



Will Rogers Fall Craft/Vendor Fair 2018

Saturday, November 3 from 8am – 2pm

Craft/Vendor Fair Application

The Will Rogers High School is hosting its first Craft / Vendor Fair! Thank you for your interest in participating. Proceeds from our sale will be used to fund the class of 2019 Senior Prom. Please fill out the form attached if you would like to participate. Feel free to tell any other craft or vendor that might want to also participate.

Company Info:

Company name: _____

DBA: _____

Individual Contact Info:

Name: _____

Email: _____

Phone: _____

Types of Product(s):

- Handmade
- Craft
- Décor
- Direct Sales (company name) _____
- Other _____
- Fabric Art
- Jewelry
- Clothing
- Pottery
- Woodworking

List of items to be sold: _____

Other information you feel we should know: _____

Exhibitor requests the following booth and/or booth extras (each booth will be a 10' x 10' space and will come with one 2.5' x 6' table and a chair for \$25, and additional table will be \$10. Electricity is available on a limited, first come/first serve basis for an additional \$10. Vendors must provide their own electrical cords.

• Booth Space (\$25) • Extra table (\$10) • Electricity (\$10) Total: _____

For the application to be considered, the following must be included:

- Please complete the Vendor Application form
- Please sign the Terms and Conditions document
- Payment: Method of Payment: •Check •Cash
 - Please make checks payable to WRHS c/o 2019

To be included on the marketing material, completed forms are due September 28th. However, you can still register after that date until October 26th.

Please mail (Joey Williams) or walk in (Tina Ham) for payment at:

Will Rogers High School

C/O Joey Williams or Tina Ham

3909 E 5th Place, Tulsa OK 74112

By completing the Will Rogers Fall Craft / Vendor Fair, you are certifying that you have read the Terms and Conditions, and will adhere to all the rules and policies herein.

Printed Name: _____

Signature: _____

****Office use only below this line****

Thank you for your interest in the Will Rogers Fall Craft/Vendor Fair. Your registration will be confirmed via (check one) • Text _____ • Email _____

Date Registration/Payment Received: _____ Payment Method: _____

Check #: _____ Date Confirmed: _____ Space Assigned: _____

Will Rogers Fall Craft/Vendor Fair

Terms and Conditions

1. Set up/ Break down: All Exhibitors must be set up and ready to sell by 8am the day of the Fair. Exhibitors may begin setting up at 7am day of and/or Friday before between 4-6pm. Break down can be at 2pm and must be completed by 2:45pm. No vender is to close before the official closing time, please communicate if you have a time issue. Sellers are responsible for their selling spaces. *Be sure your area is clean and trash free.
2. Staffing: Exhibitor tables/booths must be manned at all times and intact until show closes at 2pm. Will Rogers High School is not responsible for merchandise or display materials.
3. Exhibitor Items: No open flames, selling of food, profanity, tobacco or alcoholic items/references, or suggestive material are permitted.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Will Rogers High School expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activity must not detract from the welfare of the fair.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on the first-come, first-served basis. Vendors must ensure that none of their display equipment extends beyond the space (10' x 10') they have booked; this includes any rails, stands or additional equipment.
6. Direct Sales: Only one vendor from each direct sales company will be allowed. Spaces are reserved on the first-come first-serve basis.
7. Acceptance: Will Rogers High School reserves the right to decline any application for space if it deems such action to be in the best interest of the Fair.
8. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement.
9. Electricity: Electricity will be available as a first-come, first-serve basis as electricity is not available at all areas. Electrical service requires an additional fee.

- a. Outlets are NOT a guaranteed.
 - b. Extension cords are not included in the fee and must be provided by the Exhibitor
- 10. Tables & Chairs: Each Exhibitor will be furnished with one table and chair.
- 11. Cancellation of space: Application fees are not refundable. Will Rogers High School is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
- 12. Indemnification: Exhibitor agrees to indemnify and hold harmless Will Rogers High School from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Will Rogers Fall Craft and Vendor Fair.