



We are excited to invite you to participate in the 2nd Annual Sapulpa Methodist Arts & Crafts Show. It is benefiting local schools and missions.

### **About the Show...**

October 5th, 2024 – 9:00 am to 4:00 pm (vendors may arrive at 7:00 am)  
Sapulpa Methodist Church 1401 E Taft Ave, Sapulpa, OK 74066

### **CHECK-IN**

**Set up:** Friday, October 4th, from 4 pm to 8 pm  
Saturday, October 5th, from 7 am to 8:50 am  
Please come with enough inventory to sell throughout the entire day.  
If a vendor closes a booth early, he or she may not be asked to participate in our next event.

### **Check-Out**

Saturday, October 5th, from 4 pm to 6 pm (all vendors must leave the building by 6 pm).

**NOTE:** We do not have a re-schedule date should there be inclement weather. The Show will be held on Saturday, October 5th, 2024.

### **About your booth...**

Booth rentals are non-refundable. The sizes are 6' x 9', 7' x 9', and 9' x 9'; the charge will be \$30 - \$50, depending on the size. We will provide each booth with two chairs. A table will be available for a \$10 rental fee.

While we do our best to honor specific location requests, we must also consider factors such as electricity, wall, and corner needs.

**Wi-Fi:** will be accessible to all.

**No Open Flames and No Helium Balloons may be used at any time.**

**On the contract, please include all vendor names and products participating in the booth, along with 2-3 photos of your work and your application. Be sure to include a brief description of your products so we can distinguish them from vendors.**

A vendor may only share or sell their space with the approval of our Show Committee, including the display or any items (business cards, publications, etc.) from other businesses not participating in the Arts & Crafts Show. Vendors will not be allowed to occupy any space except the one they have purchased, including any unoccupied or unfilled spaces. We realize space is limited, but each vendor must stay within their own marked-off space. A vendor must not touch or move another vendor's booth or products. The selling or displaying of products with any drug or alcohol-related themes of any kind is not acceptable.

We will not have any vendors representing a national franchise company, such as Scentsy, Pampered Chef, etc...

**Sales Tax:**

Each merchant is responsible for collecting their own sales tax.

**Electricity:**

Electricity will be available for specific booths at a charge of \$10. Please mark your APPLICATION if you would like electricity as it is limited.

Vendors who have paid for electricity must provide their own power strips and heavy-duty extension cords (which must be 3-pronged electrical cords).

A \$25 late request fee will be assessed for electrical requests received less than one week before the show date. We encourage you to bring battery-operated calculators and a manual credit card reader in the event we lose power.

**Parking:**

There will be an assigned vendor parking area.

The location will be included in the new check-in and unloading procedures. You may back your vehicle to the doors to unload your items, but please only begin unpacking once you have moved it into a parking space.

Please save the parking spaces closest to the building for our guests.

**Hospitality:**

There will be a café concession stand where food and drink items can be purchased throughout the day. Complimentary cookies and coffee will be available Friday evening, and donuts will be available Saturday morning.

**Booth Set-Up:**

We will provide each booth with two chairs.

Vendors are responsible for their tables, partitions, and displays.

If tables are needed, they will be available for a \$10 rental fee. Any issues with a vendor booth must be reported by 7:00 pm Friday, October 6th, 2023, for any possible changes to be done.

**The Craft Show Committee Rights:**

The Committee reserves the right to enforce and or interpret the Pre-Approved Merchant Confirmation and Payment Contract and the Pre-Approved Vendor Rules and Guidelines. By signing the contract, merchants agree to follow the rules and guidelines outlined in the Vendor Guidelines and the contract.

The person and company represented by the person signing the contract agree to indemnify and hold harmless Sapulpa Methodist Church and all persons connected of any kind, or from any third-party actions arising from Sapulpa Methodist's actions associated with the operation of the Arts & Crafts Show.

We look forward to seeing you and a fantastic event!

Sincerely,

Sapulpa Methodist Arts & Craft Show Committee

Please complete the contract and return it with your check to the address below. In the memo, write what it is for. (Booth rental, electricity, tables)

Sapulpa Methodist  
1401 E Taft Ave  
Sapulpa, OK 74066  
918-224-3006  
Cheryl Cox - 918-409-7997  
[cherylcox5834@gmail.com](mailto:cherylcox5834@gmail.com)  
[www.sapulpafumc.org](http://www.sapulpafumc.org)