

2020 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 sale 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 THRU FIRST DATA NO LATER THAN August 3, 2020.
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.
- 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 Mini LTE Hardware/ Register Lite Software Pricing & Fees:

Administrative Fee \$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

CLOVER STATION AND FLEX ALSO AVAILABLE FOR RENT, LEASE, OR PURCHASE. FOR PRICING CONTACT RICHARD VIANA AND/OR ANGIE RAY.

Device Hardware	\$46.95/month
Cash Drawer	\$45.00 *one-time cost per unit, is considered a purchase and may be used in future
Software	\$9.95 per device per month
AT&T Sim card	\$15/month
Regular Shipping	\$19.95 Orders after 8/15 will be charged \$35.95 for shipping. Units are delivered to the Oklahoma State Fair.
Apex Audit Reporting	\$5.99/month for OSF event

Cost if Exhibitor owns Clover device PER LOCATION

Apex Audit Reporting \$5.99/month (first month FREE)

WANT TO PURCHASE A CLOVER MINI LTE DEVICE?

- Purchase for \$599 each device (+ Apex Ceph App Fee \$5.99/mo per location) OR
- Lease for 36 months for \$35/device/month (+ Apex Ceph App Fee \$5.99/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.*

2020 Oklahoma State Fair Concessionaire & Pay-To-Play Point of Sale Registration

THIS FORM IS DUE TO ANGIE RAY AT FIRST DATA NO LATER THAN AUGUST 3, 2020 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 Clover Mini LTE _____ units for this location for \$46.95 per device.

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 \$599.00 each for this location, which comes with a one-year warranty.

I would like to add a three-year warranty for each unit for \$115.

I want to LEASE _____ units for 36 months at \$35/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.

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If you had an account open in 2019 and processed card transactions and no changes have taken place to your bank account nor Tax ID, we will re-open your 2019 account and you do not need to complete the below information.

- I had an account in 2019
- I worked with Tina Hollis
- I worked with Richard Viana

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.

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 13. 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 3, 2020 to:

For questions on this registration form, please contact

Richard Viana

Phone: (786) 559-3764,

Email: Richard.Viana@Firstdata.com

or

Angie Ray

Phone: (423) 480-7727

Email: Angela.Ray@firstdata.com