

OKLAHOMA STATE FAIR® – 2011 Wine Day Application Guidelines



I. EVENT DATES, DEADLINES & OPERATING HOURS

1. **The 2011 Oklahoma State Fair runs September 15-25.**
2. **The Oklahoma State Fair 3rd Annual Wine Day will take place on Saturday, September 17.**
Set-up: The Creative Arts Building will open at 7:30 AM on Sept. 17 for set-up
Open: The Creative Arts Building will open 10 AM.
Close: The Creative Arts Building closes 10 PM.
3. **Set-up and breakdown times will be strictly enforced. All tables must be set-up by 10 AM, no breakdown before 10 PM.**
4. **All applications must be turned in by August 15. Oklahoma State Fair, Inc. reserves the right to cancel the event if there is a lack of entries.**

II. APPLICATION AND SELECTION PROCESS

1. All wineries must be entered into the Oklahoma State Fair Wine Contest in order to be a vendor during Wine Day.
 - a. The winery must be an Oklahoma based winery.
 - b. Only professional wineries will be considered. Amateur winemakers will not be allowed to have vendor booths during Wine Day.
 - c. Space will be distributed on a first-come, first-served basis.

III. INSURANCE & OTHER REQUIREMENTS

1. **General Liability Insurance:** Certificate of insurance must be in the amount of \$1,000,000 bodily injury and property damage combined single limit, including product liability. Insurance should be placed with a company or companies having an AM Best rating of A- or better denoting the Oklahoma State Fair, Inc., City of Oklahoma City, and Oklahoma City Public Property Authority as additional insureds.
2. **Oklahoma County Health Department License:** Every Exhibitor must have a valid Health Department License. A day license can be purchased from the OK County Health Department for \$29 or a year-long license can be purchased for \$75.
3. **Mobile Cart License** – Every Exhibitor must have a Mobile Cart License issued from the State Health Department.
4. **Manufacturer's License**
5. **Sales Tax Certificate**

IV. GENERAL INFORMATION

1. Regarding your display, all Exhibitors should present a professional image using creative and innovative methods of design. ***Exhibitors will be provided with one 8 ft table (skirted) and 2 chairs.***
2. Access to electrical outlets will be available. Exhibitor must provide extension cords.
3. Water and drainage are not supplied. Exhibitors must provide their own catch basin.
4. The various logos of the Oklahoma State Fair, Inc. are property of the OSF and may NOT be used under any circumstances without prior written permission from the OSF - this includes sample items.
5. Oklahoma City tax rate as of January 1: The sales tax rate that an Exhibitor may charge is 8.375%.
6. No adhesive stickers of any nature, promotional or other, may be given away without written permission.
7. Petitioner groups will NOT be allowed to operate on the grounds at any time, under any circumstance.
8. Each winery will be given four (4) gate admission passes and two (2) one-day, parking passes.

V. RATES

1. **The cost per table is contingent on entering one wine into the Wine Contest and is \$50 per table.**
 - a. Wineries who are commercial vendors during the Fair AND who enter 3 wines into the Wine Contest will have their fee waived.
 - b. Wineries who are not commercial vendors during the Fair AND who enter 3 wines into the Wine Contest will have their fee reduced to only \$25.
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APPLICATION FOR SPACE – Creative Arts *Wine Day*

Receipt of this application by the Oklahoma State Fair, Inc. does not guarantee exhibit space; however, space will be distributed first-come, first-served. **Don't send payment with this form.** After the application is received, you will be contacted and invoiced for the amount due.

I. WINERY INFORMATION

Winery Name:	
Contact /Authorized Representative:	
Mailing Address:	
City/State/Zip:	
Primary Phone: ()	Secondary Phone: ()
Fax Number: ()	Email address:

II. DEMONSTRATION OPPORTUNITY

In addition to being an Exhibitor, you are invited to perform tasting demonstrations, blending demonstrations, etc... on the Creative Arts Kitchen Stage at no additional charge. If you would like to participate in this opportunity, please use this area to describe your demonstration. Demonstrations must be at least one hour in length.

III. WINE CONTEST ENTRIES

How many entries do you have in the Wine Contest? _____ What classes? _____

Authorized Representative:

Name (print): _____ Signature: _____

By signing this document I understand that if I do not possess all of the Insurance and Licenses listed in part III, I will NOT be allowed to participate.

Please fax, email, or mail this completed form to:

Rozz Grigsby – Creative Arts Coordinator

rozzgrigsby@okstatefair.com * Office 405-948-6731 * Fax 405-948-6828

Oklahoma State Fair, Inc. * P.O. Box 74943 * Oklahoma City, Oklahoma 73147

EMAIL IS PREFERRED. IF YOU FAX THE FORM, PLEASE CALL TO CONFIRM THAT IT HAS BEEN RECEIVED.