

## VENDOR RULES

The City of Hugo 3<sup>RD</sup> Annual Christmas Extravaganza will be held inside the Hugo Agriplex located at 5<sup>th</sup> and Rena Street Hugo, Oklahoma.

The following rules apply to each vendor. Any failure to comply with listed rules may result in removal from the premises along with the loss of leased space(s).

1. City of Hugo Christmas Extravaganza has the right to refuse admission to any vendor.
2. Only approved vendors will be allowed.
3. Space rental fees are to be paid in full before vendor can occupy their space. **NO EXCEPTIONS!**
4. There will be no refunds or transfer of fees. Event will be held rain or shine.
5. Subleasing of spaces is absolutely prohibited; identification may be requested.
6. City of Hugo Christmas Extravaganza shall designate selling areas and each vendor shall sell and display only within the confines of his/her designated area. **Vendors pass and space number will be issued at check in.**
7. Displays will be inspected for appropriateness of items. Resale items, garage sale, flea market, mass produced items or animals not allowed. The committee reserves the right to request the removal of any items that are inappropriate for a holiday affair.
8. All vendors will be required to donate an item to be given away in the free drawing; you must be present to win. This will help with ongoing shopping through out the day. The item must be valued at \$10.00 or more. There will also be a drawing for the vendors, a chance to win a booth space at our next event in May 2012.
9. Setup will be Friday November 4th between 3pm and 7pm. The agriplex will open at 7am for those that wish to set up that morning. We will open up to the public at 9am till 3pm. **ALL VENDORS are required to be ready at 9am AND OCCUPY THEIR BOOTH till 3pm. Event goes expect spaces to be open during advertised hours.**
10. No garage sale items are allowed, only new or handcrafted items.
11. All tables are to be covered. Remember this is a holiday affair.
12. Anything left on the premises is done so entirely at the risk of the vendor or owner.
13. City of Hugo Christmas Extravaganza assumes no liability for any dispute among dealers and/or customers or for any damage to persons or property.

14. Vendors are responsible for keeping their space clean. Trash receptacles will be provided throughout the premises. All booths must be torn down and cleaned up at the end of the event.

15. Payments made by check should include the following information: name, physical address, telephone number, date of birth, and driver's license number. No temporary checks will be accepted. There will be a \$25.00 charge on all returned checks.

Please send you're payment, in the form of check or money order payable to City of Hugo, along with completed application to:

City of Hugo  
c/o City of Hugo Christmas Extravaganza  
201 South 2<sup>nd</sup>  
Hugo, Ok 74743

For more information call 580-326-2722 or 580-326-5616