



## 2017 Exhibitor Registration

- Date:** February 10th & 11th, 2017
- Location:** Stephens County Fairgrounds, Duncan, OK  
(South Edge of Duncan on Hwy 81)
- Cost:** \$100.00 (10' x 10' space) for both days  
Trailers based on length of space used (40' trailer = 4 spaces)  
Includes 1 six foot table, 2 chairs, and electricity  
Each booth is divided by curtains provided by the Simmons Center
- Deadline:** January 15, 2017 (to be listed in the Fair Program). Booth spaces sold on first come/first served basis.
- Set-up:** Thursday, Feb. 9 – 10 a.m. to 9 p.m. and Friday, Feb. 10 – 8 a.m. to noon. All indoor trailer displays must be set up on Thurs. Feb. 9.
- Tear Down:** Sunday, February 12
- Show Hours:** Friday: 1 p.m. to 10 p.m.; Saturday: 8:30 a.m. to 10 p.m.;

-----  
*Please return bottom portion with deposit*

**Exhibitor Registration:** \_\_\_\_\_ **Merchandise Category:** \_\_\_\_\_  
(clothing, jewelry, crafts, feed, tack, etc.)

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

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work Telephone ( ) \_\_\_\_\_

Payment Method: \_\_\_ Check \_\_\_ Visa/MasterCard \_\_\_ # Spaces @ \$100 each \$ \_\_\_\_\_

Visa/MC No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-Digit Code (on back): \_\_\_\_\_

Signature: \_\_\_\_\_ (Acknowledging having read the agreement)

**\$50 deposit per booth required to reserve space. Please refer to layout map and indicate preferred location of booth space. Booth space is assigned on a first come, first served basis.**

Office Use Only: Date Rec'd \_\_\_\_\_ Payment Amt \_\_\_\_\_ Type \_\_\_\_\_ Bal Due \_\_\_\_\_ Space #(s) \_\_\_\_\_

## **Exhibitor Agreement**

- Spaces are reserved and guaranteed on a first come, first served basis. Spaces will be reserved ONLY with a fifty percent (50%) deposit. No Exceptions!
- All balances must be paid for at check-in and prior to set up.
- To cancel a pre-paid reservation, you must call prior to Monday, February 1, 2017. All cancellations are subject to a \$25 cancellation fee.
- There will be a \$25 service charge on all returned checks.
- Requests for specific space locations will be considered, but cannot be guaranteed. Promoters reserve the right to change any assigned space of Exhibitor and relocate for any reasonable cause in their sole judgment.
- All merchandise must be in keeping with the high quality and image of the trade show. Promoters reserve the right to cancel a booth reservation or require alteration of any merchandise or activity that is inconsistent with the quality or image of the trade show.
- Exhibitors may pull their vehicles into the building for unloading. Please be considerate of the other vendors who will likewise be unloading.
- Promoters are entitled to re-sell spaces not claimed by noon on Friday, February 10, 2017.
- Exhibitor must keep the exhibit open during all show hours. There will be no early packing during show hours.
- Exhibitor must keep his/her exhibit within the designated boundaries and avoid interference with other booths.
- Exhibitor must duly report all sales made during the show to the appropriate sales tax authorities and abide by all pertinent city, county, state and federal laws, ordinances, fire and safety codes; and all pertinent regulations of the Stephens County Fairgrounds.
- Please bring covers for your merchandise after hours. Security will be provided. Promoters are not responsible or liable for the loss of or damage to Exhibitor's property from theft, mysterious disappearance or damage by fire, water, accident or other cause.
- Exhibitors shall provide their own extension cords and hand trucks.
- Disorderly conduct such as fighting or intoxication will not be tolerated. Exhibitors cannot smoke inside any building at the Stephens County Fairgrounds. No alcohol is allowed.
- Exhibitor is responsible for the payment of any damage charges assessed by the Oklahoma Horse Fair and/or the Stephens County Fairgrounds.

Return registration with your payment to:

**THE OKLAHOMA HORSE FAIR**

13466 SH 39

Blanchard, OK 73010

Office: (405) 344-6513

Fax: (405) 344-7298

Cell: (405) 226-0630

Website: [OKHorseFair.com](http://OKHorseFair.com)