

VENDOR LETTER/GUIDELINES

31 March 2017



The Deer Festival & Outdoor Show committee would like to invite you to become a vendor at this annual event. This year's show will be held Friday and Saturday, October 6th & 7th, 2017 at the Pushmataha County Fairgrounds, Highway 271 South in Antlers, Oklahoma.

This will be a great opportunity to show off skills, sell and/or promote a business, organization and/or products. If you would like to join us as a vendor, please note the following guidelines and return the enclosed application by August 31, 2017.

The Deer Festival committee will be hosting the annual event and encourage you to join us. Please know that booth spaces are reviewed/accepted on a first come, first served basis with duplicate product vendors being limited.

BOOTH INFORMATION:

- ✓ Categories:
 - Arts & Crafts-handmade products with rustic, outdoor, hunting or fishing themes. Entry must be by the artist/craftsman. Preference will be given to demonstrating craftsmen.
 - Commercial-purchased products for resale
 - Food Service-any food item for sale
- ✓ Indoor booth spaces are approximately 10' x 10'.
- ✓ Outdoor booth spaces for demonstrating craftsmen are 10' x 10', 30' x 30' or larger, if needed.
- ✓ 110v electric outlets are available inside and limited spaces outside.
- ✓ **First time exhibitors:** submit photographs of booth set-up and products, not to be returned.
- ✓ Product description and price range should be clear and concise.

FEE FACTS:

Booth prices:

Arts & Crafts	Indoor/Outdoor	\$100.00	Outdoor NO Electric - \$100.
Commercial	Indoor/Outdoor	\$200.00	
Food Service	Outdoor ONLY	\$300.00	-----

- Each additional booth space is 25% off the original cost.
- 20% of booth fee is due with application; the balance due at check-in. If cancellation occurs, vendor will forfeit the 20% paid up front.
- No additional percentage will be charged on gross sales.

APPROVAL PROCESS:

- Entries are for the 2017 show only. Exhibitors are invited on an annual basis.
- This is a juried show and all submissions will be reviewed on quality of workmanship by the Festival committee.
- Vendors must have prior approval for display and product and comply with same at festival.
- Conformation (acceptance/denial) letter and booth assignment verification will be mailed after receipt of application/payment and committee approval. If denied, payment received will be returned. Written vendor confirmation will be received by September 25, 2017.

FESTIVAL:

- ⊙ Approved vendors must check-in at the festival registration booth prior to set-up on Thursday, September 29th between 9 a.m. and 8 p.m.
- ⊙ Displays must be in place, as the building will close at 8 p.m. on October 5, 2017.

The Festival is governed by the Antlers Deer Festival & Outdoor Show Advisory Board.

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- ◎ All vendors must be prepared to show both days, October 6th & 7th, from 10 a.m.-7 p.m. – no exceptions.
- ◎ Price must be marked on items for sale.
- ◎ Booths must be attended at all times during show hours. No closing early, as attendees expect booths to be open during advertised show hours.
- ◎ Exhibitors are responsible for all display items, materials and appearance of the space during and at the close of the show.
- ◎ **Collecting and submitting city and state sales tax is solely the vendor's responsibility.**
- ◎ Security will be provided throughout the show (Thursday p.m. and Friday p.m.). Antlers Deer Festival & Outdoor Show and the City of Antlers will not be responsible for theft, loss, destruction or injury.
- ◎ Acceptance constitutes a contract to use the space assigned by the festival committee. The show committee retains the right to change spaces. The space are not transferable.

Application due by August 31st: Deer Festival & Outdoor Show 610 S.W. 'D' St. Antlers OK 74523

Thank you for your interest in our Festival!