



OKC Fairgrounds

HELPFUL HINTS & VENDOR / PARTICIPANT REMINDERS

While this document is not meant to serve as a complete list of all the “DOs and DON’Ts” at OKC Fairgrounds (“OKCF”), it is hopefully a helpful reminder of the most common issues to be aware of for show exhibitors and participants while on this property. The event Handbook is available on the OKCF website (statefairparkokc.com) for additional and more complete information. Requests for variance should be routed to the show manager/promoter, who will then determine whether or not to make the request directly to OSF. Fines may be assessed or shows/show vendors may be asked to vacate the property for failure to adhere to OSF policies/guidelines. These guidelines are subject to change without notice, and all determinations by Oklahoma State Fair, Inc. (“OSF”) are final.

GENERAL:

1. Shows/show vendors may not arrive prior to or stay longer than the contracted dates without the expressed written consent of OSF.
2. Nothing may be adhered, attached, hung or otherwise applied to ANY surface or structure of OKCF without the advance, expressed written consent of OSF.
3. No physical structure or space may be altered (i.e. tree limbs may not be cut, etc.)
4. Third party service (i.e. cable/satellite service) must be pre-approved by OSF. No vendor may conduct work on the physical utilities at OKCF without prior authorization.
5. Construction of exhibit booths/materials that require sawing, chopping, painting/varnishing or will result in dust or other airborne byproduct or potentially cause excessively dirty or damaging effects must be performed OUTSIDE of building structures on appropriate surfaces leaving no residue or damage to said surface.
6. Exhibit booths that incorporate dirt, sod, peat moss, shavings, water, concrete/concrete blocks etc. are required to put **thick** Visqueen or similar material down first.
7. Exhibits that incorporate water for display (such as pools, spas) may not leave hoses or pumps unattended when filling or draining.
8. Dressing rooms should provide a “roof/cover” structure as security cameras are in play in the facilities.
9. Stakes may not be used on any surface made of concrete. On asphalt surfaces, permission is required and in some instances may require advance notice to have an underground services locator company engaged. Only OSF may engage such services on this premises.
10. Shows that have vendors who require restocking during show hours may be required to designate an area for those trailers only. Empty trailers may be required to be parked in a designated area or removed from property after load in. Arrangements will be made directly with show management as needed. Absolutely NO Trailers may be parked in parking spaces in front of the Bennett Event Center during shows. See also MOVE IN/OUT #15 & 16 in Event Handbook.
11. Handicap parking spaces are reserved for vehicles with proper permits at ALL times. Trailers may not park in these spaces.
12. All rigging, signage placement and decorator plans must be submitted to OSF in advance for approval. No rigging, hanging or placement of signs (indoors or outdoors) or décor may happen without the advance, expressed written consent of OSF.
13. Emergency exit doors may not be propped open during show hours.
14. Floors may only be marked by chalk (NOT chalk paint) or decorator’s tape. Any tape or tape residue must be removed using approved chemicals/equipment at move-out or additional fees may apply.
15. Outside food and beverage, whether sampled, sold, catered or donated is prohibited without the advance, expressed written consent of OSF Food & Beverage. Requests for variances require the proper paperwork and 30 days notice for the request. Not all requests are granted and approval must be secured for each event.
16. Helium-filled mylar balloons are prohibited for any purpose.
17. Helium-filled **non-mylar** balloons are acceptable for decoration only if approved by management – **no giveaways**. Charges apply for the retrieval of any loose balloons.
18. Items with adhesive backing may not be given away on property.
19. Utility panels, fire extinguishers and other critical operating structures may not be blocked by vendor space/materials.
20. Drones/unmanned aircraft are prohibited without the advance, expressed written consent of OSF.
21. Overnight camping is allowed only in the designated OKCF RV lots.
22. Only rubber-tired vehicles are permitted in buildings – no “tracks” or similarly belted vehicles/equipment.
23. Credit card or other devices may not work reliably or at all if they use 3G (or older) technology or are unable to navigate a Wi-Fi “captive portal” (which is the source of FREE Wi-Fi at OKCF).

ADDITIONAL GUIDELINES WHEN EXHIBITING INSIDE THE BENNETT EVENT CENTER:

1. Carts, dollies and general load-in/load-out/set-up or restocking are prohibited from any of the glass-doored lobbies – no exceptions.
2. There is no show/vendor access from the north side of the building (side with loading docks and kitchen facilities opposite main entrance) without the advance, expressed written consent of OSF to the show manager/promoter.