

**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



**1ST ANNUAL**

**VENDOR APPLICATION**

**Friday - Sunday  
April 24-26, 2009  
Newcastle, OK  
Veterans Park**

Chamber of Commerce  
**NEWCASTLE**  
& 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 - Sunday**  
**April 24-26, 2009**

Registration/Check-in @ **7:00am**  
**8:00AM - 5:00PM**

**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 7:00am 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 March 13, 2009. 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 (space location, map and sales tax sheet) in the envelope you provided. 100% refund will be given for cancellations through March 1, 2009, 50% will be given from March 13th. No refunds will be given for any reason beginning March 16th.

**SHOW HOURS**  
Show hours are 8 a.m. to 5 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 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.

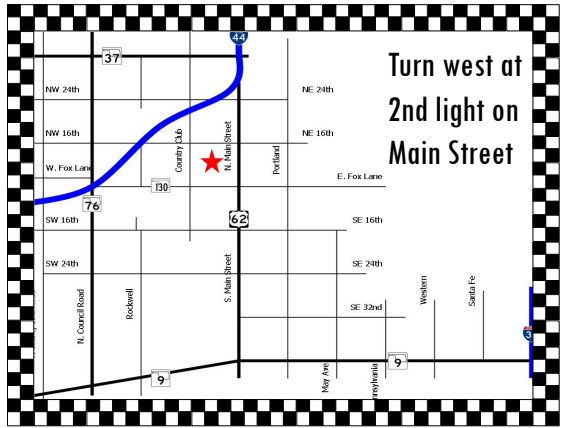
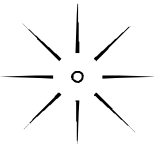
**Rules and Regulations**

**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. 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.



**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:**
- Food Vendor \$100.00
  - Open Air Booth 10x10 max \$30.00
  - Interior Booth (space limited) \$60.00

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

**DEADLINE FOR REGISTRATION IS**  
**March 13, 2009**

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

**We accept MC/VISA**