



Jingle & Shop Craft/Vendor Show

Santa's Secret Shopping Spot

December 5, 2026

Set up: Friday Evening Dec 4th 4 to 9 PM

Set-up is on South End of Simmons Center, Recreation

Vendors must be completely set up by 9 AM Saturday, Dec. 5th.

Show Time: Saturday, December 5, 9 AM to 6 PM

Booth Cost: \$50 for 10x10 booth. \$95 for double booth 10 x20 booth

Craft/Vendor show inside Simmons Center in Recreation Gym

The Mailing Address is PO Box 981, Duncan OK 73534

Physical Address is 1330 Chisholm Trail Parkway, Duncan OK 73533

Show Contact is Lori Belcher, 580-252-2900 or lori@simmonscenter.com

BASIC RULES:

Simmons Center Spring Festival Craft/Vendor is a 2-day show held at the Recreation end of Simmons Center. We reserve the right to request any item that we feel is objectionable to be removed from your booth.

1. Exhibitors who travel with their children must always keep their children with them.
2. Pro-drug use paraphernalia or alcohol or related products of any kind are not acceptable.
3. Electric saws, power tools and computer printers must be approved by show management prior to set-up. Power tools causing objectionable dust or noise must be used outside.
4. No television sets are allowed except for demonstrative purposes. Music will be provided by Simmons Center Staff.
5. 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.
6. The emphasis will be on quality. We will not place any price limits on your merchandise, nor will we charge any commission on sales.

CONTRACT:

- Please fill it out completely, explaining fully your type of work and return with check to address below. The Simmons Center reserves the right to deny any exhibitor that does not meet the standards or integrity of the show. Your check will be returned if your application is denied. Please email photos of your booth contents to use for advertisement to lori@simmonscenter.com

BOOTH CONFIRMATIONS:

- Your cancelled check will serve as confirmation of your booth space. NO written confirmations will be mailed by our office. Feel free to call Lori Belcher if you have any questions.

BOOTH CANCELLATIONS:

- Cancellations must be made in writing, and a refund is at the discretion of show management. No refund will be made after Nov. 7, 2026

RETURNED CHECKS:

- Returned checks are costly to both the exhibitor and to show management. There is a \$35 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for all future shows.

ELECTRICITY:

- Electricity is available. You must request electricity on contract along with payment. You must provide Extension Cords.

FOOD:

- You will not be allowed to sell food items from your craft booth except for prewrapped or packaged goods. There will be a concession available at the show.

ANIMALS:

- Animals are not allowed inside your booth apart from service animals.

SET UP:

Set-up begins at 4 PM until 9 PM on Friday Dec. 4th and Saturday morning at 7 AM but must be completely set by 9 AM on Saturday. All exhibitors are required to maintain their booth until 6 pm on Saturday or until Expo Director allows them to pack up. **NO EARLY PACK UP! By signing contract, you agree not to pack up until the show is over!**

SALES TAX & DOOR PRIZES:

- Exhibitors must collect sales tax on all sales. You are responsible for submitting your sales tax to the State of Oklahoma.
- Each Exhibitor will provide a door prize/gift certificate to be given away at show.

PARKING:

- Exhibitors will park in the North parking lot.

Jingle & Shop Craft/Vendor Show

Santa's Secret Shopping Spot

December 5, 2026, Show Time 9 AM – 6 PM, **NO EARLY PACK UP**

Set-up: Friday December 4th Evening Set-Up begins at 4 PM and goes on until 9 PM

Show in Recreation Center Gym

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: () _____ Night Phone: () _____

Cell Phone: () _____ E-Mail: _____

Mark each statement with a check mark or X to show your understanding and compliance. Your contract will be void if each statement is not marked.

_____ I have read through basic rules and regulations and will abide by them.

_____ I understand that sales are not guaranteed by Simmons Center or show director.

_____ I will not pack up early before 6 PM on Friday or before 4 PM on Saturday.

_____ I will provide at least one item for door prizes given out to customers each day of show.

_____ If I am requesting to use Electricity, I will check mark below. If I do not mark, I realize I may not have access to electricity.

_____ # of 10x10 Booths requesting x \$50.00 \$95 for double booth, make checks payable to Simmons Center

_____ Check number (please do not send cash by mail) _____ Requesting Electricity

MAKE CHECKS PAYABLE TO SIMMONS CENTER

Please email pictures of your booth items to lori@simmonscenter.com they will be used in advertising. Each booth must provide at least one door prize to be given away at the show.

**Mail contract to: Simmons Center, PO Box 981, Duncan OK 73534 or bring contract to Simmons Center
Recreation Front Desk 1330 Chisholm Trail Parkway, Duncan OK**

MAKE CHECKS PAYABLE TO SIMMONS CENTER

Register online at www.simmonscenter.com Service Fee will be applied to online registration.

For questions or additional information please contact

Lori Belcher @ 580-252-2900 X-227 or lori@simmonscenter.com

Exhibitors _____
Signature _____ Date _____

[illegible]