


**JURY SHEET/ARTS & CRAFT APPLICATION- 2017**
**Mail To:**

SunFest Inc,  
PO Box 2404  
Bartlesville, OK 74005

**Questions Please Contact:**

Email: sunfestartists@gmail.com  
Call: 918-331-0456  
www.bartlesvillesunfest.org

**Friday June 2, Saturday June 3, Sunday June 4, 2017**  
**Application deadline April 1, 2017**

Primary Contact Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

OK Sales Tax Number \_\_\_\_\_ Best Way to Contact      Mail      Email      Phone

**\*\*Please attach copy of OK Sales Tax Permit**

Have you been a part of Sunfest in previous years? Yes    No

If yes, do you want the same space as previous year, IF POSSIBLE (not guaranteed) Yes    No

**\*Previous participation in SunFest does not guarantee acceptance**

Number of Booths (\$125/booth) Total \$ \_\_\_\_\_

Enclosed find check(s) totaling \_\_\_\_\_ to cover the entry fee for booth(s). **Entry fee \$125 per booth (3 day show)**  
**Checks or Money Orders made payable to SunFest, Inc.**

**Type of exhibit & description of work**

\_\_\_\_\_

\_\_\_\_\_

**Categories (circle 1 or 2 only)**    Fine Art      Crafts      Food      Apparel      Jewelry

**My products are:** Designed and/or hand crafted by me?      Yes    No

In our endeavor to keep the quality of our show, resale items will be allowed on very limited bases, with PRIOR approval by the committee.

**Booth Size and Type**

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

**Location & Set up**

Sooner Park, Bartlesville, OK (Outdoor Festival)

**Awards:** Cash awards and ribbon awards will be presented to the exhibitors selected by the judges.

**Entry Deadline and Notification:**

- All entries must be received by **April 1, 2017**. Entries include application, check(s), 3 PHOTOS showing detail of all types of work you wish to sell and your booth and attached OK Sales Tax information. **Sales tax will be collected from ALL vendors upon check out with the Artist Chairman on Sunday June 4, 2017. No exceptions.**
- Notices of the committee's decision will be sent to applicants on/before **April 30, 2017**. This notice will be sent via email provided on the application. Entry fees will be refunded if application is not accepted by the

committee. **Checks will not be cashed until notification and verbal/email acknowledgement is received by vendor and committee member. Refunds will not be given upon final acceptance.**

- There will be no electricity for Booths at Sunfest. Prior approval for use of quite generators MUST be made prior to festival arrival. Specific booth spaces will be available for generators.
- Arrival and set up of vendors will start no earlier than **Thursday June 1, 2017** at 4:00pm.
- SunFest is not responsible for lost or stolen items. Park Safety Personal is present Thursday, Friday, and Saturday evening/night.
- Because of ever changing events, weather, and other unforeseen circumstances at SunFest, previous SunFest vendor spaces are NOT guaranteed. The committee will work hard to accommodate all requests and keep vendors informed.
- Overnight staying is strictly monitored. Space is restricted and no accommodations can be made for large RV's or trucks. A case by case basis will be discussed with the Artist Chairman and the Sunfest Board if a vendor has a desire. Riverside RV Park is providing a special Sunfest vendor rate.

**I HAVE READ AND UNDERSTAND THE ATTACHED RULES**

**SIGNATURE** \_\_\_\_\_

**Full release of claims**

I \_\_\_\_\_ (Full legal name) 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 and 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** \_\_\_\_\_



### JURY SHEET/ARTS & CRAFT RULES AND 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, including manpower. SunFest staff will not be available for assistance in loading, unloading, or moving products.
3. Oklahoma Sales taxes will be collected on Sunday from all vendors without a valid Oklahoma tax permit. **NO EXCEPTIONS!** 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. Bartlesville sales tax rate is 8.9%.
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 the 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 number is provided below).
10. Your entry has been accepted on the basis of a three (3) day show. Artist must set up and maintain their booth(s) for the ENTIRE scheduled time SunFest is open. (see top)
11. You must follow show 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 4:00pm on Sunday will be banned from the next year's show. You also must complete checkout with the Artist Chairman
12. There are no rain dates for the show so come prepared for the weather (rain or shine)
13. Should rain or unfavorable ground happen, the Artist will be responsible for maintaining the area and ground inside their tents. Hay and straw is not acceptable to use as ground covering for booth. Mulch is the approved ground covering
14. No entry refunds will be made for weather or other reason.
15. Vehicles are **NOT** allowed in booth areas for loading or unloading.
16. The use of generators is not allowed without prior knowledge and approval from the Sunfest board.
17. Self-supplied battery operated or solar lighting may be used to extend tent hours.
18. The use of aisle space for display of merchandise is not permitted. All merchandise must remain within your designated 10 x 10 area.
19. **No late check in; you MUST be checked in by 12:00 noon on Friday June 2, 2017 at the Artist Hospitality Tent. Check in will start at 4:00pm until 8:00pm Thursday June 1, 2017, and resume Friday June 2 at 7:00am.** Upon check in, a committee member will show you to your reserved space. Your booth must be setup for opening of show at 3:00pm Friday June 2. Exceptions only by approval the Artist Committee Chairman.
20. **Because of limited parking space, one vehicle will be allowed in the designated Artist Vendor parking area. Parking display tags (to be provided before show) MUST be displayed at all times or will be subject to tow. Additional free parking is located in the general parking area.**
21. Any problems or complaints should be presented immediately to the Artist Committee Chairman.
22. Each exhibitor acknowledges his/her agreement to the Rule & Regulations by payment of the booth fee. Violators will be subject to eviction and/or banned from future shows.

Emergency Contact Number-

918-331-0456