

2012 Oklahoma State Fair

SPECIAL REQUIREMENTS

FOOD CONCESSIONS & PAY-TO-PLAY ATTRACTIONS

CASH REGISTERS

Oklahoma State Fair, Inc. requires the use of cash registers by all vendors contracted to report their gross sales. These vendors would include ALL food concessions as well as special pay-to-play attractions and any others under contract as identified by OSF management.

These cash registers are owned by the Oklahoma State Fair and are provided to the vendors through a lease agreement. Food concessions and other vendors reporting sales must lease all cash registers used in their stands at a cost of \$100 per register. Equipment will be supported and maintained by Fair staff, and replacements will be available in the event a register cannot be repaired in the field.

All registers are pre-programmed by Fair staff and will include each vendor's individual "menu" items. If more than one register is used in a single stand, each register can be programmed with specific items based on how it will be used. Cash registers are easy to use and are programmed to print daily closing "Z" reports for use in reporting each day's sales.

The Oklahoma State Fair strives to maintain an accurate audit trail. Paperwork must be filled out and submitted to accounting staff no later than 12:00 noon each day for the previous day's sales. Spot audits will be conducted throughout the event which will include any transactions associated with the use of proper cash control systems. A team of auditors will be available to assist with any questions, problems or concerns during the Fair.

ON-SITE COMMISSARY

As a means of audit and a convenience, the Oklahoma State Fair has an on-site commissary consisting of a group of exclusive suppliers. The products provided by these suppliers include but are not limited to: Premium Beer products; Coca-Cola soft drinks, beverages & bottled water; bread products; all general grocery items (frozen & canned food, chips, flour, oil, margarine, fruits, vegetables, coffee & milk, etc.); meat products; propane gas; bagged ice; and all paper products, including cash register tape.

All products MUST be purchased directly from these suppliers. If a supplier is unable to provide a unique or satisfactory product required by the vendor (as determined by OSF management), a variance may be granted on a year-by-year basis. A REQUEST for the variance (for each specific item) must be submitted in writing using the Variance Request Form which will be available on the Web site beginning the middle of May. If the request is approved by OSF management, the vendor will then be able to purchase that specific product – approved products ONLY – through an outside source.

Any vendor found to be operating outside of the explicit guidelines may be removed from the grounds and will forfeit further invitations to participate in the Oklahoma State Fair.

A complete list of exclusive suppliers will be included with contracts which will be mailed beginning the middle of May. (Until that time, the list from 2011 can be found on page 36-37 of THE HANDBOOK 2011 – but please note that there could be changes to this list for 2012.) The list will provide supplier names, contact names, addresses and phone numbers. Each vendor is responsible for making contact and establishing an account with each of these suppliers prior to the opening of the Fair.