



48th Annual Italian Festival
May 12 & 13, 2018
Inside Vendor
In the Expo Building

PLEASE READ CAREFULLY!!
Inside Vendor Guidelines

The dates this year - May 12 & 13 2018

We will be holding our arts & crafts show in the Southeastern Oklahoma Expo building at the fairgrounds. All exhibitors that choose to have an inside booth will have a 10' x 10' booth.

Setup time will be from 10 a.m. until 7 p.m. on Friday, May 11

Show hours are 9 a.m. to 7 p.m. on Saturday, and 10 a.m. to approx. 4 p.m. on Sunday.

Early departure is not acceptable, except in case of an emergency. Please check with the information booth.

Security will be on property from Friday night until Sunday afternoon. The McAlester Italian Festival Foundation, Inc., the Pittsburg County Regional Exposition Authority, or the City of McAlester will not be liable for damage to or theft of arts or crafts, collectibles, or any other property during participation at the Festival.

1. All participants must furnish their own display equipment, including a heavy-duty extension cord if electricity is required. Displays must be with the **exact boundaries of your booth.**
2. Tables must be draped, preferably with Italian colors (red, white, and green.)
3. Assignment of spaces will be made in order of receipt of application and entry fee.
4. **A PICTURE OF YOUR BOOTH MUST ACCOMPANY YOUR APPLICATION.**
5. For safety's sake, no smoking (city ordinance prohibits) or cooking of any type will be allowed in the building.
6. No drawing sketching or photos allowed in the Expo Center except by committee.
7. **NO VEHICLES WILL BE ALLOWED IN THE EXPO BUILDING.**
8. **NO BOOTH SETUP WILL BE ALLOWED on Saturday, May 13.**
9. Overnight RV parking will be allowed (fee applies), self-contained ONLY.
10. Exhibitors must collect sales tax on sales.
11. The deadline for cancellations is April 30, 2018. Booth fees for cancellations after this date will be forfeited.
12. Upon arrival, **please check in the Festival Representative at the front of the Expo building to receive tax packets, booth location and additional information.**
13. Exhibitors **must move vehicles** after unloading to the **designated parking area on the north side of the Expo building.**

Exhibitors agree to comply with committee policies and rules as stated herein and in the application. The committee reserves the right to refuse or accept any application, to enforce and/or interpret rules and guidelines, to move exhibitors as needed and to expel exhibitors not complying with the rules and guidelines. The entry fee will be forfeited if expelled from the show.

Your cancelled check will serve as confirmation. We hope to see you there!!

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