



Greetings,

Join us for the 33rd Red Earth Festival scheduled June 7 -9, 2019 at the Cox Convention Center in downtown Oklahoma City.

Through the years Red Earth has grown into one of the most comprehensive Native arts events of its type. The Red Earth Festival provides an outstanding opportunity for you to connect with the community and share information about your organization.

We anticipate the Red Earth Festival will draw thousands of guests and over 400 dancers from throughout the nation. The Festival will include a parade, fine art market, youth art competition, and Powwow.

Great News! Red Earth's featured activities.

- Spectacular Parade **Friday**
- Red Earth Powwow **Saturday and Sunday**.
- Expanded Art Market and activities.

Please see the attached guidelines and application for more information. ***Booths are limited and filled on a first-come-first-serve basis.***

If you have questions, please contact the Red Earth office by calling (405) 427-5228.

It will be great to see you again!

Best regards,

Christy, Eric, Flo and Virginia
The Red Earth staff

Enclosure



Red Earth Festival
June 7, 8, 9, 2019
Cox Convention Center – Oklahoma City

Native Exchange Booth Information and Guidelines

INFORMATION BOOTH

Space is available for service, tribal and non-profit organizations that 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.

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 agreement 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 or complete objects are only allowed in juried artist booths. If you wish to participate in the sale of handmade completed objects, contact our office for an agreement.

SELECTION OF NATIVE EXCHANGE PARTICIPANTS

1. The enclosed agreement, full booth fee or Purchase Order must be received by January 15, 2019.
2. All agreements will be reviewed and approved for acceptance into the Red Earth Native Exchange.
3. Applicants will be notified of their acceptance as they are received. Detailed exhibitor packets will follow. Fees will be returned to those who are not accepted.
4. No refunds on cancellations. Booths are non-transferrable.

NATIVE EXCHANGE BOOTHS

Each 10' x10' booth includes 1 draped table and 2 chairs. You receive one 1-line sign per organization. Additional equipment such as a phone/internet, electricity, additional draped tables, chairs, carpeting, etc. are available from SMG/Cox Convention Center and must be ordered through them **no later than May 1, 2019 to receive discount**. The equipment order payment must be paid by the Native Exchange exhibitor directly to SMG/Cox Convention Center. To download forms go to www.coxconventioncenter.com.

Note: Display materials must be arranged in a manner so as **not to obstruct sight lines of neighboring exhibitors**. The maximum height of 8 ft is allowed in the rear half of the booth with a 4 ft height restriction on the remaining space. (See diagram on back) Exhibitors are not allowed to extend beyond their 10X10 space. Exhibit material cannot be placed in the aisle.

BOOTH FEES

Booth Fees shall be paid by credit card, cashiers' check, and money order, personal or business check. Purchase order from a government agency may accompany agreement with payments no later than January 15, 2019.

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 9, 2019. All sales are subject to 8.625% tax. 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.

NATIVE EXCHANGE EXHIBIT SCHEDULE

| LOCATION | SHOW OPEN TO PUBLIC | HOURS |
|-----------------------|----------------------------|--------------|
| Cox Convention Center | Friday, June 7, 2019 | 2 pm - 8 pm |
| Sheridan @ Robinson | Saturday, June 8, 2019 | 10 am - 7 pm |
| Oklahoma City, OK | Sunday, June 9, 2019 | 10 am - 5 pm |

MOVE-IN

Friday, June 7, 2019
8 am – 12 noon

BOOTH REGISTRATION

Cox Convention Center, SW Overhead Door at Robinson & Reno

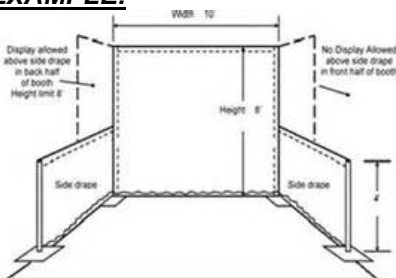
MOVE-OUT

Sunday, June 9, 2019
5 pm- 7 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 15 minute breaks.
2. Native Exchange booths are allowed to display or sell only those pre-approved items that have been listed on their agreement.
3. Display materials must be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. is allowed in the rear half of the booth with 4 ft. height restriction on the remaining space. Booths on cross aisles can be open only on two aisle sides. See example below.
4. Booth applicants are required to submit a complete written description of the items for display or sale in the booth.
5. All items for sale must be properly represented to the buyer. All items for sale must be clearly priced.
6. 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.
7. No animals are allowed in exhibit booths, except guide dogs.
8. 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.
9. 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.
10. 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 agreement fee.
11. 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.
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 festival and reassign booths due to cancellations or no-shows.
15. Failure to follow these rules will result in removal from the show.

EXAMPLE:





**2019 Red Earth Festival
June 7 - 9, 2019
COX CONVENTION CENTER – OKLAHOMA CITY**

**NATIVE EXCHANGE BOOTH AGREEMENT
Booths filled on first-come first-serve basis**

ORGANIZATIONAL INFORMATION *(Please print clearly)*

Company Name _____

Contact First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone (Work) _____ (Home) _____ (Cell) _____

Email _____ Website: _____

BOOTH SIGN: *(Please print clearly how you want the booth sign to read. One-line Sign is limited to 44 characters.)*

BOOTHS

| Number of Booths | Total |
|--|----------|
| _____ INFORMATION BOOTH.....\$400 per unit Booth includes 1 draped table and 2 chairs per unit & 1 sign | \$ _____ |
| _____ SALES BOOTH.....\$500 per unit Booth includes 1 draped table and 2 chairs per unit & 1 sign | \$ _____ |
| _____ I do not require the complimentary table. | |
| TOTAL DUE | \$ _____ |

Note: Booths are filled on a first-come-first serve basis.

PAYMENT METHOD *(Full booth fee or purchase order from a government agency must accompany each agreement.)*

| | |
|--|-------------------------|
| Name on Card | Amt \$ |
| Credit Card (circle one) MC VISA Discover | Card# |
| Card billing address | City/State/Zip |
| Exp Date | CVV Code on back |

| | | | |
|----------------------------------|-------------------|---------------------|-------------------|
| Red Earth Office Use Only | | | |
| Paid by _____ | Date _____ | Amt \$ _____ | Type _____ |
| Paid by _____ | Date _____ | Amt \$ _____ | Type _____ |

