

Prague Kolache Festival
Arts & Crafts Show
www.praguekolachefestival.com

Dear Vendor:

On behalf of the Prague Kolache Festival Arts & Crafts Show Standards Committee, we would like to invite you to complete the enclosed application. The Festival will be on May 1st 2010. We will again be on a paved surface and no staking will be allowed. You must bring sandbags or other means to weigh down your tent(s).

All applications will be reviewed by our Standards Committee for approval. We will require photos of all items to be sold.

For those of you not having an Oklahoma sales tax permit number, a sales tax form will be available the day of the show. You will need to complete and hand in this form, along with the sales tax money collected, at the Arts & Crafts booth at the end of the show. The Kolache Festival will file and mail this information to the Oklahoma Tax Commission on your behalf. The Kolache Festival not only files the Sales tax reports and monies for those vendors who do not have an Oklahoma sales tax permit, we also submit a list of all vendors and their information who were present at the Festival. If you have any questions regarding this issue, please contact the Festival Office at 405-567-4866.

Show hours are from 9:00 am until 5:00 pm May 1, 2010. It is mandatory that all vendors stay until the end of the show. Any vendors, who do not make prior arrangements with the Arts & Crafts Show Committee for early pull-out, will not be invited back for next year's show. No tearing down or packing up is allowed until 5:00 pm.

Exhibit set-up time is from 6:30 am to 8:00 am. If you want to set-up Friday night please make arrangements in advance by calling 405-567-0090 or 405-566-9306. **We do not have special security for the vendors who setup Friday.** You will be responsible for your personal property.

Juried Awards:	Two dimensional:	First- \$80	Second- \$60	Third- \$40
	Three dimensional:	First- \$80	Second- \$60	Third- \$40

If you have any questions or require any assistance, please call the festival office at 405-567-4866 or the Arts & Crafts chairman at 405-567-0090.

I look forward to seeing you at the 2010 Kolache Festival,

Prague Kolache Festival Chairman-Arts & Crafts

Dorothy Aiken

**Prague Kolache Festival- Arts & Crafts show
May 1st 2010 Application**

Business/Individual Name: _____

Mailing address: _____

City, State, Zip Code: _____

Home or business Phone: _____ Cell Phone: _____

Hand-Crafted ___ or Commercial ___ or Combination ___

I am enclosing \$ _____ for ___ number of booth spaces

Number of electrical outlets ___ Trailer ___

Please list all items you have available to bring to our show. Photos are required for each item.
Please continue on back if more space is needed.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a booth is not available, please put me on a waiting list: _____ Yes _____ No

Artist Release and acknowledgement

I hereby make application to become an exhibitor in the PRAGUE KOLACHE FESTIVAL ARTS & CRAFTS SHOW. I agree to abide by the rules and regulations as set forth within and established by the Prague Kolache Festival Arts & Crafts Committee. Furthermore, I hereby release and forever discharge the Prague Kolache Festival from any responsibility or liability for loss, claims, damages, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices while attending the show. Applicant understands that violation or non-compliance of rules may result in immediate expulsion of Applicant and his/her exhibit from the festival. Furthermore, I agree that by signing below I completely understand all rules and regulations.

Signed: _____

Date: _____

Important: Oklahoma sales tax permit Number: _____

APPLICATION INSTRUCTIONS

Booth Fees are as follows: **There will be a \$5.00 discount for applications postmarked by 1 March 2010.**

- a. 12'x12 space \$60
- b. 12'x12'space with electricity- \$105 (Limited quantities available.)
- c. Trailer spaces \$165 (Limited quantities available.)

Please fill out the enclosed application and sign the release. Mail the application along with your check for booth rental and a copy of your Oklahoma Sales Tax Permit to:

**Prague Kolache Festival
Arts & Crafts Show
P.O. Box 7
Prague, OK 74864**

The deadline to register is 23 April, 2010. Returned checks will be an automatic exclusion from the show.

If you HAVE NOT previously shown at the Prague Kolache Festival Arts & Crafts show, you **MUST** send photographs of your work with your application. If you would like your photos returned, please enclose a self-addressed stamped envelope.

Booth assignments will come on a first received, first assigned basis at the discretion of the Arts & Crafts Committee. The Committee will make all attempts to assign locations in order of receipt of applications (by mail only) and will try to meet the needs of all requests made. Once your application has been approved, you will receive, by mail, a confirmation and parking permit for the day of the festival.

For more information contact:

Dorothy Aiken (405)567-0090 or cell (405)566-9306
or
Prague Kolache Festival Office (405)567-4866

EXHIBITION RULES

Please help us maintain the integrity of this show by closely examining these rules as they apply to your work.

1. A confirmed reservation from the Prague Kolache Festival is a Commitment to show. NO refunds will be made for cancellation or removal for cause. All artists will show and sell Saturday, May 1, 2010 from 9:00 a.m. to 5:00 p.m. Exhibit set up time is from 6:30 a.m. to 8:00 a.m. the day of the show. Booths not occupied by 8:00 a.m. on Saturday could be reassigned.
2. When you arrive in Prague, display side A of your Parking Permit on you windshield to get through roadblocks. Please complete side B of your Parking Permit and display in you windshield once you have parked.
3. After checking in, vendors will receive their booth space numbers and location of displays.
4. Part of this Arts & Crafts Show is a Juried Show. If your booth is in the juried section, you will be responsible for displaying your numbered card with your division name on it in an obvious location for judging.
5. All entries will be reviewed by the Arts & Crafts Committee. The Arts & Crafts Committee shall have the right to request the removal of work which violates any of the rules of the Kolache Festival Arts & Craft Show.
6. The booth fees are \$60 for a 12' by 12' space, \$105 for a 12'x12 space with electricity, and \$165 for a trailer space¹. Exhibitors will provide their own display equipment, such as tables, chairs, tie downs, anchors, tents, etc. **(Please remember, this is an outside show)**
7. Please move cars to designated parking area after unloading.
8. Kolache Festival memorablila **CANNOT** be sold at the Arts & Crafts show by any vendor. The Kolache Festival Committee reserves the right to sell the meerchandise at their booth on this day.
9. Due to Oklahoma state law, please provide a copy of your OK state sales permit. Sales tax collection and payment will be the exhibitor's responsibility. It is a state law that you report your sales tax collected on this day.
Please include your Sales Tax Permit number on you application.
10. It is the exhibitor's responsibility to keep their immediate area clean during the show and pick up litter upon closing.