

## 2024 CELEBRATION OF CRAFTS SHOW RULES & REGULATIONS

**Returning 2023 Vendor priority deadline: October 15, 2024**

**Application Deadline without penalty: November 1, 2024**

The OHCE Celebration of Crafts Show at the Grady County Fairgrounds. Entry Fees:

\$75.00 for 1 booth \*10x10 **approximate** size (2 days) **\*\*+Required \$50.00 Refundable Deposit**

\$145.00 for 2 booths \*10x20 **approximate** size (2days) **\*\*+Required \$50.00 Refundable Deposit**

**\*Approximate booth sizes. \*\*Refundable Deposit: A \$50 deposit is required for ALL Vendors. Deposits will be returned to the Vendor following the show and within two weeks, UNLESS the vendor forfeits a return by breaking down or leaving prior to the end of the show at 4:00 pm on Saturday, November 16, 2024.**

Confirmation of registration will be sent to the Vendor upon acceptance to the show. Entry fees will be returned to the Applicant if not accepted.

**Submit your application early;** Application deadline is November 1, 2024

**A \$10.00 Late Fee will be added if accepted after this deadline.** Only cancellations submitted prior to November 1, 2024 will be eligible for a refund. **NO EXCEPTIONS.**

***Full payment and a copy of a valid Oklahoma Sales Tax Permit MUST be received with application.***

**>>Application can be made via mail to 1306 County St 2940, Tuttle, OK 73089, email to [celebrationofcrafts@yahoo.com](mailto:celebrationofcrafts@yahoo.com), or with credit card (nonrefundable \$5 processing fee added) on the website, [www.celebrationofcrafts.com](http://www.celebrationofcrafts.com)**

Vendors must check in upon arrival to receive booth assignment. **SETUP TIMES ARE: 1:00 – 7:00 PM on Thursday, November 14<sup>th</sup>, or 7:30-9:00 AM on Friday, November 15<sup>th</sup>.** “Vendor Shopping” time will be Friday 9:00 am – 10:00 am. Vendor **checkout is at 4:00 pm on Saturday, November 16<sup>th</sup>.** Breakfast and Lunch Concessions are available. The Vendor signature on the application or electronic submission is evidence that you agree to adhere to the following regulations:

- 1. Returning 2023 vendors will be given priority. To reserve your priority space the deadline for your application is October 15, 2024. After October 15, 2024, priority is forfeited.**
2. Applications acceptance is subject to the approval of the Show Manager and/or the Grady County OHCE Celebrations of Crafts Committee.
- 3. Refund of booth fees will be strictly enforced as outlined above. A fee of \$35 is charged for all returned nonsufficient checks.**
- 4. As per the Oklahoma Statute 1364.2 of Title 68, all vendors will be responsible for collection sales tax on items sold and reporting to the Oklahoma Tax Commission. YOU MUST provide your Sales Tax Permit Number with your Application AND a copy of your Sales Tax Permit must be displayed in your booth during the show. Grady County OHCE will have a temporary sales tax number which can be used by vendors who do not currently have a number.**
5. Vendors are responsible for their booth spaces. Each booth must be designed to fit in the allowed space without infringing on neighboring booths or into common hall areas. **Tables (8 ft) are available to rent for \$5.00 each. Floor length table covering is encouraged for uniformity and aesthetics.**

6. All exhibits must be in place by 9:30 am on Friday, November 15, 2024 and remain until 4:00 pm on Saturday, November 16, 2024. The building must be vacated by 6:00 pm on Saturday. **If you break down your booth or leave prior to the end of the show, at 4:00 pm on Saturday, you will forfeit your deposit and priority eligibility placement in subsequent shows.**
7. Vendors may unload and load at the entrances before the show opens or after the show closes. Please move vehicles immediately after unloading or loading to allow others to load and unload. Please remember to leave the parking places near the entrances for the customers. **Do not park in fire lanes or block pedestrian traffic on sidewalks.**
8. **NO HOMEMADE OR CANNED FOOD PRODUCTS ARE ALLOWED. Grady County OHCE booths have sole rights to all food made and sold and will manage all concessions.**
9. All applicants must submit a general description of items to be displayed for sale within their booths. Every effort will be made to place like items in different areas. Items of a sexually explicit nature including books, caps, and t-shirts will not be allowed.
10. Grady County OHCE is not responsible for accidents, damage or theft. By your signing or submitting an application for the show the vendor has absolved the Grady County OHCE of all responsibility for fire, theft, and/or damage of any items or of personal injury to yourself or anyone working within your booth, or other events beyond their control.
11. **Vendors should bring free-standing displays if needed.** There are no display materials available.
12. Place all domestic waste (trash) in the trash receptacles provided in the buildings. Areas of use should be left as found; all tables and chairs in place, free of all materials, food & drink containers.
13. **Fairground management restrictions:** Vendors are not permitted to display or sell firearms, ammunition, knives, swords (including ornamental), toy guns, laser devices, fireworks, or any explosive or pyrotechnic type device. Body paints, glitter, silly string, or any adhesive backed stickers cannot be sold or given away. No face painting or tattoos. No raw eggs or hay. Use of background music, live sound, video or special lighting must not interfere with other exhibitors. Excessive noise will not be tolerated! Smoking, vaping and alcoholic beverages are prohibited in the building. No pets, confetti, glitter, burning candles or incense is allowed in the booths. No demonstration of aromatic devices is allowed. Any and all marijuana products are prohibited for sale or use on the premises.
14. **There will be no tape or staples used on the walls, floors, windows, doors or any structures of the building.** No permanent signs or advertisements posted, no painting of structures inside or outside the building, and no markings (permanent or temporary) on the floors or walls. Hanging or attaching items from the ceilings is not allowed.
15. **Vendors are asked to park their vehicles away from the building after unloading to accommodate shopping attendees.**
16. We will provide a Christmas Photo Booth area for attendees to take pictures.

**Note: due to current health concerns, we will take every precaution to ensure the safety of all involved; including cancelling if necessary. Masks are not mandated, but encouraged according to individual concerns. Health and safety come first.... you never know who might be at risk.**