



Where Tradition Meets Tomorrow

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. Over the last couple of years, we have seen a significant increase in our attendance as well as interest in vending. 2023 was a very successful event for our vendors and various events that took place during the fair.

The Rogers County Fair Board, City of Claremore, and the Claremore Expo value our vendors, patrons, volunteers, and staff. Over the course of a few years, we have learned to adapt and overcome in the County Square located in the hall of the Expo. We have adjusted our layout and found one that will best suit the space we have available for our vendors and be beneficial to everyone. We also provide a “food row” in a high traffic area between the carnival and exhibit buildings to maximize visibility.

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, it is very important to 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 2024. If you have any questions, please do not hesitate to contact me by email or phone.

Sincerely,

Wendy Woody

Wendy Woody

Fair Manager

wendy@rogerscountyfair.com

(918) 342-5357

Early Bird Exhibitor Application/Contract

September 12-15, 2024

Presented by Rogers County Fair

www.RogersCountyFair.com

Company Name: _____ Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____

Email _____

(Email is the primary way we will communicate with you)

Website: www: _____

All Vendors will be listed on our website with direct links to their websites

Products to be displayed (please be specific) _____

Itemized menu must be submitted with application and is subject to approval by Rogers County Fair.

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

EXPO HALL		OUTSIDE	
10x10	\$250.00	10x10	\$175.00
Booths will include:		10x20	\$300.00
One 8' table (plain-no table coverings) with 2 chairs		Trailer bigger than 10x20 NO EXCEPTIONS	
8' back drape & 3' side drapes (not available for 5x10 booths)		\$425.00	
110v electric hook up (bring your own extension cord)		One table and 2 chairs are upon request only.	
*Booth space in the Expo Hall is assigned			

Food Trucks

**Not allowed to sell cotton candy, popcorn, snow-cones, caramel and candy apples, funnel cakes, and corn dogs with no exceptions.*

Generator \$300.00

Concession Size _____ Total _____

Current sales tax permit and certificate of liability insurance with Rogers County Fair listed as additional insured must be submitted prior to the start of the Fair. Booth photos and food item photos are encouraged.

NOTICE

To be accepted as a vendor, a completed application and signed waiver of liability are required. A \$50 deposit is due within 7 business days upon acceptance into the show. Remainder is due by September 1, 2024.

For your application to be considered for acceptance into the Rogers County Fair a photo of your items and booth display must be included. If you have exhibited with us before, no need to send pictures.

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

2024 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: Wendy Woody
400 Veterans Parkway
Claremore, OK 74017

Or email to wendy@rogerscountyfair.com

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

Payment must be paid in full by September 1, 2024.

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 -Time will be scheduled based on placement

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

Sunday, September 15 from 12:00 pm to 9:00pm -***optional for outside only***

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

Wendy Woody
Rogers County Fair
(918) 342-5357
wendy@rogerscountyfair.com

***Show Guidelines of the
2024 Rogers County Fair
September 12-15, 2024***

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. No one will be allowed in the building, unless pre-arranged and approved by Show Committee. All display units and supplies must be designed for indoors, on a concrete surface and must be contained within the dimensions as described. If your display is over 8' tall you must designate so, on your application.
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. The Exhibitor is liable and responsible for all necessary permits, license, and taxes necessary to participate in 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.

**2024 Rogers County Fair
September 12-15, 2024**

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.