

Application and Acceptance

1. All items must be handcrafted by the person(s) exhibiting them.
2. Entries are accepted on the basis of a four-day show, NO one-day or part-day entries are accepted.
3. Booths cannot be inherited or transferred. The proper procedure to apply for a booth space is a screening application.
4. No two exhibitors may share a booth space without prior approval by the War Eagle Fair Board.
5. No exhibits will be allowed from Corporate, Political, Governmental, Social or Church Organizations.
6. No exhibitor may exhibit at another show or have their craft in any shop within a 25-mile radius that is open during the fair.
7. By paying the entry fee, each exhibitor acknowledges his or her agreement to the rules and regulations set forth in this letter.
8. The entry fee is non-refundable for any reason after April 1st. All refunds are subject to a \$20.00 administrative fee before this deadline.
9. Food items are prohibited from sales except for Jams, Jellies, Salsa, Pickles, Relishes, Candies and Honey. All products must be in uniform, standard, new containers and labeled with the name of the product and the name and address of the maker. Arkansas Health Permit must be on file in the Fair's main office at least 60 days prior to the opening of the Fair.
10. Violations of the Rules and Regulations by an exhibitor or member of their party will jeopardize his or her future participation at the War Eagle Fair™.

Booth Assignments and Double Booth Requests

1. The Fair Board reserves the right to reassign booths on a yearly basis if needed.
2. We will make every attempt to honor booth requests, but will not guarantee them.
3. Double booths are assigned at the discretion of the Fair Board. Criteria that must be met includes:
4. Exhibitors may be eligible on their second year of participation, no first year vendors will be allowed a double space.
5. Please use the "Comments, Suggestions and Requests" section of your entry form to formally request the additional space.
6. Specify whether you wish to stay in your current location or are willing to move.
7. There will be no more than four double spaces per tent and five in the building, unless otherwise approved by the Fair Board.
8. The exhibitor must show need for the additional space.
9. If the Fair Board observes and believes that the additional space is not being utilized properly, they may move the exhibitor back to a single space the following year.

General

1. Hours of Operation are 8:00am to 5:00pm Thursday to Saturday and 8:00am to 4:00pm on Sunday.
2. The War Eagle Fair™ and Ozark Arts & Crafts Fair Association are not responsible for Fire, Theft or Accidents.
3. No smoking is allowed inside tents or building.
4. Plastic shopping bags bearing the War Eagle Fair logo are available at the Fair Office and the Check Stand for \$0.25 each for exhibitors. They may also be purchased in bundles of 10 for \$2.50.
5. No unauthorized literature is to be distributed on the fairgrounds or in the parking areas.
6. Abusive language or action towards ANY War Eagle Fair™ Staff member, worker or another exhibitor before, during or after the event or on any social media site WILL RESULT IN REMOVAL FROM THE WAR EAGLE FAIR™ AND YOU WILL NOT BE ACCEPTED BACK INTO THE SHOW.
7. The addition of any non-juried items to your booth without prior consent of the War Eagle Fair Board will not be allowed.

Arrival and Set Up

1. Set Up hours are 8:00am to 5:00pm on Tuesday, October 17, 2017 and 8:00am to 9:00pm on Wednesday, October 18, 2017.
2. Pick up your packet at the Fair Office in person upon arrival to the fair grounds.
3. Booth lines will be clearly marked on the ground; these will act as a guide. Start from the back of your booth and measure 8 feet out. Do not go outside the sidelines. Please be respectful of your neighbors.
4. Booth set up, arrangements and product must stay inside the 8' x 13' space provided.
5. No Chairs, Tables, Cash Registers or Product will be allowed in the aisle or outside of the tent.
6. Each exhibitor must display their name, in plain view, in their display. Business names are optional.
7. Please do not alter the fairgrounds in any way, no permanent set ups will be allowed.
8. Please keep your area tidy and free of trash.
9. No one will be allowed in their booth before 8:00am on either set up day.
10. All booths must be set up by 9:00pm, Wednesday, October 18, 2017. No set ups on Thursday morning.
11. Security will be on-site beginning at 5:00pm each night.
12. We strongly encourage you to bring tools, counter drapes, backdrop, a chair, trash bag and small fire extinguisher for your booth. Also remember a plastic cover for nighttime protection, if you desire.
13. We ask that you do not use bed sheets or plastic shower curtains as your backdrop.
14. Each 13' booth is provided with a 100 watt light bulb; you may substitute your own but for the safety of you, your neighbors and our customers do not exceed 100 watts.
15. Do not hang anything from the electrical lines. If you have an electrical issue, please ask for Fred or Chuck at the Fair Office.
16. No straw or hay is to be used in set up.

Booth Judging

1. In order to be considered for the Best Booth Award, you must be completely set up by 5:00pm on Wednesday, October 18, 2017. Your display must also be left uncovered until 7:00pm.
2. Booth judges will be on the grounds between 5:00pm and 7:00pm on Wednesday, October 18, 2017.
3. You will be allowed to come in after 7:00pm to cover up your display if you would like.
4. There are six to eight runner-up awards given and one best of show. The runners-up will receive a ribbon; the best of show will receive a plaque and their 2018 entry fee will be waived.

Fair Time Procedures

1. Your War Eagle Fair Exhibitor button must be worn at all times.
2. Each exhibitor is required to be in their booth by 8:00am and to personally arrange, man and act as salesperson for their booth.
3. No electrical, kerosene or gas appliances are allowed such as heaters, coffee pots, fans, etc. Cash registers ARE approved.
4. No flames are allowed from ANY source either in open or closed containers.
5. Exhibitor's dogs (or other pets) are not allowed in the tents, building or on grounds at any time. Medical assistance dogs are allowed.
6. All exhibits will be monitored by Fair staff. Any items not in keeping with the standards set by the Rules & Regulations as set forth in this letter may be removed by a Board Member.
7. Customers purchasing large items may pick these items up at Info I or Info II only. Exhibitors are responsible for delivery of these items to these loading zones.
8. Please observe and abide by all signage while on the grounds. Do not move saw horses.
9. For the protection of customers, other exhibitors and staff, **absolutely** no vehicles will be allowed to drive in front of the tents before 5:15pm Thursday through Saturday and 4:15pm on Sunday. You may drive behind the tents starting at 5:00pm daily.

Sales Tax

1. Sales tax must be collected on all sales. If you have any questions, please speak with Dana L. Sutton, CPA in the Fair Office or Check Stand.
2. The sales tax rate is 7.5%. You may pre-price your items with tax included.
3. The State of Arkansas requires that sales tax be collected daily. The State will accept cash; however, we are unable to provide receipts so we recommend that you make these payments by check. Checks for sales tax payments should be made payable to AR DEPT OF FINANCE & ADMINISTRATION.
4. If you have an Arkansas sales tax permit, the law requires that you must report your sales from this event on the report for that sales tax number, however you do need to complete the top portion of the "Special Events Vendor Sales Tax Report Schedule" (this will be included in the packet you pick up on set up day) and return it to Dana Sutton before the end of the Fair. We are required to have a copy of the permit for our files.

Parking

1. An exhibitor parking area is provided; please follow the attendants' direction.
2. Your parking pass must be displayed from your rearview mirror (printed side out) at all times while on the property. You will not be admitted on set up days or during the event without this pass.
3. All exhibitors' vehicles must be in the exhibitor parking area by 7:45am daily or you will be required to park across the road in customer parking. Remember if your booth is located in Tent 1 or 2, this option may be closer.
4. Each Booth is allowed one exhibitor parking pass.
5. Do not park your vehicle or trailer where it will block the dumpsters or trash truck.

Camping

1. Overnight, primitive camping is permitted in the provided area for \$5 per vehicle per night.
2. No camp fires.
3. Camping in the tent and parking areas is prohibited.

Checking Out

1. Check Out will begin no earlier than 4:00pm on Sunday, October 22, 2017.
2. Unsold items and booth décor may not be removed before 4:00pm on Sunday.
3. No vehicles will be allowed in the publicly accessible areas around the tents and building for loading or any other purposes before 4:15pm on Sunday. This is for the safety of visitors who may still be on the property.
4. You must have all paperwork (Commission Envelope, Sales Tax, Daily Sales and 2018 Entry form) completed and turned into the office no later than 6:00pm on Sunday.
5. All fees must be paid separately by cash or check before your leave the fairgrounds on Sunday. You will have three separate transactions on Sunday, please plan accordingly. We WILL NOT accept these on one check.
 - a. Sales Tax
 - b. 2018 Entry
 - c. Commission Fees
6. Make checks for entry and commission fees payable to: OZARK ARTS & CRAFTS FAIR ASSN.
7. Please move all trash to the end of the tent or building on Sunday before you leave. Please do not leave trash or any other items in your booth.