

2019 Oklahoma State Fair

Concessionaire & Pay-To-Play Point of Sale Registration

THIS FORM IS DUE TO TINA HOLLIS@FIRST DATA NO LATER THAN AUGUST 1, 2019 OR A MINIMUM FEE OF \$100/LOCATION MAY BE ASSESSED BY OKLAHOMA STATE FAIR.

Concessionaire Name: _____

Booth #: _____ Location #: _____ # of Units this location: _____

One form is required for EACH individual location.

Please select:

_____ I am a member of IAFE _____ I am a member of NICA

ALREADY OWN CLOVER EQUIPMENT?

Exhibitors who own Clover equipment **MUST** complete this form down to this section for each location and submit it to First Data by the deadline.

I already have _____ Clover Mini 3Gs or LTE 4Gs units which I will use at this location.

My unit serial #s for this location are _____

My First Data Merchant ID for this location is _____

I understand additional monthly charges for apps and reporting features required by Oklahoma State Fair may be applied to my account by First Data for the period during which I am an Exhibitor at this event.

Exhibitor Signature: _____

NEED TO RENT, PURCHASE or LEASE CLOVER EQUIPMENT?

In order to be approved to rent Clover equipment, an account and arrangements for payment for the equipment directly with First Data must be established by the deadline stated. **In order to be approved to accept credit or debit cards at the Oklahoma State Fair, Exhibitor must be pre-qualified thru First Data. Exhibitors who are unable to be qualified for using a merchant account thru First Data will be limited to accepting cash only at its contracted locations. Concessionaires and Pay-to Play Exhibitors may not accept credit or debit tender unless using an approved Clover device without the express, written consent of OSF. Fill out the information below to qualify for obtaining equipment and/or establishing a merchant relationship.**

I want to RENT _____ units for this location.

I already own a Clover device cash drawer for each unit. YES or NO _____

I need to purchase _____ cash drawer(s) and understand I am to keep them for future use and will not need to pay for them again as long as they are in working condition.

I want to PURCHASE _____ units for \$499.00 each for this location, which comes with a one-year warranty.

I would like to add a three-year warranty for each unit for \$110.

I want to LEASE _____ units for 36 months at \$22.93/device per month for this location. Full warranty included.

I understand additional monthly charges for apps and reporting features required by Oklahoma State Fair may be applied to my account by First Data for the period during which I am an Exhibitor at this event. I have read, understand and agree to all the procedural requirements, including access to and reporting from my First Data account(s) related to the Oklahoma State Fair event.

Exhibitor's Authorized Signature: _____

To set up an account with First Data for rentals, new purchases or leases, please fill out the information on the 2nd page of this document.

2019 Oklahoma State Fair Concessionaire & Pay-To-Play Point of Sale Registration

Legal Business name: _____

Business Type: _____ LLC _____ INC _____ Sole prop _____ Non-profit

Year Business started: _____

DBA Name (will appear on receipts): _____

Federal Tax ID: _____

Business Street Address (No P.O. Box): _____

Business phone number _____

Email address (Clover materials sent here): _____

Exhibitor's full legal name (print): _____

Exhibitor's home address (No P.O. Box): _____

Exhibitor's date of birth: _____

Exhibitor's social security number (mandatory for background and identity verification): _____

Bank Routing Number: _____ Bank Account Number: _____

Initial here if you want to have monthly billing for credit and debit card fees. See credit card fees on the Reporting Requirements page of the packet. An additional 0.03% fee will be applied to rate for monthly billing.

Yes! Bill me monthly instead of daily: _____ (initials required)

Final agreements will be emailed to the email provided for final signature. Please look for reminders and emails from "First Data Marketplace" in your inbox around August 15.
Failure to complete the final registration steps may result in fines or prevent this location from opening.

Send a completed form for EACH booth location no later than August 1, 2019 to:
Tina Hollis, First Data
Email: tina.hollis@firstdata.com
Fax: 402-916-6163
Phone: 239-287-8221

For questions on this registration form, please call or email Tina Hollis at the information provided above.

2019 Oklahoma State Fair

Concessionaire & Pay-To-Play Point of Sale Reporting Requirements

Oklahoma State Fair Inc. requires the use of a "Clover"/First Data point of sale device at every concession or pay-to-play location. No other point of sales devices are permitted without the express, written consent of OSF.

EACH LOCATION MUST FILL OUT A REGISTRATION FORM – EVEN IF EXHIBITOR OWNS CLOVER EQUIPMENT. FAILURE TO DO SO BY THE DEADLINE BELOW MAY RESULT IN A MINIMUM FINE OF \$100/LOCATION.

Exhibitors may rent or purchase a device(s) as makes sense for the individual Exhibitor; however, any Exhibitors purchasing/owning these devices MUST adhere to OSF policy which requires the ability to provide reports as requested by OSF and live, real-time access to sales and information by OSF.

Exhibitors who do not follow the required rent or purchase policies will be prohibited from participating in the Oklahoma State Fair.

**ALL ORDERS MUST BE PLACED TO FIRST DATA NO LATER THAN AUGUST 1, 2019.
There must be a unique order form for EACH contracted location.**

What can Clover do?

- Act as the pre-programmed, point of sale device via Wi-Fi (where available) or cellular data (AT&T – most Exhibitors will absolutely need the AT&T card installed).
- Take Credit Cards (see below for charges). Exhibitors have the option to be CASH ONLY. Signs should be posted accordingly. No other credit card processing for Concessionaires or Pay-to-Play Exhibitors allowed.
- Can still work offline if Wi-Fi or cellular service is lost. Note: credit card transactions WILL process when connectivity is re-engaged; however, Exhibitor is responsible for any declined or invalid transactions.
- Provide a multitude of seamless sales and inventory reports useful for the Exhibitor and **required** by Oklahoma State Fair. Clover software can combine sales reports if a location has more than one device in operation. No more "manual" reporting to be done – speeds up the daily reporting and payment process!
- Provide rental, multi-year leasing or purchase options for use wherever the Exhibitor may operate! Month to month commitment. No early termination fees. No monthly minimums.

Clover Hardware/Software Pricing & Fees:

There will be an administrative fee payable to OSF of \$100 for each reporting location. This fee will be added to the OSF service order for each location automatically.

1st RENTAL DEVICE AT EACH UNIQUE CONTRACTED LOCATION

Device Hardware	\$46.95/month
Cash Drawer	\$25.00 *one time cost per unit, is considered a purchase and may be used in future years
Software	\$20.00/month
AT&T Sim card	\$15/month (first month FREE)
Regular Shipping	\$19.95 (each way) Orders after 8/1 may be charged \$35.95 for shipping. Units are delivered to the Oklahoma State Fair.
"Multi-Store" App	\$4.99/month for OSF event (first month FREE)

Each additional rental device at the same contracted location

Device Hardware	\$46.95/month
Cash Drawer	\$25.00 *one time cost per unit, is considered a purchase and may be used in future years
Software	\$10.00/month
AT&T Sim card	\$15/month (first month FREE)
Regular Shipping	\$19.95 (each way) Orders after 8/1 may be charged \$35.95 for shipping.

Cost if Exhibitor owns Clover device PER LOCATION

"Multi-Store" App	\$4.99/month (first month FREE)
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WANT TO PURCHASE A CLOVER DEVICE?

- Purchase for \$499 each device (+ multi-store app fee \$4.99/mo per location) OR
- Lease for 36 months for \$22.93/device/month (+ multi-store app fee \$4.99/mo per location)

Credit Card Processing Rates & Policies:

- 2.29% and \$0.09 cents per swipe card transaction (+1% for keyed transactions)
 - *First Data will default to daily billing; if you prefer monthly billing, an additional 0.03% will be applied to the rate.*
- *All credit card transactions will post to your bank account within 48 business hours of the batch time. The batch time will be automatically set and may be different than your report time.*

2019 OKLAHOMA STATE FAIR

PREPARING & RETURNING CLOVER DEVICES AT OKLAHOMA STATE FAIR

Specific **daily reporting procedures** will be provided prior to the event via email or with your move-in packet at the event.

Pre-Fair Procedures if you own your Clover device(s):

1. All Oklahoma State Fair registration forms and orders are due to Tina Hollis, First Data by August 1, 2019. Each location requires its own form.
2. **If you own your own Clover and will not be renting any additional Clovers, you must still fill out the registration form and send to Tina Hollis by August 1, 2019** noting your device serial numbers and merchant ID for each individual location.
 - a. You must grant Tina Hollis administrative access to import your approved Oklahoma State Fair menu by August 1. Steps to add admin privileges:
 - i. Login to www.clover.com or Clover device with admin permission
 - ii. Go to employee application
 - iii. Add new employee
 - iv. Add Tina Hollis, email: tina.hollis@firstdata.com, and change from employee to admin and press save.
3. On or about September 8, your menu will be updated to meet OSF requirements.
4. Access to Multi-Location will be downloaded and provided to OSF.

Pre-Fair Procedures if you rent Clover device(s):

1. All Oklahoma State Fair registration forms and orders are due to Tina Hollis, First Data by August 1, 2019. Each location requires its own form.
2. On or about August 15, all final agreements will be sent back to the Exhibitor via the email provided for final signature. Please double check that all information is accurate prior to signing.
3. Upon final application approval, all Clover devices will be shipped to the Oklahoma State Fair.
4. OSF and Clover personnel will activate all devices and double-check menu items and pricing
5. Exhibitors will pick up their devices Monday September 9 through September 11 at the Help Desk area of the Safety Center from 9 a.m. – 10 p.m. **KEEP THE BOXES!**
6. Trainings will be available via YouTube video link starting August 24. There also will be on-site training located at the Exhibitor Help Desk located in the **Safety Center east end of the Administration Building**
 - a. Tuesday, September 10 at 9am, 2pm, and 8pm
 - b. Wednesday, September 11 at 9am, 2pm, and 8pm

Post-Fair Procedures if you rent Clover device(s):

Failure to properly deactivate devices could result in financial penalties assessed by OSF.

1. Log in to EACH Clover device using the administrator PIN #.
2. Go to "Wireless Manager App" and turn off/disable all SIM cards; then press "Home."
3. Go to "More Tools App", search for "Multi-Location App" and uninstall.
4. Box up each unit with the hub (triangle piece that powers the Clover) in the correct box (that matches the serial number from box to devices).
5. Place the CORRECT FedEx label on the box or hub box that matches the serial number of the devices. Incorrect packaging could result in billing issues! Be Careful!
6. Tape boxes closed securely.
7. Return devices to Help Desk area by 5 p.m. Monday post-Fair (NO EXCEPTIONS – FedEx picks up Tuesday morning! Any late machines will be billed additional fees/penalties.)
8. Sign the cancelation agreement for EACH LOCATION.
9. Watch your account for your Clover billing. About October 1, all device billing will be drafted from your account. About November 1, all shipping billing will be drafted. Any missed steps or incorrect data causing additional or incorrect fees being drafted will not be refunded.
10. You can coordinate with First Data to use the unit(s) longer, but additional information is required and additional billing will be applicable. You must coordinate this with First Data, NOT OSF.