

# OKLAHOMA STATE FAIR

## 2018 Space Sales Guidelines & Rates

### I. EVENT DATES & OPERATING HOURS

A. The 2018 Oklahoma State Fair runs September 13 thru 23.

B. Minimum Operating Hours

*All booths must remain open and manned during these hours:*

- All exhibits open daily at 10 a.m.
- Building exhibits close at 9 p.m. Sunday - Thursday, and 10 p.m. Friday & Saturday.
- Outside exhibits close at 9:30 p.m. Sunday - Thursday, and 10:30 p.m. Friday & Saturday.

### II. APPLICATION AND SELECTION PROCESS

A. Applications must be filed using the online form at [okstatefair.com](http://okstatefair.com). Incomplete applications will not be considered. Complete applications must include all requested information, attached electronically to the form:

- A complete listing of products and services, or menu items with pricing. Oklahoma State Fair, Inc. (OSF), will use this list to approve your contracted merchandise and/or menu items. Please be very specific - terms such as etc., miscellaneous or accessories will be considered incomplete product descriptions.
- A photograph or artist rendition of your booth design.
- The selection process is based on uniqueness of products/services, booth design, availability of space and appropriateness of product type for available space.
- DO NOT SEND ANY PAYMENT WITH THE APPLICATION.

*Full payment is due upon space assignment.*

B. If selected as a new exhibitor, the leased space includes only the area stipulated in the contract. OSF management will determine the exact and final location of the exhibit space. If application is accepted and a space is offered, full payment will then be due to hold the space.

C. OSF provides all information electronically - a current email address is required of all exhibitors. All requirements and deadlines apply, regardless of method of contact.

D. OSF does not allow live animals or scooters to be demonstrated or sold on-site.

### III. INSURANCE REQUIREMENTS

*Vendor cannot move-in until correct insurance certificate is on-file.*

A. General Liability Insurance: The 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: Oklahoma State Fair, Inc., City of Oklahoma City and Oklahoma City Public Property Authority as additional insured. Coverage must be in effect for the month of September. *On the insurance certificate, the insured name must be the same name as appears on your OSF contract.*

B. Workers' Compensation Insurance: Every exhibitor must have a valid workers' compensation policy in accordance with Oklahoma law that covers all employees while working at OSF. Exhibitors are given the opportunity to purchase this insurance through the State Insurance Fund via OSF, if necessary. *Cost for this coverage 2017 was \$150; we hope to post current year rates by May 2018.*

C. Liquor Liability Coverage: Beer vending stands are very limited and closely monitored. If you receive approval to sell beer, you must provide proof of liquor liability coverage by the deadline set by OSF.

### IV. GENERAL INFORMATION

A. All exhibitors should present a professional image using creative and innovative methods of design for the booth presentation. *More elaborate, semi-permanent displays are REQUIRED in the Bennett Event Center, and for all end-cap, corner or premium spaces in any exhibit building.* Photo examples of appropriate displays are available at [okstatefair.com/content/vendor-information](http://okstatefair.com/content/vendor-information) in the forms section.

B. Indoor booths are restricted to 8 feet high, including all product/signage, unless an exception to exceed the 8 feet has been requested and granted by OSF management.

C. One (1) 110-volt/20-amp electrical outlet is included in the space fee. Additional power may be supplied to some exhibit spaces if ordered and paid for in advance, at the exhibitor's expense.

D. Water and drainage are not supplied, but may be available in some locations at the exhibitor's expense.

E. The various OSF logos are property of OSF and may NOT be used under any circumstances without prior written permission from OSF - including sample items.

F. Oklahoma City tax rate as of January 1: The sales tax rate an exhibitor may charge is 8.625%. Sales tax is the responsibility of the vendor and payable to the Oklahoma Tax Commission, as per law.

G. All food/beverage vendors and pay-to-play attractions are required to record sales with an OSF approved cash register. Sales are required to be reported daily, including register tape backup.

H. No adhesives of any nature, promotional or other, may be given away without written permission from OSF.

Oklahoma State Fair, Inc.

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### V. RATE SCHEDULE

Rates below are as of date on document footer and subject to change, without notice.  
Rates are at the discretion of OSF upon invitation for space.

TYPE OF SPACE	COMMERCIAL EXHIBITOR	CONCESSIONAIRE	GOVERNMENT ORGANIZATION
<b>Indoor Space: Bennett Event Center</b> • In-line Space • End-cap, Corner or Premium Space	\$12/sq. ft. \$13/sq. ft.	\$10/sq. ft. versus 25% \$11/sq. ft. versus 25%	\$11/sq. ft. \$12/sq. ft.
<b>Indoor Space: Other Buildings</b> • In-line Space • End-cap, Corner or Premium Space	\$11/sq. ft. \$12/sq. ft.	\$8/sq. ft. versus 22.5% \$9/sq. ft. versus 22.5%	\$10/sq. ft. \$11/sq. ft.
<b>Outdoor Space</b> • In-line Space • End-cap, Corner or Premium Space	\$6/sq. foot \$7/sq. foot	\$4/sq. ft. versus 20% \$5/sq. ft. versus 20%	\$5/sq. ft. \$6/sq. ft.

- A. All products, props and supplies, including trailer hitches, tents, etc., must fit entirely within the contracted booth space.
- Pay-to-Play Attractions: Prices vary and may be subject to a guarantee and/or a percentage of sales.
  - Traveling/Corporate Sampling Booths: Prices vary according to location, size and length of stay.
  - Discounted Bulk Space: There are outdoor areas available for large displays offered at reduced rates. OSF reserves the right to restrict bulk exhibitor space to a minimum of 1,200 square feet in these special discounted areas. Discounted rates are offered per square foot, and is assigned and sold at the discretion of OSF management. As with all other assignments, placement is determined by product, display and availability of space.  
*NOTE: Bulk exhibit space is intended for large products such as: equipment, machinery, mobile homes, boats, RVs, portable buildings, etc. Food Vendors do not qualify.*

### VI. SPACE RENTAL RATE INCLUSION

- A. One (1) 110-volt/20 amp electrical outlet  
B. Wi-Fi where it is accessible. Barns and some outdoor areas may not be accessible.  
C. Outside gate admission and parking permits as follows:

Booth Size	Single Day Tickets (11 Days)	Parking Permits
1 – 299 sq. ft.	22	1
300 – 599 sq. ft.	33	2
600 – 899 sq. ft.	44	3
900 – 1199 sq. ft.	55	4
1200+ sq. ft.	66	4

- One (1) outside gate admission ticket or one (1) season pass will be scanned per person/day.
- If an exhibitor has multiple, separately located exhibit spaces, this chart represents each location **independently**, with regard to outside gate admission tickets and parking passes.  
Example: If an exhibitor has two (2), separately located 20x10 booths, the exhibitor will receive 22 outside gate admission tickets and one (1) parking pass for each location, for a total of 44 outside gate admission tickets and two (2) parking passes.
- If needed, exhibitors will have the opportunity to order additional parking passes and discounted outside gate admission tickets. Between September 5-12, discounted parking passes and discounted outside gate admission tickets will only be available at the cashier's window.