

FREQUENTLY ASKED QUESTIONS OUHSC Craft Fairs

Some frequently asked questions are listed below along with the answers. If your question is not listed, please contact us at staff-senate@ouhsc.edu for clarification and more information.

- ***How are vendors selected for the Craft Fair and can I invite friends?*** The committee sends out an invitation to employees of our campus first and then to past craft fair vendors. All spaces are filled on a first come, first serve basis. If you know of any other interested party, please feel free to pass on the information and application or have them call the Staff Senate Office at 271-2054.
- ***Since they do not make their products, why are retail and/or marketing companies allowed to reserve booth space?*** We have learned from experience that there are not enough traditional craft fair vendors (homemade products) to fill our space. Marketing/retail companies are invited because they add to the variety of merchandise that we are able to offer our customers. We limit the number of distributors for specific companies (Mary Kay, Arbonne, Private Quarters, Scentsy, etc) to one per company.
- ***When can vendors set up?*** Vendors are allowed to set up the morning of the show, beginning at 8:30 a.m. Please do not arrive before this time, as set up of the tables and chairs will not be complete!
- ***Will someone be available to help me set up?*** Unfortunately, committee volunteers are busy during this time. Someone will help you find your space, but unloading your vehicle, bringing your merchandise inside and setting up is your responsibility. Please make sure you have the appropriate help with you. You will also need to bring your own dolly or cart.
- ***Where do vendors park?*** You may use the “pull through” in front of the Library to unload your merchandise, but remember to move your vehicle from this drive as soon as possible. All vendors must park in the conference lot behind the Student Union (see attached map). The parking office is notified of visiting craft vendors, but occasionally a vendor will get a parking ticket. If you receive a ticket, please bring it to me or another committee member to be taken care of.
- ***How large is the space and can vendors bring their own tables?*** The space is roughly the size of the 6 foot by 30 inch table with a chair provided for each table (*multiple tables can be ordered by one vendor – please note on your application*). Displays cannot exceed 2 feet in height (above table surface). Due to space restrictions, we ask that vendors NOT bring their own tables. If you have additional stands, racks, or displays, you will be charged an additional booth space for these extra items. If you are bringing any extra items, please indicate on your application and pay for another space. If you need additional chairs, please include this request on your application.
- ***Can I have the same space I had last show?*** You may indicate your space preference on the application and we will do our best to accommodate your request. Remember, spaces are filled on a first come, first serve basis.
- ***Will there be change available to vendors?*** All vendors must bring their own change. There is an ATM across the street in the David L. Boren Student Union.
- ***If I have to cancel my reservation, will I get a refund?*** All booth reservations are non-refundable.