



Thank you for your interest in being a vendor at the Rogers County Fair. The Fair takes place on the grounds of the Claremore Expo Center the second weekend after Labor Day every September. In 2018 we estimate 24,000 attendees visited over the course of four days and the event continues to grow each year.

This year we have updated the layout and look for the Expo Hall and it's going to be amazing! Vendors will be located in highly visible areas with access from all entrances to and from the Hall. The County Square has a nostalgic feel and features boutiques and handmade items from vendors reminiscent of early County Fair Days. We market and advertise the County Square as a piece of the County Fair but to the target market who will shop!

Please submit your vendor application and you will be contacted via email if you are accepted, put on a waitlist or if we are unable to accommodate. Give us a few business days to review before following up on your application. If you have any questions please let us know.

We welcome a variety of vendors for fair-goers and strive to have different items from each vendor. Only one representative from multi-level companies will be accepted (i.e. Mary Kay, Tupperware). When you complete the application please provide a description of your items.

The Rogers County Fair is a great family-friendly event that we hope you will be a part of in 2019. If you have any questions please do not hesitate to contact me by email or phone.

Sincerely,

Allison Burkhead  
Special Events Manager  
[aburkhead@claremorecity.com](mailto:aburkhead@claremorecity.com)  
(918) 342-5357



**Exhibitor Application/Contract**  
**September 12-14, 2019**  
 Presented by Rogers County Fair  
 www.RogersCountyFair.com

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Exhibit Space Name (as it should appear on booth sign): \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email \_\_\_\_\_  
 (Email is the primary way we will communicate with you)  
 Website: www: \_\_\_\_\_

Products to be displayed (please be specific) \_\_\_\_\_

Will you be selling products from your booth: Yes? \_\_\_\_\_ No? \_\_\_\_\_  
 If yes, please attach a copy of your OTC sales tax permit

<p><b>EXPO HALL</b></p> <table border="0"> <tr> <td>5x10</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>10x10</td> <td style="text-align: right;">\$175.00</td> </tr> <tr> <td>10x20</td> <td style="text-align: right;">\$300.00</td> </tr> </table> <p>Booths will include:          One 8' table (plain-no table coverings)          2 chairs          8' back drape          3' side drapes (not available for 5x10 booths)          110v electric hook up (bring your own extension cord)          *Booth space in the Expo Hall is first come, first serve</p>	5x10	\$100.00	10x10	\$175.00	10x20	\$300.00	<p><b>OUTSIDE</b></p> <table border="0"> <tr> <td>10x10</td> <td style="text-align: right;">\$125.00</td> </tr> <tr> <td>10x20</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td>Oversized</td> <td style="text-align: right;">\$0.75 per sq ft</td> </tr> </table> <p>Space includes one table and 2 chairs will be included upon request.</p>	10x10	\$125.00	10x20	\$200.00	Oversized	\$0.75 per sq ft
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<p><b>NOTICE</b></p> <p><b>A completed application includes payment in full and signed waiver of liability. Wi-Fi is available through Claremore Expo Center free of charge. A \$50 deposit is due within 7 business days upon acceptance into the show. Remainder is due by September 1, 2019.</b></p>	<p><b>DISCOUNT RATES</b></p> <p>An early bird discount of \$25 will be applied if the application is submitted by <b>Aug 15, 2019</b>.</p> <p>A 20% discount is available to non-profits for a limited number of booth spaces. Proof of non-profit status must be submitted with application.</p>												

**For your application to be considered for acceptance into the Rogers County Fair a photo of your items and booth display must be included.**

Accepted by Exhibitor

Accepted by Rogers County Fair

\_\_\_\_\_  
 I have read and accept the terms and conditions of the exhibitor's application and agree to be bound thereby

2019 Rogers County Fair Exhibitor's Application consists of cover sheet, payment information sheet, waiver of liability and show guidelines.

Return completed application to:

**Rogers County Fair**  
**Attn: Allison Burkhead**  
**400 Veterans Parkway**  
**Claremore, OK 74017**

Or email to [aburkhead@claremorecity.com](mailto:aburkhead@claremorecity.com)

You should receive email confirmation of receipt within 3 business days of receipt of your application.  
Contact Allison if you have *not* received your confirmation.

**Payment must be made in full by September 1, 2019.**

**Method of Payment: Total Amount Due \$ \_\_\_\_\_**

\_\_\_\_\_ Check enclosed (payable to Rogers County Fair)

\_\_\_\_\_ Charge to credit card (American Express not accepted)

Credit Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address for card: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ 3 digit CRV Code: \_\_\_\_\_

I authorize The Rogers County Fair to process the amount stated on this application on the date received unless other arrangements have been made. *Credit card information will not be kept on file after transaction is processed.*

***Event Location:*** Claremore Expo  
400 Veteran's Parkway, Claremore, OK 74017

***Exhibitor Move-In Hours:***

**INSIDE: Wednesday, September 11 from 3:00 pm- 7:00 pm**

**OUTSIDE: Thursday, September 12 from 10:00 am-3:00 pm**

***Move Out:*** Saturday 10:00 pm-12:00 am-no early breakdown or dismantling of exhibit. Early breakdown/dismantling of exhibit will jeopardize exhibitor's participation in future Rogers County Fairs.

***Show Hours:*** Thursday, September 12 from 9:00 am to 9:00 pm

Friday, September 13 from 9:00 am to 9:00 pm

Saturday, September 14 from 9:00 am to 9:00 pm

.....**Contact for further information.....**

Allison Burkhead  
Rogers County Fair  
(918) 341-8688  
[aburkhead@claremorecity.com](mailto:aburkhead@claremorecity.com)

***Show Guidelines of the  
2019 Rogers County Fair  
September 12-14, 2019***

1. **The show committee reserves the right to make final decisions as to whom and what products may be exhibited at the show. Committee also reserves the right to assign all exhibitors location.**
2. **Exhibitor's booth must be manned at all times (unless prior arrangements have been made with Show Committee). No sharing of booth space will be permitted (without express prior approval of show committee).**
3. **Signage for exhibitor's booth will be allowed to face the aisle on the front side of exhibitor's booth only.** Exhibitor is prohibited from displaying products/services and/or other advertising material in areas outside of its booth space such as, but not limited to, parking lots, corridors, lounges, rest rooms, etc.
4. **Giveaways:** If exhibitor is doing a giveaway drawing, exhibitor agrees **not** to sell any information collected from the public and, agrees to hold the Rogers County Fair **harmless from any liability.**
5. **Refunds:** No refunds for booth space will be issued for any reason - including but not limited to inclement weather, acts of God or war, etc.
6. It is agreed that the exhibitor shall make no claim(s) of any kind against Rogers County Fair and shall indemnify and hold harmless the Rogers County Fair, Sponsors, Sponsoring organizations, Board members, officers, employees, Committee members of any such organization, consultants, promoters, authorized subsidiaries, or authorized sub-contractors. Under no circumstances will these organizations be responsible for loss, damage, destruction, theft of any merchandise, displays or goods of the exhibitors or any injury to exhibitor or employee while attending the show. Also, it is expressly understood there can be no claim for damage of any kind to the exhibitor's business due to any circumstance that developed from the show.
7. All property of the exhibitor remains under the custody and control of the exhibitor, subject to the rules and regulations of the show. Exhibitors should not leave merchandise unattended during show hours and especially during move-in and move-out times. It is suggested you contact your insurance agent regarding your coverage. Management is not responsible for loss. Building will generally be locked and secure until one hour before the show opens and ½ hour after show closing.
8. Each exhibitor must know and comply with all laws, ordinances and regulations to health, fire and public safety while participating in the show. Any food sampling must be approved by the Rogers County Health Department. All aisles and designated emergency exits must be kept clear at all times. Please keep your area neat and clean during the show. Expo cleaning personnel are not allowed to enter your booth, so please place your trash in the proper receptacle.
9. Oklahoma Sales Tax Report forms will be handed out by an Oklahoma Tax Commission representative during the show.
10. Music copyrighted and subject to license by ASCAP, BMI, and SESAC. Exhibitor is responsible for any fees applicable. The use of projectors or DVD players is allowed as long as the volume is controlled. Use of microphones or amplification is not allowed without prior permission from Show Committee.

**2019 Rogers County Fair  
September 12-14, 2019**

**Waiver of Liability:**

Neither the Rogers County Fair; Rogers County, Claremore Cultural Development Authority, City of Claremore, or any other sponsors assume any responsibility for destruction, damage or loss of the exhibitor's property for any cause. The exhibitor's agree to indemnify and hold harmless said associations, sponsors, businesses and promoters or any others associated with the show from any liability and expense for any injury, property damage or other loss arising out of the use by the exhibitors of its exhibit space or activity in connection therewith. By my/our signature(s), I/we agree to this Waiver of Liability.

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

**Signed waiver must be returned with exhibitor's application for application to be accepted.**