



Red Earth Festival June 8, 9 & 10, 2012

Native Exchange Booth Information and Guidelines

NATIVE EXCHANGE INFORMATION BOOTH

Space is available for service, tribal and non-profit organizations who provide service or work with American Indians. Exhibits should focus on tribal enterprises, education, health, cultural events/activities, museums, historic sites, employment opportunities and services. Exhibitors are limited to distribution of informational and promotional items at these booths.

NATIVE EXCHANGE SALES BOOTH

Suppliers of materials used by artists and dancers are also invited to apply. Exchange sales booths may only sell materials or supplies used in the creation of dancer regalia, cultural art components, and fine art. Such items must be identified on the application and may include but are not limited to beads, fringe, bells, shells, real/imitation bone or teeth, cloth and hides. Sales of manufactured items, plastic toys or trinkets are prohibited.

Sales of assembled objects are only allowed in juried artist booths. If you wish to participate in the sales of handmade completed objects, contact our office for an application.

SELECTION OF NATIVE EXCHANGE PARTICIPANTS

1. The enclosed application, photo and full booth fee or Purchase Order must be received by January 31, 2012.
2. All applications will be reviewed and approved for acceptance into the Red Earth Native Exchange Market.
3. Applicants will be notified of their acceptance by February 10, 2012. Detailed informational packets will follow the deadline date. Booth fees will be returned to those who are not accepted.
4. No refunds on cancellations.

NATIVE EXCHANGE BOOTHS

Each 10' x10' booth includes 4 passes, 1 draped table and 2 chairs. You receive one sign per organization. Additional equipment such as a phone line, electricity, additional draped tables, chairs, carpeting, etc. are available from SMG/Cox Convention Center and must be ordered through them **no later than May 25th to receive their discount**. The equipment order payment must be paid by the Native Exchange Vendor directly to SMG/Cox Convention Center.

To download forms go to www.coxconventioncenter.com

Display materials must be arranged in a manner so as not to obstruct site lines of neighboring exhibitors. The maximum height of 8 feet is allowed in the rear half of the booth with a 4 foot height restriction on the remaining space.

BOOTH FEES

Booth Fees shall be paid by cashiers' check, money order, personal or business check, Purchase Order, or credit card.

INFORMATION BOOTH FEE - \$400 per unit

SALES BOOTH FEE - \$500 per unit

OKLAHOMA SALES TAX COLLECTION

Oklahoma State law requires Red Earth, Inc. to collect sales tax from all selling vendors. Sales taxes will be collected payable to the Oklahoma Tax Commission on Sunday, June 5, 2011. All exhibitors are required to submit the documents prepared by the Oklahoma Tax Commission which are distributed to vendors upon check-in at the festival. Vendors who do not have an Oklahoma Sales Tax Permit will pay the tax on the sales made during the event at this time. Those vendors who do have an Oklahoma Sales Tax Permit must submit their permit number at this time then mail their sales tax with their regularly scheduled payments.

EXHIBIT SCHEDULE

Location

Cox Convention Center
Sheridan @ Robinson
Oklahoma City, OK

Exhibit Days

Friday, June 8, 2012
Saturday, June 9, 2012
Sunday, June 10, 2012

Exhibit Hours

11:00 am – 7:00 pm
10:00 am – 7:00 pm
11:00 am – 5:00 pm

Move In

Thursday, June 7, 2012
8:00 am – 5:00 pm

Vendor Check In

Cox Convention Center Southwest Overhead Door at Robinson & Reno.
Native Exchange booths must be checked-in by 8:30 am on Friday, June 8, 2012, or risk forfeiture of booth at the discretion of Red Earth.

Move Out

Sunday, June 10, 2012
5:00 pm – 7:00 pm

NATIVE EXCHANGE BOOTH GUIDELINES

1. Native Exchange vendors must staff their booths at all times during all official Festival Market hours of operation. No exceptions. Vendor Aides will be available for breaks.
2. Native Exchange booths are allowed to display or sell only those pre-approved items that have been listed on their application.
3. Booth applicants are required to submit one image of their booth and a complete written description of the items for display or sale in the booth.
4. All items for sale must be properly represented to the buyer. All items for sale must be clearly priced.
5. Native Exchange booths cannot display or sell any items that contain materials derived from animals which are considered endangered or might otherwise be considered in violation of Federal or Oklahoma state laws. Absolutely no sale or display of prehistoric or culturally sensitive artifacts. Display or sale of ceremonial objects is strictly prohibited.
6. No animals are allowed in exhibit booths, except guide dogs.
7. Any participant who misrepresents himself to Red Earth or who does not abide by the terms and conditions as set forth in these guidelines will be removed from the Festival and will not be eligible for a refund.
8. All participants must conduct themselves in a manner that reflects the dignity of the event and in a manner that does not embarrass or reflect negatively on the Red Earth Festival and its participants.
9. Red Earth Inc. reserves the right to prohibit the exhibit or sale by a participant of any item or items deemed inappropriate without refund of full vendor application fee.
10. Red Earth provides limited security at the facility. It is the responsibility of the exhibitor to maintain adequate insurance coverage for the possessions and property in the booth. Red Earth will not be responsible for any loss due to theft, accident or act of nature.
11. Use of alcoholic beverages, drugs and/or smoking by Native Exchange participants is prohibited.
12. No Walk-in booths available.
13. If you cancel or are a no-show at the event, you may risk exclusion in the show the following year.
14. Red Earth reserves the right to assign booth locations in the best interest of the market and reassign booths due to cancellations or no-shows.
15. Failure to follow these rules will result in removal from the show.