



# Jury Sheet/ Arts & Crafts Application

Mail to: **Sunfest Inc.**  
P.O. Box 2404  
Bartlesville, Ok. 74005

Questions Call 918-331-0456  
[WWW.bartlesvillesunfest.org](http://WWW.bartlesvillesunfest.org)

Friday, June 1 — 3 to 8:30 p.m. • Saturday, June 2 — 10 a.m. to 8:30 p.m. • Sunday, June 3 — 11 a.m. to 5 p.m.

Business Name \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

No. of booths \_\_\_\_\_ X \$125.00 + Y / N Electric ((\$20.00) = Total Enclosed: \_\_\_\_\_ **See Rules**

Type of exhibit & description of work \_\_\_\_\_

### Categories (circle 2 only)

Baskets

Candles/Potpourri/Soap

Ceramics

Clothing

Dolls

Fabric

Fine Arts

Floral

Food

Furniture

Jewelry

Pottery

Wood

Other (Describe)

### My products are mostly

\_\_\_\_ Designed and/or hand-crafted by myself

\_\_\_\_ Purchased for resale (limited acceptance)

### Booth size and type

Each accepted artist will be assigned a 10'x10' display area. Artist is responsible to provide canopy, etc. Electricity is limited.

**Booth fee = \$125.00**

**Electric fee = \$20.00 for 3 day show**

All applications must be accompanied by the entry fee and tax form. If received after the entry deadline include the late fee of \$25.00 per booth. The entry fee will be refunded if not accepted by the committee. Check or money order shall be payable to

**Sunfest Inc.**

NO CANCELLATION REFUNDS.

### Entry Deadline & Notification

Entry deadline April 17, 2012.

Acceptance letters will be sent the last day of every month.

### Location & Set-up

Sooner Park, Bartlesville, OK

### Awards

\$2000 in cash awards will be presented to the exhibitors persons selected by the judges along with a ribbon/award to be displayed

**Complete and return the Jury Sheet/Application include 3-5 PHOTOS** (NO slides will be excepted) showing detail of all types of your work, items you wish to sell, as well a photo of your booth display. **Also include the entry fee, a tax form, Release form and a stamped self-address envelope.**

### Full Release Of All Claims

I \_\_\_\_\_ (full legal name/names), do hereby fully release and hold harmless SunFest, Inc. its board of Directors, sponsors, and the City of Bartlesville from any and all damages of any acts, willful or negligent of SunFest, Inc., or any other person or entity arising from my participation in or presence at the foresaid SunFest. I acknowledge that SunFest, Inc. allows me to participate in SunFest at my request and hereby voluntary and knowingly assume the total risk of any injury to my person or property arising directly or indirectly from my participation in or presence at SunFest.

\_\_\_\_\_  
Signature



## RULES & REGULATIONS

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1. The Artist Committee reserves the right to reject any entry which is not, in their opinion, in the best interest of the show by reason of quality, spirit or any other condition.
2. Artists are responsible for providing everything they will need to set up their booth.
3. Oklahoma State sales taxes will—be collected on Sunday from all vendors without a valid Oklahoma tax permit.
4. All products must be hand-made by the artist unless approved by the Artist Committee.
5. Resale items allowed by PRIOR approval only. Very limited acceptance.
6. Multiple artists may only share a single booth if the artists share a single identity such as family, corporation, or partnership. Your application must include all pertinent information regarding each type of art that will be represented.
7. No food or beverages are to be sold from exhibitor's booths with the exception of food crafts approved by the Artist Committee.
8. The Artist Committee reserves the right to ask any exhibitor to remove any non-juried products.
9. No-shows will be banned from the show for one year. You must contact the committee in the event of an emergency (*emergency telephone numbers are provided below*).
10. Your entry has been accepted on the basis of a three-day show. Artist must set up and maintain their booth(s) for the entire scheduled time SunFest is Open (*see Artist application for scheduled hours*).
11. You must follow shows hours! **DO NOT PACK UP EARLY OR CLOSE YOUR BOOTH EARLY** during the show. Unless prior approval has been given to leave early, anyone packing up or leaving prior to 5:00pm on Sunday will be banned from the next year's show.
12. There are *no rain dates* for the show so come prepared for the weather (rain or shine).
13. No Entry refunds will be made for weather or other reason.
14. Vehicles are NOT allowed in booth areas for loading or unloading.
15. Electricity is limited and is restricted to prior approval only. The use of electricity for lights, fans, cash registers, coffee pots, etc. is not permitted. *The use of generators is not allowed*. Electricity is to be used to operate equipment in production of products.
16. Self supplied battery operated or solar lighting may be used to extend the tent hours.
17. The use of aisle space for display of merchandise is NOT permitted. All merchandise must remain within your designated 10 X 10 area.
18. No late check in; you must be checked in by 12:00 noon on Friday June 1st have your booth setup for opening of show at 3:00pm. Exceptions only by approval the Artist Chairman.
19. Any Problems or complaints should be presented immediately to the Artist Committee Chairman.
20. Each exhibitor acknowledges his agreement to these Rules & Regulations by payment of the booth fee. Violators will be subject to eviction and/or banned from future shows.

Contact numbers: (918) 332-6708 — David Mogus  
(918) 331-0456 — SunFest Office



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To: All SunFest Vendors

From: The SunFest Directors

The **OKLAHOMA LAW** now requires that Special Event Promoter/Organizer collect sales tax for **each Event**. If you currently hold an Oklahoma State Sales Tax Permit, this collection is not applicable. Technically, we are to collect the tax daily. We are asking that this collection process be completed on Sunday. If you have an Oklahoma Sales Tax Permit Number, we are requesting a copy of your sales tax permit as we **MUST** furnish your vendor name, address, telephone number and sales tax permit number to the Oklahoma Tax commission.

In order to meet this requirement, the form required to pay this tax will be provided to you as part of your packet upon arrival. This form is provided by the Oklahoma Tax Commission. These forms **must be fully completed and the sales tax paid unless you have a current Oklahoma Sales Tax Permit**. Deloris Merrill will collect tax on Sunday afternoon.

We appreciate you understanding and cooperation in this matter. If you have any questions, please contact Laura Higbee at (918) 914-2826. A copy of the Oklahoma law and our collection permit will be posted at the Artist Hospitality tent.

The **Sales Tax Rate in Bartlesville is 8.5%**.

**Each Vendor — Please complete:**

Do you have an Oklahoma Sales Tax Permit (Yes) (No) Circle one. Please attach a copy of your Oklahoma Sales Tax Permit.

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Telephone Number \_\_\_\_\_

Sales Tax Permit Number \_\_\_\_\_