

AN AFFAIR OF THE HEART



find something you love.

RULES AND GUIDELINES

An Affair of the Heart, Inc. owns, promotes and manages all *An Affair of the Heart, Inc.* shows. The purpose of this show is to provide a "Unique Market Place" for craftspeople, artisans, antique exhibitors and collectors to sell their creative works and merchandise in the best possible atmosphere for buyers. These Rules and Guidelines must be agreed to by all exhibitors.

Dedication:

With pride and hospitality, *An Affair of the Heart, Inc.*, strives to glorify and honor God as we share His word and love, continually seeking His guidance and counsel in all that we are and do as we serve Him and our fellow beings.

We hope that we shall radiate unselfishness, putting into our business dealings a note of sympathy for humanity, following truth, never omitting an opportunity for kindness or making a new friend. As God enlarges our vision, we desire nothing that is not achieved through justice, honesty and fairness.

We are delighted that you have chosen to share in our endeavors, and may God bless you in yours.

An Affair of the Heart, Inc.

Connie, Linda, Anita, Eleanor, Lois, and Susie

BASIC RULES

An Affair of the Heart, Inc. is a family-oriented show. We are dedicated to bringing a "Unique Market Place" to the buying public. We reserve the right to request any item that we feel is objectional to be removed from your booth. We do not allow "Party Based brands" such as Tupperware, Mary Kay, Scentsy, etc. except in specified shows only.

- (1) Exhibitors who travel with their children must keep their children with them at all times.
- (2) Controversial literature and merchandise do not have a place here. Metaphysical and/or other occult merchandise or literature is not acceptable. Tarot cards, palm reading, fortune telling or astrological items and literature, crystal balls and other objects related to meditation and/or healing practices are not acceptable. No profanity/obscenities. Final discretion is up to show management.
- (3) Pro-drug use paraphernalia, alcohol, or related products of any kind are not acceptable. Alcohol bottles with or without labels used for decorative purposes are permitted.
- (4) Electric saws and power tools must be approved by show management prior to set-up. Power tools causing objectionable dust or noise must be in enclosed cabinets.
- (5) Music played in an exhibitor's booth should not be audible in surrounding booths or aisles. No television sets are allowed except for demonstrative purposes.
- (6) Equipment used in demonstrations must be approved by show management prior to the show and must not disturb surrounding exhibitors. Please contact our office if you intend to use any such device or equipment.
- (7) The emphasis will continue to be on quality. We will not place any price limits on your merchandise nor will we charge any commission on sales.
- (8) Exhibitor's booth must be stocked for selling during the show, unless otherwise approved. Exhibitor may take custom orders in addition to selling from at-show inventory, but not in lieu thereof. Booths must be attended during the show.
- (9) **No mark downs or crossed out price tags allowed. 4x6 signs with "Show Special" only! No % Off. Acceptable - "Show Special" \$15. Unacceptable - "Show Special" 50% Off.**
- (10) All deliveries of merchandise are the responsibility of the exhibitor sending and receiving them.
- (11) Products with collegiate or pro logo's must have proper licensing.
- (12) There is a height requirement of no more than 10 ft. for the structure of your booth. However, items may be displayed above the 10 ft. limit within reason.
- (13) **No canopies or tent covers of any type allowed.**
- (14) No complimentary food, gum or candy bowls allowed in your booth. No food maybe used as a display or instructional items without proper insurance and prior approval from AAOTH.
- (15) You may not sell out of the trailers/vehicles in the parking lot. If caught doing this you will be asked to leave the show.
- (16) For safety, all hanging items must be inside your booth space. This will allow people to exit without danger.
- (17) Please use designated exit doors for restocking booths during the show.
- (18) Booths that are equal to 30 feet or larger must be paid in full 3 weeks prior to the show date.

CONTRACT

Please fill out completely, explaining fully your type of work. **New product lines added** to your booth after you have been juried must be approved before the cancellation date on the contract.

BOOTH CONFIRMATIONS

Booth space will be assigned on a first come first served basis by category and availability. **Your cancelled check** will serve as confirmation of your booth space. **NO** written confirmations will be mailed by our office.

LATE CHARGES

Remaining balance must be postmarked by the due date stated on your contract to avoid late charge of \$75.00

BOOTH CANCELLATIONS

Cancellations must be in written form and \$100.00 of the booth fee will be retained upon cancellation if done by the cancellation date on the contract. **NO** refunds will be made after the cancellation date.

BOOTH LOCATION

Booth assignments are management decisions. Booth requests made after participating in your first show must be submitted on the form provided along with the contract. When booth assignments are made category, size, seniority, date received, and availability are taken into consideration. We **DO NOT** guarantee requests. **NO** booth assignments will be changed after assignments are published.

BOOTH APPEARANCE

Exhibitors must have some type of back drop or display equipment forming a professional look for the booth. **No canopy or coverings over the booth is allowed due to fire regulations.** All tables **must** be draped to the floor on all required sides. A finished look can be made of lattice, pipe & drape, wood, etc. Required sides are, the sides of your booth and the back of your booth. A corner is not required to have a side. Cannot share sides or back with adjoining booths.

FIRE PREVENTION

A city ordinance prohibits smoking in all buildings. The Fire Marshal's office will require all booth setup materials (including curtains, draperies and table covers) to be made of nonflammable materials or to be treated with an approved flameproof solution. (Sometimes found at stores specializing in fire extinguishers, etc.) All exhibitors must obey all city and state fire regulations. To test your fabric, cut off a small piece of treated fabric and test with a flame for about 15 seconds. If it flames freely unassisted by your match or other lighting device, it will not be acceptable! Any material that melts but does not continue to flame when match is removed, is acceptable (most 100% polyesters). **No burning of candles or any open flames.** If you do not comply, the Fire Marshal can shut down the entire show!

RETURNED CHECKS

No Personal checks accepted 3 weeks prior to show. Returned checks are costly to both the exhibitor and to show management. There is a \$50.00 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for all shows.

NO SUB-LEASING OR SELLING OF BOOTH

All contracts must be submitted by the person who has been approved by our jury committee and has received the contract. You may NOT sublease or sell your booth space to someone else. When selling your business, your space in our show should not be considered as part of the sale. The new owner must apply to An Affair of the Heart, Inc. and be approved by our jury committee.

SHARING

Two exhibitors (each owning their own business) sharing a booth must pay an additional fee as stated on the contract. Each exhibitor's products must be approved by the jury committee prior to the cancellation date on the contract. This must be in written form with photographs. Displays must be complimentary and compatible with each other. Select one person to send in the booth fees and then continue to keep all records in that person's name to avoid confusion.

TABLES (Tulsa Only)

Tables must be reserved no later than the due date of the final payment. (See contract for cost/ table). There will be no refunds on tables. Chairs will be provided, if needed. All tables must be draped to the floor.

ELECTRICITY

Electricity will be available at each show (contract will inform whether there is an additional fee and to whom paid). Additional lighting and extension cords for booths are exhibitor's own responsibility. Heavy-duty extension cords are a necessity when electricity is used, so come prepared with 100 feet of heavy-duty cord and one or more three-way plugs. **Exhibitors must tape down all electric cords on the floor for patron's protection.** Buildings have adequate lighting.

FOOD

No "concession type" food booths are allowed. Anyone selling any food products *must have insurance verification and licensed by City and County Health Departments* of the appropriate state and approved by the fairgrounds. In all cases, *all permits, licenses and booth fees are the complete responsibility of the individual exhibitor/owner* (not an employee of owner) and copies of all permits must be submitted to show management when requested. All food items must be pre-packaged to eliminate consumption on show premises. (Example: one pound or more.)

PETS

No animals are allowed, except service animals. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

SET-UP

The building will be open at the time stated on your contract on the day before the show for your convenience in setting up your booth. Each exhibitor is responsible for display equipment and setting up displays **within the exact boundaries of your booth.** It is a good idea to bring a dolly for loading and unloading your merchandise. Loaders will be provided by "AAOTH" at some of our shows (shows will be identified in information mailed prior to set-up day), but exhibitors may have to wait until they are available.

CHECK-IN

Check-in time is shown on your contract. Further instructions will be mailed to you in a packet along with your booth assignment, balance due, hotel list and other pertinent information within 6 weeks of the show. Your space will be sold to another exhibitor if we have not heard from you by 7:00 p.m. on set-up day! Exhibitors will receive a "check-in" packet on set-up day with wristbands and other information. Please wear the wristband at all times. This will help security recognize you as an exhibitor. Please, no children on set-up day. If the vendor is not attending the show, it is their responsibility to give the person that is working the show, the packet of information. The phone number to reach us is on our office voice-mail for each show.

FAILURE TO OCCUPY BOOTH SPACE

Failure to show up at a reserved show without notice will forfeit all future reservations with no refund.

SHOW HOURS

Show hours are 9 a.m. to 6 p.m. Friday and Saturday and 11 a.m. to 5 p.m. on Sunday. We advertise these hours for the exhibitors. Come prepared to set up until closing time each day. Early departure is not acceptable and may forfeit your reservation for future shows. Show management reserves the right to make exceptions in emergency situations. All buildings will be open for booth maintenance one hour before show opening and one hour after closing each day. Early admission is not allowed.

CLOSING ON SUNDAY

Show management will be available until 7 p.m. on the closing day of the show. You must be out of the building by 10:00 p.m.

SALES TAX

Exhibitors must collect sales tax on all sales. Information will be provided for remittance of taxes collected in your check-in packet. Each vendor must provide AAOTH with their Oklahoma Sales Tax ID# if applicable.

PARKING/TRAFFIC CONTROL

No vehicles may be parked in front of any doors except for loading or unloading on set-up day. Please, do not park in front of the building during show hours. Parking and Traffic control decisions are made by **fairgrounds management**. Please do not move Fairground cones and barriers. There is a parking permit in your check in packet and it is required that you place one in all cars parked. (extras are available) Any towing fees will be passed on to the owner of the vehicle.

EXHIBITOR SELLING APPAREL

We encourage those exhibitors selling clothing to have a dressing room in their booth for customers. Exhibitors will not be allowed to send customers to the restrooms to try on clothing. This can cause long lines at the restrooms, which is not fair to the public and is not practical for other exhibitors with limited time away from their own booths.

SECURITY

Security is provided around the clock in each building.

SOLICITING

Solicitation for exhibitor participation in forthcoming shows by other promoters is not allowed at the show and should never be considered as an endorsement in any way by *An Affair of the Heart, Inc.*

SHOW MANAGEMENT RIGHTS

Liability Statement is on contract, please read carefully before signing. Show management reserves the right to enforce and/or interpret the Rules and Guidelines and make final judgement without exception. Exhibitors agree to comply with show policies, rules and guidelines, and terms and conditions as stated herein and in the Contract. Show management reserves the right to restrict, modify or expel without refund any exhibitor that it deems undesirable or not in compliance.