



Simmons Center Fall Fest Craft Fair 2022

Friday September 23rd 12 pm to 6:30 pm

Saturday September 24th 9 am to 4 pm

Cost is \$50 for 1 8x10 booth and \$95 for 2 booths

Craft/Vendor show inside Simmons Center in Chisholm Hall

Physical Address

Show Contact: Lori Belcher

1330 Chisholm Trail Parkway

580-252-2900 X-227

Duncan OK 73533

loribelcher@live.com

Make checks payable to Simmons Center and mail to Simmons Center PO Box 981, Duncan OK 73534

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 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. Please email photos of your booth contents to use for advertisement.

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 1st, 2022

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. 23rd. Everyone must be set up by Noon on Friday Sept. 23rd. All exhibitors are required to maintain their booth until 4 pm on Saturday. **NO EARLY PACK UP!**

SALES TAX & DOOR PRIZES:

- Exhibitors must collect sales tax on all sales. You are responsible for submitting your sales tax to State of Oklahoma.
- Each Exhibitor will provide a door prize/gift certificate to be given away at show.

PARKING:

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

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

2022 Fall Festival Craft Fair Contract

September 23, 2022; Show Time 12 pm – 6:30 pm, 8 AM EARLY SET UP

September 24, 2022, Festival Time 9 am – 4 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 \$50.00 for 1 booth and \$95 for 2 booths

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

Please email pictures of your booth items to loribelcher@live.com they will be used in advertising. Each booth must provide one door prize to be given away at show

Mail contract to: Simmons Center, PO Box 981, Duncan OK 73534 or bring contract to Simmons Center Recreation Front Desk, 800 Chisholm Trail Parkway, Duncan OK. Make check payable to Simmons Center.

**For questions or additional information please contact
Lori Belcher @ 580-252-2900 X-227 or loribelcher@live.com**

I of the above-named exhibitor in Simmons Center Fall Festival Craft Fair, give approval for his/her participation in all activities. I assume all risks and hazards incidental to such participation and hereby waive, release, absolve, identify and agree to hold harmless the

Simmons Center Foundation, staff, volunteers and organizers for any claim arising out of an injury to the participant(s). I also grant my permission to the managing personnel or other Simmons Center representatives to authorize and obtain medical clearance from any licensed physician or hospital, should the participant(s) become ill or injured while participating in the Simmons Center Fall Festival Craft Fair when participant or next of kin is not available to grant authorization for emergency medical treatment. Show management reserves the right to enforce and/or interpret the Rules and Guidelines and make final judgment without exception. Exhibitors agree to comply with show policies, rules and guidelines and terms and conditions as stated herein and in this Contract. Show management reserves the right to restrict, modify or expel without refund any exhibit that it deems undesirable or not in compliance.

Exhibitors

Signature_____Date_____

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.