

OKLAHOMA STATE FAIR

Demonstrator Guidelines

1. Qualifications

- a. The Oklahoma State Fair Creative Arts demonstration stages are for family-friendly DEMONSTRATIONS ONLY. We appreciate that your group's ultimate goal is to promote your business/organization; however, since this opportunity is offered to you at no cost, your demonstration should be primarily focused on interactive/educational demonstrations focusing on crafts, cooking, hobbies and activities, with the secondary focus being on the promotion and advertisement of your business or organization.

2. Application Process

- a. Demonstrator/Groups **MUST** be current Oklahoma residents.
- b. Demonstrators who participated the year prior and are in good standing will not have to re-apply annually.
- c. All applications must be submitted online. They are continuously open and will be taken into consideration for the following year if all demonstration spots are full or it is too close to the start of the Fair, whichever comes first.
 - i. Applications will be kept on file to fill open slots if any become available.
- d. OSF staff will review applications and immediately notify demonstrators if application is rejected.
 - i. Possible reasons for rejection include, but are not limited to:
 1. Demonstrator is not a current Oklahoma resident.
 2. Demonstrator name, product or activity is considered offensive.
 3. Past demonstration deemed inappropriate.
 4. Past abuse of credentials and/or parking.
 5. Inappropriate conduct before/during and/or after demonstration time.

3. Scheduling

- a. Date and time preferences are given based on history of demonstration, receipt date of application and type of demonstration. OSF staff reserves the right to work variety into the schedule.
- b. If preferred times and/or dates are unavailable, demonstrator will be contacted with other options. If unable to fill any vacant slots, demonstrator will be put on a waiting list and have priority as slots open due to cancellations.
- c. The prior year's demonstrators in good standing will be contacted first about keeping their previous slot. If they are unable to fill that slot, it will be released to new demonstrators.
- d. New demonstrators will be contacted with current available time slots that fit their needs to fill. Once time slot is agreed upon, a demonstrator agreement will be sent to the appropriate contact.

4. Demonstrator Agreement

- a. This is a contract between the Demonstrator(s) and OSF, stating what is to be provided and agreed upon by both parties and shall be referred to as the demonstrator agreement.
- b. Demonstrator must sign and return the demonstrator agreement by the stated deadline. Failure to do so will result in the **release of demonstration time**.

5. Compensation & Sales

- a. Demonstrators will not be compensated for services.
- b. Demonstrators may distribute free literature/products during their demonstration that pertains to the demonstration.
- c. Merchandise may be sold if:
 - i. Previously Discussed and approved with booking manager.
 - ii. Item is relevant to demonstration (i.e. items made on site, or prior agreed to with booking manager that showcases what is being demonstrated).
 - iii. All taxes and fees are included in selling price as in accordance to the Oklahoma tax commission.
- d. Items not allowed to pass out are those that would be considered political, distasteful, and/or un-family friendly.

6. Check-In

- a. Demonstrators must arrive at a reasonable time to handcart demonstration items into the OKC Fairgrounds, set up and start at promoted time.

- b. Upon arrival, demonstrators should find the area marked for their demonstration. If issues arise, they should call the booking manager for help. It should be understood that the booking manager may not be able to get to them quickly.

7. Set Up, Strike & Demonstration Areas

- a. The scheduled length of demonstration is the time published to the public. Please arrive early enough to set up by the published demonstration time.
- b. During the day, there is no cleaning crew on hand to clean between demonstrators, so please be mindful of messes created and keep the area clean for the next group.
- c. If chairs/tables are moved, please put back after use. This helps keep the area as clean as possible.
- d. There are several areas used to demonstrate at the State Fair
 - i. Kitchen Stage: used for cooking contests and cooking demonstrations. Refrigerators, stove tops & ovens are provided. Has overhead mirrors. Seating area for the public is provided.
 - ii. Lower Bay: Three demonstration areas broken into north, west and center. Each area contains tables and chairs for demonstrators. This is a great place for hands-on demonstrations and walk-by traffic.
 - iii. Center Stage: Small area with an elevated stage. Great for small groups to demonstrate something small and finite. Has overhead mirrors. Seating area for public is provided.
 - iv. Demonstration Stage: Small Stage with a mic. Tables and chairs provided. Used for those who demonstrate with some speaking or those who would like their demonstration to be lifted for better audience view. Seating area for public is provided.

8. Credentials & Parking

- a. Credentials will be issued to **DEMONSTRATORS ONLY** based on qualified numbers when discussed with booking manager.
- b. Parking passes are limited and will be given upon availability in one of two parking areas closest to the Creative Arts building. It is advised groups car pool to their demonstration as space allows.
- c. It is advised demonstrators bring their own handcarts to transport equipment to and from the building. Demonstrators will not be able to drive up to the building and will not have staff nor transport to move equipment.
- d. Packets with credentials, and other necessary information, will be ready for pick up at the State Fair Administration offices the first week of September. If credential needs are under 20, we can mail packets, if provided with a correct mailing address.
 - i. *Groups that abuse tickets by using tickets issued to demonstrators for other purposes will **not** be allowed to demonstrate in the future!*
- e. Lost credentials will not be replaced. It will up to you to pay admission/parking if lost.

9. Demonstrations

- a. All demonstrations **MUST** be family friendly.
- b. Profanity and/or any actions deemed offensive or distasteful will be cause for immediate cancellation of demonstration and possible dismissal from the OKC Fairgrounds.
- c. Demonstration times are a minimum of two hours, unless discussed with booking manager.
- d. Cancellations:
 - i. OSF must be given at least two (2) days advance notice of cancellations so other arrangements can be made for replacements.
 - ii. Demonstrators who fail to appear without adequate advance notification will not be allowed to demonstrate at future Fairs.
 - iii. State Fair staff will have a list of all demonstrators for each day and will keep track of no shows and other issues.

10. Marketing

- a. Demonstrators will be promoted through the website, demonstration area signage and other media outlets, as budget and schedule deadlines allow.

Visit our website periodically at okstatefair.com for updates regarding Creative Programs and the Oklahoma State Fair.