

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 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 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: _____

Booth Assignment: _____

Send completed application, booth rental fees and a self addressed stamped envelope to:

Newcastle Chamber of Commerce

PO Box 1006

Newcastle, OK 73065

(405) 387-3232 / Fax (405) 387-3885

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



Craft Expo

VENDOR APPLICATION

**Friday - Saturday
April 22-23, 2011**

Newcastle, OK

Leesa Cornett Park

The Newcastle
Chamber
Newcastle Chamber of Commerce & Economic Development

820 N. Main Street
Newcastle, OK 73065

Phone: 405.387.3232
www.newcastleok.org

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

Friday - Saturday
April 22-23, 2011

Registration/Check-in @ **7:00am**
8:00AM - 3:00PM

Rules and Regulations

- Space is limited and is first come, first serve.
- Application will not be accepted without payment.
- Tables, chairs will not be provided.
- NO Garage Sale type items will be permitted.
- 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.
- Security will NOT be available.

CHECK-IN

Check-in time is 7:00am each day of the 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 April 8, 2011. Failure to show up will forfeit deposit.

SHOW HOURS

Show hours are 8 a.m. to 3 p.m. Friday—Saturday. 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 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.

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. Sales tax in Newcastle City limits is 9% and code is 4406. Special Event tax forms will be provided.

Rules and Regulations

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.

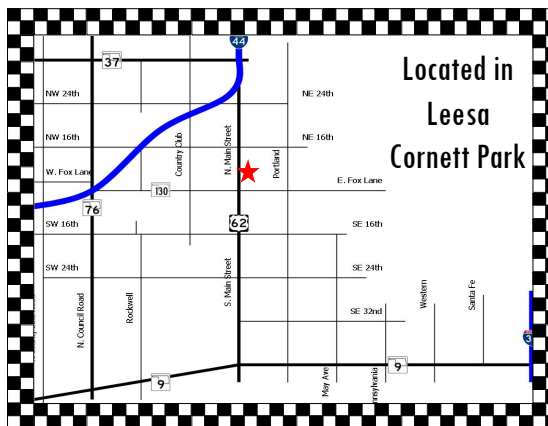
Craft Expo is in Conjunction with these other activities:

Easter Egg Hunt (Saturday)

Library Book Sale

City Wide Garage Sales

Community Wide Side Walk Sales



Located in
Leesa
Cornett Park

Vendor Application

Name _____

Company _____

Address _____

City/ST/Zip _____

Phone _____

Email _____

Sales Tax Permit# _____ Exp Date _____

Category /Booth Title _____

Workers @ Booth _____

Please list items to be sold (photo included)

Select Booth:

Open Air Booth 10x10 max \$20.00

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

DEADLINE FOR REGISTRATION IS
April 8, 2011

Make checks payable to:
Newcastle Chamber of Commerce

We accept MC/VISA