

Please check one of the following:

I am a returning vendor and am not including photos of my work

Photos enclosed with payment.

See samples of my work on my website at _____

I will e-mail the photos to you

Craft Categories:

Please check ALL categories that apply to your work (hold down the control key to select multiple items)

Program Category: The artisan listing in the program will be by category this year. Please select the ONE category that best describes your product or service under which you wish to be listed.

___Apparel	___Historic Curios	___Caricatures & Portraits	___Educational	___Face & Body Painting
___Fiber	___Food	___Furniture	___Glass	___Jewelry & Adornments
___Leather	___Metals	___Musical Instruments	___Ornamental	___Paintings, Prints & Wall hangings
___Perfumes, Potpourri & Bath Products	___Pottery	___Readings	___Sculpture	___Services
___Toys & Pastimes	___Wax	___Wood	___Other	

Insurance:

Proof of liability insurance naming the University of Oklahoma as additional insured is mandatory. You must procure your own insurance. Insurance is not available through the Fair.

Advertising: Advertising is now available in the Medieval Fair Program! \$100 buys a 2"x3 1/2" space, business card size. This is your chance to stand out and get the patron's attention instead of just being a name in a list. Please provide the copy in jpeg format.

Types of spaces available:

Be sure to select a space size to include ropes, stakes, awnings, signs, displays, storage space, etc. This information will determine the size of space reserved for you.

All tents greater than 120 square feet (bigger than 10' x 12') must provide a copy of their Certificate of Flame Resistance. This is a City of Norman requirement. (A legible photo of the tag sewn into your tent is acceptable.)

- **Regular Row Space** (sell from 12' front only) Note: These spaces are only 12' deep. If you need a deeper space you MUST rent a free standing space.

1 space - 12' deep x 12' wide space (\$175)

2 spaces - 12' deep x 24' wide space (\$300)

3 spaces - 12' deep x 36' wide space (\$425)

- **Free Standing Space** (round, oval, deeper than 12' or want to sell from more than one side, limited availability) \$200 plus \$.50 (50 cents) per square foot – Calculate amount for *free standing* space as follows:

Booth/tent with ropes is _____ x _____ = _____ sq. ft. x _____ = _____ + _____ = _____

Example: for a 10' x 10' tent with ropes, 12'x12' would be 144 sq. ft. x .50 = \$72 plus \$200 = \$272 due,

Example: for a 20' x 20' tent with ropes, 24'x24' would be 576 sq. ft x .50 = \$288 plus \$200 = \$488 due

- **Wandering Vendor (\$130)** Artist sells from basket, pole, cart with no assigned space
- **Youth Ground Space (\$70)** 12' x 12' regular row space for artists 16 years old or younger (must make all wares)

Rentals: Tents include 4 side walls and will be set up by 3:00 pm the Thursday before Fair and taken down the Monday following Fair. These are sturdy tents that have proven themselves capable of surviving our frequently strong Oklahoma winds.

10' x 10' **\$130**

10' x 20' **\$225**

10' x 30' **\$295**

20' x 20' **\$235**

Rental tables measuring 30" x 96" are also available for **\$10** each.

Electrical Fee (\$50) Fair provides one 110v. Duplex outlet – electricity is limited and must be essential – not for credit card machines. Electricity is only available at some perimeter areas and near food vendors.

Appliance(s) I need electricity for: _____ Amps Needed _____

Special requests or comments:

You may submit your application by email to ameckart@ou.edu. Please mail this page with your payment.

Payment must be made by check or money order made payable to University of Oklahoma. Due to University policy your check will be deposited upon receipt. The fee will be refunded in full if your application is not accepted. Your application will not be processed until payment is received.

Artisan

Last Name _____ First Name _____ Middle Name _____

The following fees are enclosed:

_____ Regular Row Space	Size: _____	\$ _____
_____ Free Standing Space	Size: _____	\$ _____
_____ Wandering Space (\$130)		\$ _____
_____ Youth Space (\$70)		\$ _____
_____ Rental Tent	Size: _____	\$ _____
_____ Rental Table (\$10 each)	How many: _____	\$ _____
_____ Electrical Fee (\$50)		\$ _____
_____ City of Norman Vendor Permit Fee (Mandatory)		\$ _____
_____ Advertising (\$100)		\$ _____
_____ Late Fee (\$45) (due after January 6)		\$ _____

TOTAL \$ _____

Submission of application to Medieval Fair constitutes agreement by the entrant to the Rules, Regulations and Procedures.

Signature: _____ Date: _____

E-mail saved Application to: ameckart@ou.edu

Mail payment, last page of application and any supplemental materials to:

Medieval Fair
1700 Asp Ave.
Norman, OK 73072

<i>For Office Use Only:</i>		Deposit Slip # _____
Date Received: _____	Amount Received _____	Space ___ FS ___ W ___ Y ___ E ___ D
Rental: _____	Advertising: _____	
Certificate of Flame Resistance: Required _____	Received _____	
Accepted [<input type="checkbox"/>]	Rejected [<input type="checkbox"/>]	Amount Returned _____ Date Returned _____ Space # _____