

**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**

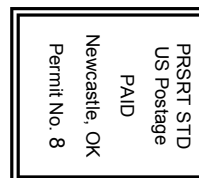
Amount Received: \_\_\_\_\_

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



**5TH ANNUAL  
VENDOR APPLICATION**



**Saturday  
October 31, 2009  
Newcastle, OK  
TG Farms, Hwy 37  
& Main Street**

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

## 5TH ANNUAL

SATURDAY, OCTOBER 31ST

Registration/Check-in @ 6:00am

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 8:00am day of event. Set-up is 6:30pm day prior to event, NO CHILDREN. Please wear the wristband 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, 2009. Failure to show up will forfeit deposit.

## 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, map and sales tax sheet) in the envelope you provided. You cannot enter the Exhibit area without a wristband. 100% refund will be given for cancellations through October 1, 2009, 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 tax information to the Oklahoma State Tax Commission after the event. Sales tax in Newcastle City limits is 9% and code is 4406.

### SECURITY

Policemen/Security will be on duty around the clock the night prior to the event.

### 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.

## EXHIBIT APPLICATION for TG FARMS

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:

- 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

### PRE - REGISTRATION DEADLINE IS

October 1, 2009

Afterwards add \$10.00

Make checks payable to:  
Newcastle Chamber of Commerce

Accept MC/VISA