

Vendor App

Canadian County Free Fair (August 23rd-28th 2021)

To become a vendor for the Fair, all vendors must:

Mail this completed/signed form to the Canadian County Fairgrounds w/Payment. **No application is considered complete and no reservations are held until your full payment** and this signed form have been received together. If you fail to send PYMT with this form and if you fail to sign this form, there will be no booth reserved for you. All vendor applications are subject to approval. You will know you're approved by your check being cashed. Please don't call or email to ask if you have been approved. If you are not approved, your check will be shredded. We will not return it, so please don't ask.

Print clearly on all lines

1. Name: _____
2. Company Name: _____
3. Address: _____
4. Email: _____
5. Cell Phone: _____
6. **Payment: Must be received with completed form to reserve booth space.** Make payable to: Canadian County Free Fair Board, Inc. **(be sure to mark in the memo what the check is for)**
7. Description of services or goods you offer: _____

8. How many 10x10 booth spaces are you requesting: _____
9. Do you want indoor or outdoor space: _____
10. Large outdoor exhibits are a case by case basis, contact Ken Carpenter or Brad Tipton for more info.

Additional information you want us to know

Important: The information you give us, is what we will use to accommodate you. If you fail to include important information, we may not be able to accommodate your needs once you are onsite.

Mail Application and Payment to:

Canadian County Free Fair Board, Inc.
3001 Jensen Road East, El Reno, OK 73036

Expo Phone Number: **(405) 422-5400**

Website: www.canadiancountyexpo.org

Email: sales@kencarpenterauction.com

10x10 INDOOR: \$100.00 each

(Indoor is Air Conditioned)

10x10 Outdoor: \$75 each

Electricity: \$25 for entire fair

(one, 120v Edison outlet)

Make all payments payable to: **Canadian County Free Fair Board, Inc.**

Setup:

Monday August 23rd 9am – 8pm

NO set-up on any other days. Please don't ask, we will be closed preparing for the fair.

What is provided? Space only, no tables, no chairs, no electricity unless paid for and no extension cables.

Location

Non-Food Vendors

Fairgrounds Expo Center

3001 Jensen Road East, El Reno, OK 73036

Where do Indoor vendors load in at?

You will load in through the rollup door at the southeast corner of the Expo Center building.

Where do Outdoor non-vendors load in at?

If you're an outdoor-vendor, you will be loading in through the south entrance into the fairgrounds off Jensen Road. Just get here during load in time and there won't be any issues getting answers to questions that will pop up as you're arriving.

The Fair & Vendor area is Open to the Public

Monday 5pm-8pm

(You do not have to be open on Monday or Tuesday, but the public does have access to the indoor & outdoor vendor area)

Wednesday-Saturday 8am-10pm are times you could be open

WHEN WE WANT YOU OPEN

(At a minimum, we want you to be open from 5pm till close on Thursday- Friday)

(We want you to be open from 11am till close on Saturday)

You are welcome to be open during all hours of the fair, but the times listed above are the highest foot traffic hours.

Outdoor vendors are required to be open: *Thursday & Friday 5pm-9pm pm Saturday from 11am-9pm*

Notes about Load out and hours of operation

Vendors are not required to be present at booths or trucks during all hours that the Fair is open to the public, but you are responsible for securing your booth. The public has access to the exhibit area during the times listed above. The times we require you to be open, is during our heaviest foot traffic times. You are not allowed to tear down until Saturday at 9:00pm. Your inside booth can be packed up and loaded out on Saturday at 9:00pm.

Vendor grants permission to the fair to use images of the vendor's booths/items and name for any purposes to promote the event.

There will be no refunds for any reason so please don't ask. Vendor spaces will not be held until payment is made in full.

Vendor agrees to clean their area and leave nothing in their booth when the fair is over. **Do not leave your trash here for us to clean up. Please take all your trash home. This includes all your boxes, items you don't want and broken tents, etc.**

I agree to hold harmless The Canadian County Free Fair Board Inc. and Canadian County, from any injuries to myself, people working for me or any damage or loss to any of my property.

I have read, I understand and agree to all the rules & regulations.

Signature: _____ Print: _____ Date: _____