

# **43<sup>rd</sup> ANNUAL OKLAHOMA CZECH FESTIVAL and CRAFT SHOW YUKON, OKLAHOMA**

Oklahoma Czechs Inc. cordially invites you to participate in our annual  
OKLAHOMA CZECH FESTIVAL CRAFT SHOW

**Saturday, October 4, 2008 - 8:00 A.M. to 5:00 P.M.**

Included with this letter and entry form is a layout of the craft show with booth numbers indicated. If you prefer a particular spot indicate your choice on the entry, there are spaces for four choices. (Remember, the end booths are generally taken on the first day they are available) NOTE: the front booths in **row 2 through 12** are facing the street curb. If you plan to have a walk in booth it would be advisable to **not** request these booths because of the chance of injury to the public in stepping down into the booth area. Assignments will be based on the date the entry is postmarked with full payment. If your preferred booth numbers have been taken, I will attempt to get in touch with you by phone, so you may choose another location, if I can not reach you, I will assign a booth as close as possible to the one you have requested.

**YOU MUST ENTER ON CEDAR FROM 6<sup>TH</sup>, 7<sup>TH</sup>, OR 8<sup>TH</sup>, AND HEAD EAST  
THIS WILL BE THE ONLY ENTRANCE.**

**Cedar Street has been permanently closed by the city between 3<sup>rd</sup> and 4<sup>th</sup> at the railroad tracks. Please don't find yourself in the position where you can not made a U-turn.**

**CHECK IN WILL BE AT 5<sup>TH</sup> AND CEDAR ON THE NORTH SIDE OF THE CHURCH.  
EXITS WILL BE ON 5<sup>TH</sup> EXITING EITHER NORTH OR SOUTH, OR ON CEDAR EAST  
TOWARD 4<sup>TH</sup>**

**PLEASE DO NOT ATTEMPT TO PARK ON CEDAR WEST OF 4<sup>TH</sup> AS THIS AREA IS  
RESERVED**

**THERE IS NO PARKING INSIDE THE SHOW AREA.**

There will be guards at the exits and anyone attempting to enter through the exit will risk  
forfeiture of their booth space.

**Vehicles improperly parked WILL be towed again this year.**

The Oklahoma Czechs appreciate our vendors very much. You are an important part of the Czech Festival. The craft show is one of the top attractions of this wonderful day.

Please remember that Czech Festival memorabilia including food items **CAN NOT** be sold at the show by any vendor. The Oklahoma Czechs Inc. reserves the right to sell the merchandise inside the Czech Building. We welcome any suggestions or criticisms for us to help make this the best show for you.

**\*\*RAIN OR SHINE\*\* The event will be held.**

**ON FRIDAY OR ON SATURDAY (THE DAY OF THE FESTIVAL)** bring your chairs, tables, and display panels, the booth diagram, and other associated items you may need for your display. Booth sizes are strictly the size indicated (#s 39, 40, & 41 are a little larger than 12x12); if you have a canopy that is larger than the booth size indicated, please contact me to see if I can accommodate you. (Booths may be set up on the grassy area anytime on Friday and as early as 5PM on the concrete and asphalt. **(THERE IS NO SECURITY PROVIDED – FRIDAY NIGHT)**). We will attempt to have help for you to unload on Saturday morning like in the past, this will enable you to move your vehicle out as soon as possible and let someone else unload close to their spot. Due to the traffic congestion, we ask all craft personnel to have their booths set up by **7:00A.M.**, vehicles must be out of the area by **7:00A.M.** on Saturday. The incoming street will be closed at **7:00A.M.** on Saturday morning, **with no exceptions.**

**Last year the check in and break down went very smoothly, lets try to do it again this year.**

## **CHECK – IN**                      **5<sup>th</sup> and CEDAR**

When you arrive to check in please know your booth number, otherwise your contact name will work.

When you check in you will be given a packet, please read everything and follow the instructions, following the instructions will help everything go smoothly on Friday and Saturday.

**Only the vehicle** containing your booth items and supplies will be allowed in, so please do not attempt to enter only to help, the extra vehicles will cause an unnecessary traffic jam. If you have extra people there to help, please ask them to park outside the area and walk in.

A diagram of the Craft Show area with your assigned booth location indicated will be given to you when you check in on Fri. or Sat. before the Festival. Please display this diagram on the dash of your vehicle with the booth #, visible thru the front windshield. This is for your benefit in case you are parked somewhere, where you shouldn't be, the police will find you to move your vehicle instead of towing it. You may have additional parking diagrams for all of your helpers but I need to know how many and who they go to when I receive your registration form.

The diagram which will be for the vehicle containing your booth items and supplies will be different from the others, therefore this will be the only one admitted to the show area.

**If you arrive to set up late Friday evening or early Saturday morning – Please bring a flashlight so you can find your space.**

**RESTRICTIONS:**                      **NO FOOD BOOTHS**  
**NO BOTTLE OR CAN DRINKS INCLUDING BOTTLED WATER**  
**NO SOLICATION BOOTHS**

## **BREAK DOWN**

No booths shall be broken down before **5pm** and **No Vehicles** will be admitted to the area before **5:30pm**. This way you will have time to break down your booth and move your things to the street before getting your vehicle, and you can quickly load up and let someone else do the same. If a vehicle is left unattended it will be noted and that vendor will not be invited back next year. If you do not follow these requirements your tag number and booth number will be noted and you will not be asked back next year. Everyone must follow the rules so that everything runs smoothly. I always have a waiting list of vendors that want to participate. ***So don't loose your spot.***

No commission will be charged for your space. **SALES TAX MUST BE COLLECTED AND PAID TO THE OKLAHOMA TAX COMMISSION** (crafters are responsible to do this). **I have to turn in a list of all vendors to the Oklahoma Tax Commission.**

Please be sure you pay your sales tax either to me or the tax commission, I encourage all vendors to have a state tax ID number, otherwise you must pay your sales tax to me along with the proper papers (I will have them in your packet). This is a hassle for everyone so I strongly encourage you to get a Tax Number. All sales are with the craft personnel.

The Oklahoma Czech inc. is not responsible for any loss or damage.

**IT WILL BE BENEFICIAL FOR YOU TO REGISTER AS EARLY AS POSSIBLE BECAUSE:**

**After July 15, 2008 please add \$5.00 for each booth space.**

**After August 15, 2008 please add \$10.00 for each booth space.**

**After September 15, 2008 please add \$15.00 for each booth space.**

**NO REFUND WILL BE ISSUED AFTER**  
**September 1, 2008**  
**FEE DETAILS**

**BOOTH FEE: PLEASE CHECK THE MAP CAREFULLY**

\$80.00 for 10x10 spaces:

# 3	thru	# 11	(located on concrete or asphalt)
# 14	thru	# 22	(located on concrete or asphalt)
# 25	thru	# 37	(located on concrete or asphalt)
# 42	thru	# 50	(located on grassy lot)
# 65	thru	# 74	(located on grassy lot)
# 77	thru	# 86	(located on grassy lot)
# 89	thru	# 98	(located on grassy lot)
#101	thru	#110	(located on grassy lot)
#113	thru	#121	(located on grassy lot)
#124	thru	#132	(located on grassy lot)
#135	thru	#142	(located on grassy lot)
#145	thru	#152	(located on grassy lot)
#155	thru	#166	(located on grassy lot)

\$85.00 for 10 x 10 end spaces (two open sides) located on concrete or asphalt:  
# 2, # 12, # 13, # 23, # 24

\$85.00 for 10 x 10 end spaces: (two open sides) located on grassy lot:  
# 51, # 64, # 75, # 76, # 87, # 88, # 99, # 100, # 111, # 112,  
# 122, # 123, # 133, # 134, # 143, # 144, # 153, # 154, # 167.

\$85.00 for spaces # 40 & # 41 they are app. 12 x 12

\$90.00 for extra large corner spaces on grass: # 1, # 38, # 39

\$100.00 for 10 x 10 end spaces (3 open sides) located on grassy lot: # 52 and # 63

\$90.00 for 10 x 10 walk through spaces (2 open sides) located on grassy lot:  
# 53, # 54, # 55, # 56, # 57, # 58, # 59, # 60, # 61, # 62.

**ELECTRICITY:** for an extra fee of \$10.00 per booth.

#154 thru #167 (**only 12 of these booths**) located on grassy lot.

**All returned checks will be subjected to a \$25.00 fee, and consideration will be taken whether you will be asked back the following year.**

**LOCATION** – 5<sup>th</sup> and Cedar, Yukon, Oklahoma

**DATE** – Saturday, October 4th, 2008

**SHOW HOURS** – 8:00AM to 5:00PM

**YOUR SPACE** Check the diagram for your space. If you have any problems go to the check in site. I will be there until **8 A.M.** on Saturday.

Thank you in advance for participating in our Craft Show, please feel free to contact me with any questions you might have.

Marjorie Jezek  
Craft Show Chairman

(405) 206-8142  
czechcraftbooth@Gmail.com  
**WWW.OKLAHOMACZECHFESTIVAL.ORG**

If you would like a confirmation and do not have E-Mail please enclose a self addressed stamped envelope.

You must completely fill out, **sign and date** the contract, along with your **check** and a **copy of your tax ID** (if applicable) **or it will not be accepted.**

**MAKE CHECK PAYABLE TO:** OKLAHOMA CZECHS INC.

**MAIL ENTRY AND CHECK TO:** Please call for mailing address  
\_\_\_\_\_ (405) 206-8142

**OKLAHOMA CZECH FESTIVAL CRAFT SHOW CONTRACT  
OCTOBER 4, 2008**

*Please print so that I can read everything.*

CONTACT NAME \_\_\_\_\_

Contact SS# \_\_\_\_\_ **or** Tax ID # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # (\_\_\_\_) \_\_\_\_\_ CELL PHONE# (\_\_\_\_) \_\_\_\_\_

ALT # (\_\_\_\_) \_\_\_\_\_ ALT # (\_\_\_\_) \_\_\_\_\_

E MAIL \_\_\_\_\_

PLEASE LIST ALL ITEMS YOU WILL BE SELLING

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ARE YOU A COMMERCIAL VENDOR? (please circle) **YES NO**

E-Mail Confirmations Requested: (Please Circle) **YES NO**

*Please enclose a self addressed stamped envelope for confirmation if you do not have email.*

**BOOTH # PREFERENCE**

1<sup>ST</sup> CHOICE \_\_\_\_\_ 2<sup>ND</sup> CHOICE \_\_\_\_\_  
3<sup>RD</sup> CHOICE \_\_\_\_\_ 4<sup>TH</sup> CHOICE \_\_\_\_\_ TOTAL SPACES REQUESTED \_\_\_\_\_

SPACE AMT \$ \_\_\_\_\_ ELECT \$ \_\_\_\_\_ LATE CHARGE AMT \$ \_\_\_\_\_

**TOTAL AMT ENCLOSED \$ \_\_\_\_\_**

**Please enclose a copy of your sales tax permit.**

By signing this application, I absolve the show sponsor, OKLAHOMA CZECHS INC. and ITS OFFICERS of any responsibility for fire, theft, breakage, weather and or damage of any item, or items, or for personal injury, or other events beyond its' control. I have read and understand the show's rules, and by signing agree to follow them.

\_\_\_\_\_  
signature of contact Person Date