



South Tulsa Baptist Church | 10310 S Sheridan Road | Tulsa, OK 74133 | 918.299.0904

southtulsa.org/artsandcrafts

19th Annual Arts & Crafts Expo

November 7, 2026 | 9:00 a.m. – 3:00 p.m.

RULES & REGULATIONS

Thank you for your interest in being a vendor at the South Tulsa Baptist Church 19th Annual Arts & Crafts Expo benefiting Local and International Missions.

The Expo will be held on Saturday, November 7, 2026, from 9:00 a.m. – 3:00 p.m. These hours are advertised to the public. Our goal is to increase our visitor's numbers this year by adding additional vendors, vendor highlights on our Facebook page, and bringing back our Basket Auction. Advertising for this event will include *The Tulsa World*, *Tulsa People Magazine* and website, all Community Calendars, as well as several other local advertising and online websites. A complete list will be provided in vendor packet upon check-in.

Please come with enough inventory to sell throughout the entire day. If a vendor closes a booth early, that vendor may not be asked to participate in our next event. Set-up will be Friday, November 6, from 4:00 – 7:00 p.m. or Saturday, November 7, from 7:00 – 8:50 a.m. It is imperative your booth be ready for guests by 9:00 a.m. on Saturday.

Booth rental is non-refundable and includes a 10x10 foot area for your booth, plus one (1) 6 foot table and two (2) chairs. Vendors MUST provide table covering to reach the floor for each table. Merchandise or packing boxes may be under tables but must not create an unsightly view or be exposed in any way. Partition walls are allowed, but please inform us if you plan to use them so that we can place your booth in an area that will best accommodate all of our vendors. If you fail to notify us of the use of partitions, you may not be able to use them in the show. Due to the set up of our venue we are unable to accommodate canopies. No canopies are allowed.

On or Before October 15, 2026 – \$35 per 10x10 space
After October 15, 2026 – \$50 per 10x10 space

Each vendor must also contribute 10% of their TOTAL GROSS SALES from the show to South Tulsa Baptist Church to be donated to Local and International Missions. This check will be tax-deductible and can be made out to South Tulsa Baptist Church (STBC) and note Missions on the memo line. This will be collected from each vendor at the end of the show – NO EXCEPTIONS.

Electricity will be available for certain booths at a charge of \$10. Please be sure to mark your application if you would like electricity as it is limited. Vendors that have paid for electricity will need to provide their own power strips and heavy-duty extension cords.

RULES & REGULATIONS *page 2*

A vendor MAY NOT share or sell any of their space without the approval of the committee including the display or any items (business cards, publications, etc.) from any other businesses not participating in the Arts & Crafts Expo. Vendors will not be allowed to occupy any space except the one they have purchased. This includes any unoccupied or unfilled spaces. We realize space is limited but each vendor MUST stay within their own 10x10 foot marked off space; this includes the booth area and any needed walking area. A vendor must NOT touch or move another vendor's booth/products without their permission. If problems arise the vendor may be asked to leave the Expo and/or not be allowed to participate in next year's event.

Each vendor will be responsible for submitting their own taxes to the Oklahoma Tax Commission after the conclusion of the show. The vendor packet will include a form with a unique code from OTC. You can pay at the end of each month if that is normally how you pay taxes (vendors such as Mary Kay, Pampered Chef, Scentsy,..) or online with a code that will also be emailed to each vendor from OTC. If you have a sales tax ID number you will file as you usually do. We will be submitting contact information and email addresses to OTC if you do not have a sales tax ID number. It is not required to have this to participate in our show however.

The selling or displaying of products with any drug or alcohol related themes of any kind are not acceptable. Our Committee reserves the right to accept all or part of your products. The Committee reserves the right to enforce and/or interpret the guidelines and procedures. Once accepted, by signing the contract, each vendor agrees to follow the rules and regulations stated here and in the contract.

Food vendor(s) will be a part of the show and some concessions will be offered the day of the show, so we ask that you not sell food items at your booth, unless previously approved by the Committee.

Please complete and return your application as soon as possible. To insure a successful event we request 2-3 photos of your work along with your application if you are a new vendor. Your application will not be processed without your photos (only new vendors). If photos need to be returned, please include a self-addressed stamped envelope with your application. Be sure to include a brief description of your products so we can separate like vendors. Please do not send your booth rental payment until you have been notified of your acceptance into our show. To provide a wide variety of products, the Committee will only allow one vendor representing national franchise companies (i.e. Scentsy, Mary Kay, Thirty One, etc.).

The person and/or company being represented by the person signing this application agrees that they will indemnify and hold harmless South Tulsa Baptist Church and all persons connected of any kind, or from any third party actions arising from the action of South Tulsa connected with the operation of the Arts & Crafts Expo.

We look forward to a wonderful event!

If you have any questions, please email us at stbcartsncrafts@gmail.com. You can also watch for information on our website at southtulsa.org/artsandcrafts.

Sincerely,
Sandy and Sara
South Tulsa Arts & Crafts Expo Committee



FOR OFFICE USE ONLY – Pre-Show	
Date Application Received _____ / _____ / _____	
Photos: <input type="radio"/> Received w/Application <input type="radio"/> Not required	
Applicant <input type="radio"/> Accepted <input type="radio"/> Declined Contact Made _____ / _____ / _____	
Booth Rental: \$ _____ Electricity <input type="radio"/> No <input type="radio"/> Yes \$ _____	
Total Amount Due: \$ _____ <input type="radio"/> Cash <input type="radio"/> Check # _____ <input type="radio"/> Online	
Date Total Amount Received _____ / _____ / _____	
Table Assignment _____	

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APPLICATION & CONTRACT

PLEASE TYPE OR PRINT CLEARLY

Name _____ Business Name _____
 Phone _____ Email _____
 Website/Facebook/Etsy (to connect to our website) _____
 Address _____ City _____ State _____ Zip _____
 List items in your booth (be specific, add page if necessary) _____

Category (check no more than three)

- Holiday Floral Jewelry Food Fine Arts Soaps/Lotions
- Purses Ceramics Clothing Paper Items Home Décor Candles/Potpourri
- Pottery Wood Other (Please specify): _____
- Franchise Items

My products are (please check one) Handcrafted by myself or Purchased for resale

of 10x10 booths rented by 10/15/26 x _____ @ \$35.00 = _____
 # of 10x10 booths rented after 10/15/26 x _____ @ \$50.00 = _____
 Do you need electricity? No Yes x _____ @ \$10.00 = _____
 Total Due to South Tulsa Baptist Church = _____

Will you be using partition walls? No Yes – If Yes, list total height: _____

Special Requests: _____

SOUTH TULSA ARTS & CRAFTS EXPO CONTRACT

We are excited about your acceptance into the 18th Annual Arts & Crafts Expo benefiting Local and International Missions of South Tulsa Baptist Church. Welcome back to our returning vendors and a warm welcome to those of you who are exhibiting for the first time. We will have concessions/lunch available during the Expo for purchase. We are praying for and working toward the biggest show we've had thus far! We have booths still available, so if you know anyone who would like to join us, please give them our website at southtulsa.org/artsandcrafts or email stbcartsncrafts@gmail.com.

SOUTH TULSA BAPTIST CHURCH AGREES TO:

1. Conduct an attractive and efficiently managed show.
2. Extensively publicize through numerous posters, television, radio, newspaper and magazines.
3. Furnish twenty-four (24) hour security for the show premises from Friday evening until Saturday evening. The provision of such security shall in no way commit South Tulsa Baptist Church to any responsibility for loss and damage to the Vendor's property or person, whatever the cause.
4. Furnish the Vendor with all necessary tax papers/information.
5. Have Expo staff available to assist with carrying in and out items whenever needed.

THE VENDOR AGREES TO:

1. Read and understand the terms of this contract before signing.
2. Correctly represent all articles offered for sale, all of which must be handcrafted and/or hand-decorated or otherwise approved by the committee. The Expo Committee reserves the right to deny space and/or make exceptions for a Vendor in violation of this or any other rule.
3. Not transfer this Contract nor share space without prior approval.
4. Must maintain booth throughout the show unless specific arrangements are agreed upon prior to executing this Contract.
5. Keep your entire display within the 10x10 size contracted for and within the boundaries assigned. Anyone not adhering to this requirement may be asked to leave.
6. Vendors must provide table coverings to reach the floor for each table. Merchandise or packing boxes may be under the table but must NOT create an unsightly view or be exposed in any way.
7. Vendors that have paid for electricity will need to provide their own power strips and heavy-duty extension cords.
8. Maintain an attractive exhibit throughout the tenure of the show and at no time leave your booth unattended. Assistance will be provided as needed.
9. Move into your exhibit area at the assigned time on Friday evening from 4:00 – 7:00 p.m. or Saturday morning from 7:00 – 8:50 a.m. Your booth MUST be ready for the public by 9:00 a.m. on Saturday morning. No taking down or packing up of exhibits is allowed until Saturday at the closing of the Expo.
10. **NO PETS, ALCOHOL OR SMOKING IN THE EXPO PREMISES.**
11. Contribute a ten percent (10%) tax-deductible commission on **TOTAL GROSS SALES and will be collected at the end of the show – NO EXCEPTIONS.**
12. Oklahoma Tax ID# (FEIN), if applicable: _____
I understand I am responsible for submitting taxes to the Oklahoma Tax Commission on my own. A code unique to my name/business will be provided by OTC via email and provided in my vendor packet.

The undersigned accepts the Rules & Regulations of the Arts & Crafts Expo and the fact that no exceptions will be made.

Name _____ Business Name _____

Signature _____ Date _____

**Please note – unsigned forms cannot be accepted. Thank you – South Tulsa Arts & Crafts Expo Committee. If you're a new vendor, be sure to send in photos of your work and a self-addressed stamped envelope if photos need to be returned.*

Mail completed form to: South Tulsa Baptist Church Arts & Crafts Expo, 10310 S Sheridan Road, Tulsa, OK 74133