandise nor will we charge any commission on sales.

**CONTRACT:**

- Please fill out completely, explaining fully your type of work. Attach photo, if possible, of your work and return with check to address below. The Simmons Center reserves the right to deny

any exhibitor that does not meet the standards or integrity of the show. Your check will be returned if your application is denied.

#### **BOOTH CONFIRMATIONS:**

- Your cancelled check will serve as confirmation of your booth space. NO written confirmations will be mailed by our office. Feel free to call Lori Belcher if you have any questions.

#### **BOOTH CANCELLATIONS:**

- Cancellations must be made in writing and refund is at the discretion of show management. No refund will be made after August 15<sup>th</sup>, 2019

#### **RETURNED CHECKS:**

- Returned checks are costly to both the exhibitor and to show management. There is a \$35 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for all future show.

#### **ELECTRICITY:**

- Electricity is available. You must request electricity on contract along with payment. You must provide Extension Cords.

#### **FOOD:**

- You will not be allowed to sell food items from your craft booth with the exception of prewrapped or packaged goods approved by Simmons Center. There will be a concession available at the show.

#### **ANIMALS:**

- Animals are not allowed inside your booth with the exception of service animals.

#### **SET-UP:**

Set-up begins at 8 am on Friday Sept. 27<sup>th</sup>. Everyone must be set up by Noon on Friday Sept. 27<sup>th</sup>. All exhibitors are required to maintain their booth until 5 pm on Saturday. **NO EARLY PACK UP!**

#### **CHECK-IN:**

- Exhibitors must collect sales tax on all sales. Information will be provided for remittance of taxes collected in your check-in package.

#### **PARKING:**

- Exhibitors will be instructed on parking at check-in.

PLEASE FILL OUT AND SIGN CONTRACT INCLUDED AND SEND TO ADDRESS LISTED

# 2019 Fall Festival Craft Fair Contract

**September 27, 2019; Festival Time 12 pm – 8 pm, 8 AM EARLY SET UP**

**September 28, 2019 Festival Time 10 am – 5 pm, NO EARLY PACK UP**

**Show in Chisholm Hall Simmons Center**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (    ) \_\_\_\_\_ Night Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Category (please circle all that apply)

Baskets      Candles/Potpourri      Ceramics      Clothing      Collectibles      Crafts-Fabric  
Crafts-Wood      Dolls      Fine Art      Floral Furniture      Jewelry Pottery

Other: \_\_\_\_\_ Demonstrations: \_\_\_\_\_

\_\_\_\_ # of 8x10 Booths requesting x \$45.00 (\$60 after August 15, 2017)

\_\_\_\_\_ Check number (please do not send cash by mail)      \_\_\_\_\_ Requesting Electricity

**Please email pictures of your booth items to [loribelcher@live.com](mailto:loribelcher@live.com) they will be used in advertising**

**Or bring in person to Simmons Center at 800 Chisholm Trail Parkway,  
Recreation Front Desk, Duncan OK**

**For questions or additional information please contact  
Lori Belcher @ 580-252-2900 X-227 or [loribelcher@live.com](mailto:loribelcher@live.com)**

## Exhibitors

Description of Exhibit/Crafts: (use back of page if necessary)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.