



# May 6 – 9, 2010

## RoosterDaysFestival.com



Listed below is the procedure for becoming an exhibitor in the “Rooster Days Festival” in Broken Arrow. We recommend that you keep this information in your files for future reference.

### Initial Procedure:

Please complete and return the Application Form, fees, and tax permit along with two or three photos (no larger than 4" x 6") showing the detail of your work as well as your overall booth display. We will NOT begin processing until this is received.

### Waiting List

If your response indicates you have been placed on a waiting list for a show, you will remain on the waiting list until one of the following occurs:

- A. You are sent a contract for the show and it is returned to us with the required payment. Please understand that this may take awhile.
- B. If we no longer have a current phone number and/or address for you. Please remember it is your responsibility to notify us of any changes in your address, phone number, (including changes of area codes) or product line. Current information is required for us to contact you; therefore, your files will be discarded when we find our information is outdated.

### Rates:

Our current rates for booth rental are as follows:

12 x 12 \$135.00

Electric\* 50.00

\*Limited to 300 watts-110 voltage. If more wattage is required, special arrangements need to be requested ASAP.

\*Price subject to change according to management of facilities.

Please understand that the pictures or samples of your merchandise cannot be returned.

We appreciate your interest and support of our festival.

# 2010 ROOSTER DAYS FESTIVAL

**Please read this contract carefully and keep this part for your records!**

## Location:

Central Park, 1500 S. Main, Broken Arrow, Oklahoma

## Date & Time:

Thursday, May 6      Set-up: 8:00 a.m. – 3:00 p.m. ONLY  
(Facility will be locked by 3:00)

Friday, May 7      4:30 p.m. to 10:00 p.m.

Saturday, May 8      10:00 a.m. to 10:00 p.m.  
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Sunday, May 9      1:00 p.m. to 6:00 p.m.

## Entry Deadline:

All entries must be received by April 9, 2010

If booths are removed before the end of the festival, the Rooster Days Committee reserves the right to refuse participation in future Rooster Days Festivals.

## Sales Tax Permit:

Send copy of permit (if applicable)

Tax rate: 8.517%

(If you do not have a permit, tax will be collected at the end of the festival.)

## Set-up:

Thursday May 6, 2010, 8:00 a.m. to 3:00 p.m. Building will close at 3:00. Parking will be available (if weather permitting) in vacant lot across from community center. Exhibitors will receive a "check in" packet on set-up day with Exhibitors ID and other information. Please wear your ID at all times. This will help security recognize you as an exhibitor.

## Parking:

No vehicles may be parked in front of any doors except for loading or unloading on set-up day. Please, do not park in front of the building during festival hours. If you park in unassigned areas your vehicle may be towed at owner's expense.

## Security:

Security will be on duty around the clock. The building will be locked at 10:00 p.m. each night of the festival. The committee has hired security for the entire festival. A security officer will not be stationed inside building. They will walk through the building after opening and after closing.

If you have any questions, call us at (918) 251-1518.

**2010 ROOSTER DAYS FESTIVAL CONTRACT  
RULES AND REGULATIONS**

**Must be signed and returned with your application**

I, \_\_\_\_\_ (full legal name of person or entity) agree to participate in Rooster Days to sell and display Arts & Crafts (Handmade items) or Trade (Commercial items) .

**BOOTHS ARE LOCATED INSIDE BUILDING**

1. Items offered for sale in the 79th Annual Rooster Days Arts & Crafts/Trade Show will be limited to Arts & Crafts/Trade items.
2. No refunds will be given for cancellations.
3. No booth may be sub-leased to another vendor by a vendor who can no longer attend the show but has paid booth rental. (A vendor who finds he/she cannot attend the show after paying for his booth cannot assign booth to another vendor). You must notify us.
4. All vendors are responsible for their own displays, tables, chairs, backdrops, signs, and extension cords for electricity.
5. Any booth that is not set-up by the start of the show on the first day will be rented to another vendor.
6. Broken Arrow Area Chamber of Commerce reserves the right to refuse any vendor(s) or item(s) applying for booth rental.
7. **Items that may NOT be sold inside are as follows: Unpackaged food or candy, unbottled beverages or carnival type food, weapons of any type and any material that that would be considered offensive or in poor taste. ONLY PACKAGED FOODS MAY BE SOLD INSIDE, WITH THE HEALTH DEPT. APPROVAL ONLY. THE HEALTH DEPT. WILL BE IN THE BUILDING CHECKING ON FOOD PRODUCTS.**

**FULL RELEASE OF ALL CLAIMS:**

I, the undersigned, do hereby fully release and hold harmless Rooster Days, its Board of Directors, Sponsors, and the City of Broken Arrow, from any and all responsibility, claim, causes and action, injuries, judgments or other damages of any nature whatsoever directly or indirectly caused by the willful or negligent acts of Rooster Days, the City of Broken Arrow or any other person and/or entity arising from my participation in or presence at the foresaid Rooster Days.

The Broken Arrow Area Chamber of Commerce, Rooster Days Committee and City of Broken Arrow shall not be liable for the results of any accident, damage, lost profits, theft, or any other loss to any person or article, employee by or the possession of myself while on the grounds of the Rooster Days festivities, whether such occurs during the time of preparation, for the period of the Rooster Days festivities or the removal of equipment or material after the event.

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Authorized Signature

Date

## 2010 ROOSTER DAYS FESTIVAL APPLICATION

THIS APPLICATION MUST BE COMPLETED AND RETURNED WITH CONTRACT

Name \_\_\_\_\_

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

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

Telephone: ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

Enclosed find check totaling \$ \_\_\_\_\_ to cover the fees for \_\_\_\_\_ booth(s)

List all items that will be in booth \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CHECK LIST MUSTS:

- Photo of items (mandatory)
- Application and vendor contract signed
- Sales Tax Permit (if applicable)
- Entry Fees Enclosed