



March 26-27, 2022

Set up will be Friday Evening March 25th beginning at 5 PM until 10 PM

Show Time Saturday March 26th 9 AM to 7 PM (Sat. set-up begins at 7AM)

Vendors must be completely set up by 9 AM Saturday Morning

Show Time Sunday March 27th 1 PM to 5 PM

Cost is \$50 for 8x10 booth. \$95 for double booth

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 Women's lifestyle Expo is a woman-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 to loribelcher@live.com

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 Feb. 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 5 PM until 10 PM on Friday March 25th and Saturday morning at 7 AM but must be completely set by 9:00 AM on Saturday. All exhibitors are required to maintain their booth until 5 pm on Sunday or until Expo Director allows pack up. **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 park in North parking lot.

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

2021 Women's lifestyle expo

March 26th, 2022, Expo Time 9 AM – 7 PM, 7 AM EARLY SET UP

March 27th, 2022, Expo Time 1 PM – 5 PM, NO EARLY PACK UP

Friday, March 25th, Evening Set-Up begins at 5 PM until 10 PM

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 in Booth (please circle) Yes No
Coordinator will schedule demos

____ # of 8x10 Booths requesting x \$50.00 \$95 for double booth

_____ 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**

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

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 Women's lifestyle expo 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.

Signature _____ Date _____

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