

42nd Annual Brush Creek Bazaar Exhibitor Application

~October 9-11, 2020~ 10900 S Louisville Ave Tulsa, OK 74317

Exhibitor Name(s): _____ Phone: _____

Business Name: _____ Email: _____

Mailing Address: _____

OK Tax ID #: _____

Please mark which space you would like below.

<i>Space Placement</i>		<i>Size</i>	<i>Early Bird Rate</i>	<i>After August 1st</i>	<i>After September 15th</i>
Barn	Full	8' Table Display	\$70.00	\$85.00	\$105.00
Barn	Full	Barn Stall	\$105.00	\$120.00	\$140.00
Barn	Full	Large Barn Stall	\$145.00	\$160.00	\$180.00
Our Tents	[]	10 x 10 Booth	\$80.00	\$95.00	\$115.00
Your Tent	[]	10' x 10'	\$70.00	\$85.00	\$105.00
Your Tent	[]	10' x 20'	\$105.00	\$120.00	\$140.00
Food Truck	[]	Length:	\$105.00	\$120.00	\$140.00

****This is an outdoor event, so be prepared to deal with solving the problem of uneven terrain****

Tables are available for **\$10.00 EACH**. Indicate below the sizes and number of tables you would like to reserve and include that amount in your check. ***ALL tables must be ordered with this contract and will not be available to rent on set-up day.***

Number of 6' Tables: _____ **Number of 6' Tables:** _____

Total Enclosed for Booth Space: \$ _____ **Total Enclosed for Tables: \$** _____

Electricity:

Electricity will be provided for display purposes only (no coffee pots, electric fans, etc.) You are responsible for providing your own display lighting fixtures, power strips and extension cords (up to 25') which are grounded with 12-gauge wire. Please place an "X" below and describe electric needs.

Need Electric: _____ Please Explain: _____

If you are a food truck, please list the voltage needed.

Please indicate your time preference to unload and set-up your exhibit on Thursday, October 8, 2020 (Anytime between 7am-6pm). Time: _____

The BCYR Committee feels that only a certain number of each type of item or sale should be allowed in order for all exhibitors and vendors to have good sales. Select a Category: (Circle two only ~ OTHER, please describe)

Baskets Fabric Jewelry Candles/Soap Ceramics Clothing Fine Art Floral Furniture

Metal Pottery Wood Other: _____

****2020 Brush Creek Bazaar Exhibitor Updates in the Following Categories****

We are honoring numerous requests from visitors and exhibitors!

Candles: The BC Bazaar Team will only accept *limited* Handmade Candle Exhibitors

Soaps: The BC Bazaar Team will only accept *limited* Handmade Soap Exhibitors

Jewelry: The BC Bazaar Team will only accept *limited* Handmade Jewelry Exhibitors

Preference is given to handmade items

- **Jewelry Exhibitors**
 - There is very limited space for Jewelry Exhibitors.
 - We will limit booth rentals to the first 12-14 PAID exhibitors.
 - Others will be put on a waiting list to be added on a first paid basis as space allows.
- **Candle and Soap Exhibitors**
 - We will limit booth rentals to the first 3-5 PAID exhibitors.
 - Others will be put on a waiting list to be added on a first paid basis as space allows.
 - Handmade candles are given priority.
- **Physical Location of the Bazaar**
 - 10900 S Louisville Ave Tulsa, OK 74317
- **Application Process**
 - All exhibitors will be juried, including returning exhibitors.
 - List of all items you wish to sell with price range. Please be specific.
 - Enclose:
 - A self-addressed, stamped #10 envelope
 - Completed applications with appropriate fees
 - Signed contract
 - Select set-up time/date preference. However, know that dates/times are subject to change due to weather, etc. Knowing your preference is required in order to plan traffic and adequate help.
- **New Exhibitors ONLY**
 - A minimum of (3) good photos of your work and (1) photo of your overall booth display-or detailed description are required with your application. Photos will not be returned.
 - Digital submissions on a thumb drive or sent via email will be accepted.
 - Include a short resume or artist statement on your career as an artisan or crafter.
- **Required Dates/Times for Exhibitors**
 - Setup is Thursday, October 8th, 2020. Booths **MUST** be set up no later than 6pm. Gates will be shut at 6:00pm and everyone will be asked to leave.
 - The bazaar is open 12:00-5:00pm on Friday, 8:00-6:00pm on Saturday, and 10:00-5:00pm on Sunday.
 - In order to provide a great shopping experience for our guests, **booths are required to remain open and have someone available for sales at ALL TIMES.**
 - **Friday, October 9, 2020 at 11am there will be a vendor appreciation luncheon. Two meals per vendor will be given**
- **Sales Tax**
 - *The state of Oklahoma requires exhibitors to collect and pay sales tax at the rate of 8.517%*
 - *BCB will not be responsible for submitting taxes for vendors with a state tax permit. An up-to-date copy of your permit must accompany your application to the BCB.*
 - *BCB will collect and submit taxes for vendors without a state tax permit. This will be collected whether you charge sales tax or not. Make check payable to OK Tax Commission and have your forms completed.*

42nd 2020 Annual Brush Creek Bazaar Exhibitor Contract

Adult & Teen Challenge of Oklahoma is excited to invite you to participate in the Annual Brush Creek Bazaar and Fall Family Festival (BCB). Payment for your exhibit space and table rental must accompany this contract. Refunds will be made ONLY if unforeseen circumstances force the show to be canceled by Adult & Teen Challenge of Oklahoma. We will remain open, even if it rains.

If the exhibitor cancels after August 11th, 2020 no refund will be issued.

Adult & Teen Challenge of Oklahoma Agrees to:

1. Conduct an attractive and efficiently managed show
2. Extensively publicize the show through numerous marketing avenues.
3. Furnish 24 hour security for the show premises from Thursday evening until Sunday Evening. The provision of such security shall in no way commit Adult & Teen Challenge of Oklahoma to any responsibility for loss and/or damage to the Exhibitor's property or person, whatever the cause.
4. Furnish to the Exhibitor name badges and (2) parking passes. Due to the limited space, Exhibitors will be allowed only 2 vehicles in the Exhibitor's Parking Lot at any time (trailers are considered a separate vehicle and will require a parking pass). Each vehicle will be furnished with a 3-day parking pass to be displayed on the rear-view mirror and an Exhibitor Parking card to be visibly displayed on the dash of each vehicle or trailer and remain in place throughout the bazaar. ***Vehicles and trailers in the Exhibitor's Parking Lot without the Exhibitor's parking passes visible at all times will be subject to towing and a \$25 fine. Please note that Exhibitors will be parking in the back area of the property in order to make the closest parking available to Bazaar guests. If you require special accommodations for parking due to disability, please notify the Bazaar team in advance.***
5. Send a committee member to visit each Exhibitor space prior to the opening of the show to ensure that, in the opinion of the committee, each space is set up in good taste and meets the standards of quality maintained by the BCB.

Any item not in accordance with these standards must be removed by the Exhibitor.

The Exhibitor Agrees To:

1. Read and understand the terms of the contract before signing.
2. Correctly represent articles offered for sale. The Bazaar Team reserves the right to deny space and/or make exceptions for an Exhibitor in violation of this or any other rule based on the collective team discretion/wisdom.
3. Not transfer this contract nor share space without prior approval.
4. ***Must maintain booth throughout the show unless specific arrangements are agreed upon prior to executing this contract. Exhibitors are not allowed to close their booth simply because traffic is slow or before closing time.***
5. Include a minimum of (3) good photos of my work which will not be returned (photographs/digital submissions sent via email. All types of items you wish to sell with price range as well as a photo or detailed description of your overall booth display, stamped self-addressed #10 envelope and a short resume or artist statement on your career as an artist.
6. Keep your entire display within the size contracted for and within the boundaries assigned. Anyone not adhering to this requirement may be asked to leave.
7. ***Exhibitor must provide table covering to reach the floor for each table. Merchandise or packing boxes may be under tables but must not create an unsightly view or be exposed in any way.***
8. Maintain an attractive exhibit throughout the tenure of the show and at no time leave your booth unattended. Assistance will be provided as needed for food/bathroom breaks.
9. Move into your exhibit area at your assigned time on Thursday, October 8, 2020. No taking down or packing up of exhibits is allowed until Sunday, October 11th at 5pm.

10. **Food Vendors must be ready for the Health Department Inspection by Friday morning!! (Time is to be determined)**
11. ***NO ALCOHOL, SMOKING IN THE SHOW AREA, OR PETS.***
12. ***Contribute a 15% tax deductible commission on TOTAL GROSS SALES to Adult & Teen Challenge of Oklahoma. Commissions will be collected at the close of the Bazaar on Sunday, October 11, 2020 at 5:15pm.***
13. ***All proceeds go to help scholarship at risk students needing help through Adult & Teen Challenge of Oklahoma.***
14. ***I understand The Brush Creek Bazaar will not be responsible for submitting taxes on an exhibitor's behalf in 2020, if the Exhibitor has an OK Tax ID #. Should the Exhibitor not have an OK Tax ID #, the Brush Creek Bazaar will collect them at vendor check-out on Sunday, October 11, 2020 and submit them on your behalf.***

OK Tax ID # (If Applicable): _____

Exhibitor Business Name: _____

Responsible Party: _____

Signature: _____

Date: _____

Please note that unsigned contracts cannot be accepted. Thank you!