

**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

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

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

**6TH ANNUAL  
VENDOR APPLICATION**



**Saturday  
October 30, 2010  
Newcastle, OK  
TG Farms, Hwy 37  
& Main Street**

**Sponsored by the  
Newcastle  
Chamber of Commerce  
(405) 387-3232  
chamber@newcastleok.org  
www.newcastleok.org**

## 6TH ANNUAL

SATURDAY, OCTOBER 30th

Registration/Check-in @ 6:00am

DAY OF EVENT ONLY!

9:00AM—6:00PM

TG Farms—Hwy 37 & Country Club

### RULES AND REGULATIONS

- Space is limited and is on a first come, first serve basis.
- Application will not be accepted without payment.
- Tables, extension cords, chairs will not be provided.
- Booths MUST be occupied and in place for the entire time of the event.

#### CHAMBER MEMBER

If you are a member of the Newcastle Chamber of Commerce, your application is automatic and is not subject to an approval process. You are however subject to the same rules and regulations as the other vendors.

#### CHECK-IN

Check-in time is 6:00am day of event, NO CHILDREN. Please wear the wristband/badges at all times. This will help security recognize you as an exhibitor/vendor.

#### PARKING

Vendor parking is provided off-site with transportation provided to event location.

#### BOOTH SPACE

Booth space is assigned, we will begin to release spaces if fees are not received on or before October 1, 2010. Failure to show up will forfeit deposit.

#### BADGES/WRISTBANDS

Badges/Wristbands provided by the Newcastle Chamber of Commerce are vendor entrance only. They do not provide you or your helpers access to the events within the complex. Event wristbands are available in advance for \$6.00 per person.

### RULES AND REGULATIONS

#### REFUNDS

Please note that applications sent without rental fees will be returned. Once your application has been processed, we will send your packet (wristbands/badges, map and sales tax sheet) in the envelope you provided. You cannot enter the Exhibit area without a wristband/badge. 100% refund will be given for cancellations through October 1, 2010, 50% will be given from October 2nd-15th. No refunds will be given for any reason beginning October 16th.

#### SHOW HOURS

Show hours are 9 a.m. to 6 p.m. 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 special event tax information to the Oklahoma State Tax Commission after the event. Sales tax in Newcastle City limits is 9% and code is 4406.

#### 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.

**PRE - REGISTRATION  
DEADLINE IS  
October 1, 2009  
Afterwards add \$10.00**

### EXHIBIT APPLICATION for TG FARMS

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

Food Operator License # \_\_\_\_\_

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

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

Please list items to be sold (photo included)

#### Select Booth:

- Food Vendor \$75.00
- Open Air Booth 10x10 max \$30.00
- Booth under available Tents \$50.00
- Electricity Circle one: 110 / 220 \$40.00
- Water \$20.00

**Make checks payable to:  
Newcastle Chamber of Commerce**

**Accept MC/VISA**