

# Indoor/Outdoor Booth Vendor App

Canadian County Free Fair (August 23<sup>rd</sup>-26<sup>th</sup> 2023)

## **READ>>>>>>To become a vendor for the Fair, all vendors must:**

Mail this completed/signed form with your check so it arrives by **June 1, 2023**. **No application is considered complete (and no reservation is booked) until your full payment with this signed form has been received together.** If you fail to send a check with this form or if you fail to sign this form, there will be **no** booth reserved for you. All vendor applications are subject to approval. You will know you're approved by your check being cashed. Please don't call or email to ask if you have been approved. If you are not approved, your check will be shredded. We do not return checks, so please don't ask.

### **Print clearly on all lines**

1. Name: \_\_\_\_\_
2. Company Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Phone: \_\_\_\_\_
6. **Payment: Must be received with completed form to reserve booth space.** Make payable to: **Canadian County Free Fair Board, Inc. (be sure to mark your checks memo that this is for a vendor booth).**
7. **Do not sell toy pistols, pellet guns, or bows/arrows.** List the services or goods you are selling? Do you have a franchise excluding other franchisees from also being at our fair? If so, what is your franchise?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How many 10'x10' booth spaces (indoor \$200 each) are you requesting: \_\_\_\_\_
9. Do you want indoor or outdoor (outdoor \$125 each) space: \_\_\_\_\_
10. Large outdoor exhibit space possible, please contact Ken Carpenter or Brad Tipton for more info.

### **Additional information you want us to know**

**Important:** The information you give us, is what we will use to accommodate you. If you fail to include important information, we may not be able to accommodate your needs upon arrival onsite at our Fair.

### **Mail This Application and Payment to:**

Canadian County Free Fair Board, Inc.  
3001 Jensen Road East, El Reno, OK 73036

Expo Phone Number: (405) 422-5400  
Website: [www.canadaincountyexpo.org](http://www.canadaincountyexpo.org)

**Circle all that apply for this application.**

**10'x10' Expo & Arena Booths: \$200.00 each    10'x10' Outdoor: \$125.00 each    Electricity: \$25 for entire fair**  
(Air Conditioned and **Expo Only** includes Pipe/Drape) (one, 120v Edison outlet)

Make all payments payable to: **Canadian County Free Fair Board, Inc.**

**Setup Day:**

Tuesday August 22<sup>nd</sup> (9am - 4 pm)

**NO set-up on any other days. Please don't ask, we will be closed preparing for the fair.**

**What is provided?** Space only (no tables/chairs, no extension cables, and no electricity unless it's included in check. Booths inside the Expo Center will have pipe and drape around it. Outdoor booths and booths located in the Indoor Arena will not.

**Location**

Canadian County Expo and Event Center  
3001 Jensen Road East  
El Reno, OK 73036

**Where do Indoor vendors load in at?**

You will load in through the rollup door at the southeast corner of the Expo Center building.

**Where do Outdoor vendors load in at?**

If you have an outdoor vendor booth, you will be loading in through the entrance onto the grounds off Jensen Road. Just get here before load in time ends on Tuesday, August 22<sup>nd</sup> at 4:00 pm and there will be no problems reaching us to answer any questions arising upon your arrival.

**The Fair & Vendor area is Open to the Public**

-Wednesday 8 am-9pm

(You do not have to be open on Wednesday, but the public does have access to all indoor & outdoor vendor areas. You are responsible for securing your booth and property when not personally present at the fair.)

-Thursday 3:00pm to 10pm is the only times Expo is open because the Expo Center will close to the public for exhibit judging.

-Friday through Saturday 8:00 am to 10:00 pm are the times when you can be open with indoor booths in the Expo Center.

**WHEN WE WANT YOU OPEN**

(At a minimum, we want you to be open from 5pm till close on Thursday- Friday)

(We would like you to be open from 11am till 9pm closing time on Saturday)

You are welcome to be open during all hours of the fair, but the times listed above are our highest foot traffic hours.

**Outdoor vendors need to be open:** Thursday & Friday 5pm-9p Saturday from 11am-9pm

**Notes about Load out and hours of operation**

Vendors are not required to be present at booths during all hours that the fair is open to the public, but you are responsible for securing your booth. The public has access to the vendor booths during the times listed above. The times we request you to be open are during our heaviest foot traffic times. You are not allowed to tear your booth down until Saturday at 9:00 pm. Your indoor booth can be packed up and loaded out on Saturday after 9:00 pm.

Vendor grants permission to the fair to use images of the vendors booths/items and name for any purposes to promote the event.

**There will be no refunds for any reason so please don't ask.** Vendor spaces are not held until payment is received with your completed app.

Vendor agrees to clean their area and leave nothing at the booth space when the show is over. **Do not leave your trash here for us to clean up. Please take all your trash home. This includes all your boxes, items you don't want such as broken tents, etc.**

I agree to hold harmless The Canadian County Free Fair Board Inc. and Canadian County, from any injuries to myself, people working for me, or any damage or loss to any of my property.

**I have read, I understand and agree to all the rules & regulations.**

Your Signature: \_\_\_\_\_ Print Name : \_\_\_\_\_ Date: \_\_\_\_\_