



Thank you for your interest in being a pop-up 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 2019, we estimated that 24,000 attendees visited over the course of four days and the event continues to grow each year.

The Rogers County Fair Board, City of Claremore, and the Claremore Expo value our vendors, patrons, volunteers, and staff. The recent pandemic of Covid-19 has given the opportunity to change a few things at this year's fair to enhance everyone's safety.

I wanted to take a second to introduce myself as the new Special Events Manager and as your contact for the show. The layout worked very well last year and will remain the same for this year. 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 pop-up 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. Pop-Up vendors can choose 1 day or multiple days. This gives someone the opportunity to set up without the commitment of being at the fair all 3 days and with shorter hours. This is the first year we are offering this as an option to vendors. Space will be limited!

The Rogers County Fair is a great family-friendly event that we hope you will be a part of in 2020. If you have any questions, please do not hesitate to contact me by email or phone.

Sincerely,

Kendel Stocker
Special Events Manager
kstocker@claremorecity.com
(918) 342-5357



Pop-Up Market Application/Contract
September 17-20, 2020
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

EXPO HALL	OUTSIDE
10x10 \$75.00 each day	10x10 \$50.00 each day
Please select the day(s) you wish to set up. Space will be assigned upon arrival.	Please select the day(s) you wish to set up. Space will be assigned upon arrival.
Thursday _____ Friday _____	Thursday _____ Friday _____ Saturday _____
4 PM – 9 PM	5 PM - 10 PM
• Pop-Up Booth spaces are first come, first serve!	• Pop-Up Booth spaces are first come, first serve!

NOTICE

To be accepted as a vendor, a completed application and signed waiver of liability are required. Payment in Full is due within 7 business days upon acceptance into the show.
Wi-Fi is available through Claremore Expo Center free of charge.

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

2020 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: Kendel Stocker
400 Veterans Parkway
Claremore, OK 74017

Or email to kstocker@claremorecity.com

You should receive email confirmation of receipt within 3 business days of receipt of your application.

Contact Kendel if you have **not** received your confirmation.

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: ***Set-up has to be done within an hour!***
INSIDE: Thursday, September 17 from 3:00 pm- 4:00 pm
Friday, September 18 from 3:00 pm-4:00 pm
OUTSIDE: Thursday, September 17 from 4:00 pm-5:00 pm
Friday, September 18 from 4:00 pm-5:00 pm
Saturday, September 19 from 4:00 pm-5:00 pm

Move Out: No early breakdown or dismantling of exhibit. Early breakdown/dismantling of exhibit will jeopardize exhibitor's participation in future Rogers County Fairs. Inside Pop-Up Vendors can breakdown starting at 9 PM and have to be out by 10 PM. Outside Pop-Up Vendors can breakdown starting at 10 PM and have to be out by 11 PM. Vendor does not have to break exhibit down if they have paid for multiple days in a row.

Pop- Up Show Hours:
Indoor: Thursday – Friday 4 PM - 9 PM
Outdoor: Thursday –Saturday 5 PM - 10 PM

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

Kendel Stocker
Rogers County Fair
(918) 341-8688
kstocker@claremorecity.com

***Show Guidelines of the
2020 Rogers County Fair
September 17-19, 2020***

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.

**2020 Rogers County Fair
September 17-19, 2020**

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.