

**AFFIRMATION**

I HEREBY AFFIRM THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT FAILURE TO OPERATE IN ACCORDANCE WITH THE CITY OF NEWCASTLE AND NEWCASTLE CHAMBER OF COMMERCE RULES AND REGULATIONS MAY MAKE THE EXHIBITOR/VENDOR SUBJECT TO REQUEST TO LEAVE EVENT. NO REFUND WILL BE AVAILABLE.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**EVENT AFFIRMATION**

ALL PROVISIONS REGARDING REQUIREMENTS BY THE CITY OF NEWCASTLE AND NEWCASTLE CHAMBER OF COMMERCE ARE IN COMPLIANCE AND I HEREBY APPROVE THE APPLICATION OF THE ABOVE NAMED EXHIBITOR/VENDOR APPLICANT FOR ATTENDANCE TO THE EVENT.

Event Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

**PAYMENT INFORMATION**

Amount Received: \_\_\_\_\_

Payment Method & Number: \_\_\_\_\_

Send completed application and booth rental fees to:  
Newcastle Chamber of Commerce  
PO Box 1006  
Newcastle, OK 73065  
(405) 387-3232 / Fax (405) 387-3885

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PO Box 1006  
Newcastle, OK 73065  
(405) 387-3232 • Fax (405) 387-3885  
chamber@newcastleok.org



**VENDOR APPLICATION**

**Saturday  
July 2, 2011  
Newcastle  
OK  
Veterans  
Park**

The Newcastle Chamber  
Newcastle Chamber of Commerce & Economic Development

820 N. Main Street  
Newcastle, OK 73065

Phone: 405.387.3232  
www.newcastleok.org

PRSRT STD  
US Postage  
PAID  
Newcastle, OK  
Permit No. 8

# Saturday, July 2

Registration/Check-in @ 2:00pm  
5:00PM - 10:00PM

## Rules and Regulations

- Space is limited and is first come, first serve.
- Application will not be accepted without payment.
- Tables, chairs, tents/canopies will not be provided.
- All Vendors are required to submit a photo of the display/booth/product for review by the committee prior to acceptance.
- If application is not accepted rental fees will be returned to address provided.
- Booths MUST be occupied and in place for the entire time of the event.

### CHECK-IN

Check-in time is 2:00pm day of event.

### PARKING

Vendor parking is provided designated areas.

### BOOTH SPACE

Booth space is assigned, we will begin to release spaces if fees are not received on or before June 18, 2011. Failure to show up will forfeit deposit.

### REFUNDS

Please note that applications sent without rental fees will be returned. Once your application has been processed, we will send your packet (map and sales tax sheet). 100% refund will be given for cancellations through June 1, 2011, 50% will be given from June 10th. No refunds will be given for any reason beginning June 17th.

### SHOW HOURS

Show hours are 5 p.m. to 10 p.m. Friday—Sunday. We advertise these hours for the exhibitors. Come prepared to set up and occupy until closing time. Early departure is not acceptable and may forfeit your reservation for future shows. The City of Newcastle and Newcastle Chamber of Commerce reserves the right to make exceptions in emergency situations. Exhibitors are responsible for set-up and break-down. Please clean your area of debris upon departure.

## Rules and Regulations

### SALES TAX

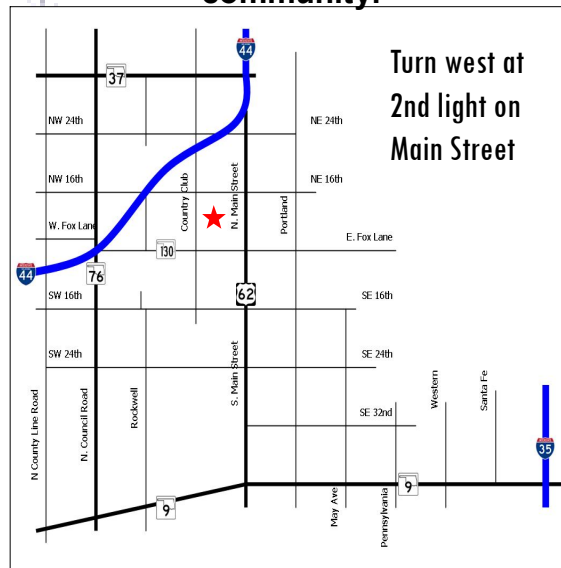
Exhibitors must collect sales tax on all sales and are required to submit tax information to the Oklahoma State Tax Commission after the event. A special event tax form will be given to you for submittal. YOU are responsible for all submittals.

### EVENT MANAGEMENT RIGHTS

Event 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 the Contract. Event management reserves the right to restrict, modify or expel without refund any exhibit that it deems undesirable or not in compliance. Event management is NOT responsible for lost or stolen or damaged merchandise.

If you have any questions, call us at (405) 387-3232. Thank you again for your interest in our event.

**Proceeds from booth rental will benefit our local Shop with a Cop Program for under-privileged children in our community.**



## Vendor Application

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Sales Tax Permit# \_\_\_\_\_ Exp Date \_\_\_\_\_

Health Dept. Permit # \_\_\_\_\_

Category /Booth Title \_\_\_\_\_

Workers @ Booth \_\_\_\_\_

Please list items to be sold (photo included)

### Select Booth:

- Food Vendor \$50.00 (Profit or Non-Profit)
- Open Air Booth 10x10 max \$30.00

No electricity or water will be provided to open air spaces.

**DEADLINE FOR REGISTRATION IS  
June 17, 2011**

**Make checks payable to:  
Newcastle Chamber of Commerce/Shop  
with a Cop Program**

**We accept MC/VISA**