

# McCord PTM's **2017** ANNUAL ARTS & CRAFTS FESTIVAL

McCord Elementary School PTM  
977 S. McCord Road  
Ponca City, OK 74604  
TELEPHONE: (580) 716-0548

E-MAIL: [mccordPTMcraftfestival@gmail.com](mailto:mccordPTMcraftfestival@gmail.com)

Dear Arts and Crafts Exhibitor,

Make booth reservations now for McCord Elementary School's Annual Arts & Crafts Festival! This year, the Festival will be held on **Saturday, October 21st, 2017 from 9:00am to 4:00pm**. We are happy to report that many of our exhibitors return year after year to enjoy the hospitality of McCord's Parents and Teachers, and it's always a great turnout. An "Early-Bird Discount" will be given if registration application and fees are received before January 31, of the festival year, so don't delay! McCord PTM takes great pride in offering this annual event, and we invite you to join us for another successful year.

We emphasize that the McCord Show features a large variety of unique handcrafted products. The festival is heavily promoted in Ponca City and nearby communities via radio, newspaper, local business marquis, flyers and internet advertisement.

## **BOOTHS ARE ASSIGNED IN A FIRST COME FIRST SERVE MANNER.**

Exhibitors will be assigned booth space. Each exhibitor must provide their own heavy duty extension cord if requesting electricity, tables are available for an extra charge. All booths must remain set up and staffed during the advertised Festival hours. Exhibitors will receive confirmation letters with designated booth space listed, one month prior to the event date.

### **Things to know**

- Move in times are from 4-7pm the evening before, and doors open at 6am on the day of the event.
- Exhibitors are welcome and encouraged to advertise their craft items on our Facebook page @ Mccord CraftFair.
- Concession and drinks are available all day during the event.

For additional information, please contact Valorie Fahs by phone (580) 716-0548 or via email [mccordPTMcraftfestival@gmail.com](mailto:mccordPTMcraftfestival@gmail.com).

Sincerely,

**PTM Arts & Crafts Festival Committee**

McCord

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Elementary

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Applicant's Name and Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone \_\_\_\_\_

The McCord Arts & Crafts Festival features new handcrafted items. Please list the item(s) you wish to exhibit, and include a photo example of your work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Large Booth (approx. 100 ft.)	@ \$40.00 each	\$ _____
_____ Hallway (approx. 75 ft.)	@ \$35.00 each	\$ _____
_____ Hallway (approx. 50+ ft.)	@ \$30.00 each	\$ _____
_____ Electrical Connection (110v) (Vendor must furnish 50 ft. heavy duty extension cord(s))	@ \$5.00 each	\$ _____
_____ 8' Table Rental (all tables MUST be covered)	@ \$5.00 each	\$ _____
_____ "Early Bird Special" (turned in before January 31 <sup>st</sup> )	-- Less 5.00	\$ _____
	<b>TOTAL ENCLOSED:</b>	\$ _____

Preferred Location \_\_\_\_\_ Last Year's Location \_\_\_\_\_ New Applicant \_\_\_\_\_

\_\_\_\_ yes, add my name and photos to McCord's websites, to help promote my booth.

Facebook Name \_\_\_\_\_ Website Address \_\_\_\_\_

### Acceptance of Rules:

I have read and understand the terms and conditions of the Arts and Crafts Festival listed separately and agree to abide by the conditions. I understand that the event is held on McCord Elementary School property and all school, local and state laws apply. I further understand that booths must remain set up and staffed during all Festival hours.

Exhibitor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit registration and fees to:	McCord PTM PTM Arts & Crafts Festival C/O PTM Festival Chair Person 977 S. McCord Road Ponca City, OK 74604
(For more information, please contact Valorie Fahs by phone (580) 716-0548 or via email above)	

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Booth Secured: \_\_\_\_\_  
Refusal: Accept Pending Declined Confirmation Sent