

# 2024 OKLAHOMA STATE FAIR

## The HANDBOOK



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# Welcome

Since 1907, the Oklahoma State Fair (OSF) has been one of the most anticipated events in the state by providing an ever-changing kaleidoscope of high quality, family-style entertainment. With a strong dedication to the best State Fair experience possible, the multitude of staff associated with planning and executing the OSF strives to exceed the highest expectations of all Fairgoers, by building strong business relationships with quality Exhibitors. As a contracted Exhibitor, you are now part of that team because we believe you share this same philosophy. We look forward to working with you as we continue our strong heritage of education, entertainment and economic development. **Please note:** Oklahoma State Fair, Inc., shall be known as “OSF” and “event” refers specifically to the 2024 Oklahoma State Fair.

This manual provides Exhibitors with the information necessary to ensure a smooth, positive and successful experience at the OSF. For the purposes of The HANDBOOK, the term “Exhibitor” translates as the equivalent of the term “Licensee,” as referenced throughout the commercial space contract and license agreement. “Exhibitor” is the general term used to identify any Exhibitor, vendor, food concession or pay-to-play attraction contracted to participate at the OSF. The information outlined in the following pages is made a part of each Exhibitor contract by reference. It is the responsibility of each Exhibitor to be familiar with these policies, procedures and rules.

***OSF reserves the right to add, delete, interpret or amend rules and regulations contained herein as it deems necessary. Any variances or special permissions granted must be requested each year.***

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## Important Telephone Numbers

|  |              |
|--|--------------|
| Office of Space Sales .....                                    | 405-948-6739 |
| Space Sales FAX Line .....                                     | 405-948-6828 |
| Vendor Help Desk.....  | 405-948-6417 |
| State Fair Administration Building (General Information) ..... | 405-948-6700 |
| OKC Fairgrounds Security Director .....                        | 405-948-6756 |
| Dane Electric On-Site Contact (Electrical Contractor).....     | 405-414-3142 |
| Oklahoma City Public Works (Storm Water Quality) .....         | 405-297-1774 |
| Fire Marshal .....   | 405-297-3584 |
| Oklahoma City County Health Department.....                    | 405-425-4347 |
| Oklahoma Tax Commission (Sales Tax) .....                      | 405-522-6463 |

***Please note:*** OSF reserves the right to cancel the contract of any Exhibitor upon receipt of notice from any fair if said fair has sustained any loss or damage as a result of a breach of contract by the Exhibitor. Upon notice, that Exhibitor is barred from any other fair or show holding membership with the International Association of Fairs and Expositions (IAFE), and OSF reserves the right to cancel the contract of said Exhibitor.

# Dates to Remember

**NEW Mid-February:** Renewal Invitations will be emailed to qualifying Exhibitors. If one has not yet been received by the end of February, contact the office of Space Sales to check Exhibitor status.

**March 15:** Signed renewal invitation forms are due with 50% deposit, less any deposit on file, if applicable.

- *Any space without a signed renewal form and 50% deposit on file by this date will be released and made available for other renewal Exhibitor requests and/or new applicants.*
- Requests for changes in Contract product listings may not be allowed after this date.
- Pay-to-play and food vendors must return their menus and price lists by this date. Prices may change after today; however, you must request any product changes or additions to your menu for approval. If not received by this date, you may forfeit the right to sell menu items that are on request by another vendor.
- Oklahoma State Fair (OSF) will begin considering renewal Exhibitor requests in the order they were received in writing. Requests can be for a change in location, increased space at the same location and/or an additional number of locations.
- Last day for full refund of any good faith deposit money on account. Any other refunds requested after this date will be subject to fees or penalties, as outlined below.

**March 16:** Refund requests received in writing are subject to a cancellation fee of \$100 or 5% of booth rent, whichever is greater. Spaces not secured will be released on this date and a reinstatement fee of 5% of booth rent will be charged to whatever space OSF may be able to offer, if any.

**First of June:** Contract packets will be sent via email only, make sure we have a current email on file. Service order forms and other important information will be updated and posted to the website.

**July 20:** Signed contracts are due.

To properly secure the contracted space, **all four** of the following must be on file:

- Payment IN FULL (see reinstatement fee below.)
- Signed contract, including complete menus with items & pricing, if applicable.
- **Workers' Compensation: an exemption form, current certificate of coverage or order form & payment**
- **General Liability Insurance Certificate must include additional insureds.**

**July 21:** Any exhibit space with less than FULL payment and/or ALL required paperwork on file will be at risk of being cancelled and resold.

- From this date forward, any current/renewing vendors who have not secured their space will be subject to a reinstatement fee equal to 10% of the total booth rent for whatever space OSF may be able to offer, which may not be the originally offered space.
- If cancellations must occur, requests for refunds of money on file must be submitted in writing and will ONLY be honored if the full space is resold. If these requirements are met and refunds can be honored, a cancellation fee of \$200 or 10% of booth rent, whichever is greater, will be assessed and the difference will be refunded.

**August 2:** Service order forms are due with payment(s) in full. If additional services are cancelled after this date, refunds will be considered based on individual circumstances and are not guaranteed.

- Reinstatement fees are now 15% of total booth rent if space is available.
- Space cancellations after this date will be subject to forfeiture of full payment on file.
- Absolute last date Clover accounts and hardware/software orders may be placed for Concessionaires. Any concessionaire without an account and/or equipment may be cancelled without refund.

**August 13:** Concessionaires: Final menu due and no price changes after this date.

**August 31: PAYMENTS BY CHECK WILL NO LONGER BE ACCEPTED.** Be prepared to make payments with cash, cashier's check, money order or credit card (we accept all major credit cards) on and after this date.

- Reinstatement fees are now 20% of total booth rent if space is available.

**September 4:** Exhibitor move-in begins.

**September 12-22: Oklahoma State Fair - 11 days of fun, food & festivities!**

# GENERAL REGULATIONS & PROCEDURES

## Access to Booth Space

See MOVE-IN

## Add-On Services

The **ADD-ON SERVICE** such as water, phone, electric, etc.

1. Can be purchased through the Exhibitor portal. Services need to be purchased for each location.
2. Service orders, with full payment, are due **no later than August 2**. Orders turned in without money will NOT be processed and late fees will be applied, as indicated.

## Advertising/Promotion Limitations & Trademarks

1. Contracted Exhibitors may speak on behalf of their own business, but not on behalf of OSF. For information to come from one reliable source, Exhibitors shall refrain from spreading misinformation by speculating, commenting on or repeating rumors. All media inquiries should be directed to the marketing Executive vice president at 405-948-6737.
2. The OSF logo is trademarked. Use of the official logo or any other associated names, artwork or graphics is strictly prohibited without prior written consent from OSF.
3. No person is permitted to distribute advertising matter, handbills, flyers or heralds upon the grounds of OKC Fairgrounds without prior written approval from OSF in the form of a contract, and then only from within the contracted space. OSF can demand the removal of any advertising matter it considers objectionable.
4. To protect the value of the OSF sponsorship program, Exhibitors may not advertise any product by brand name, trademark or trade name unless granted prior approval by OSF. Generic names must always be used, when applicable, i.e.: "Donut Burger" is acceptable versus Krispy Kreme Burger. This rule also applies to any signage or banners provided by on-site suppliers promoting specific products. **PepsiCo is the only recognized sponsor approved for additional advertising / signage / banners beyond menu boards.**
5. No Exhibitor shall display any form of political advertising or propaganda or any other material that is not explicitly listed and approved in the Exhibitor's contract.
6. No Exhibitor, manufacturer, distributor or supplier may place advertising or any other matter on any building, stand or space not directly leased to Exhibitor, nor may any approved material be placed anywhere other than within the approved licensed space in an approved manner – not using the permanent or temporary structures of the facilities of OSF.
7. Only the contracted Exhibitor can advertise and promote within the contracted space. No other secondary entities can advertise within the contracted space without express written consent from OSF management.
8. Nothing shall be sold, given away or be otherwise dispensed by Exhibitors that will, in any way, conflict with the event or OSF marketing efforts.
9. **Items with adhesive surfaces (i.e., stickers) and balloons will not be approved for giveaways.**

## Adhesives

See also ATTACHING TO SURFACES

1. Items with adhesive surfaces (e.g., stickers) may not be given away for any purpose.
2. Exhibitors using flooring in the contracted space must adhere to the material using only adhesives easily and readily removeable, leaving behind no damage. Exhibitor is responsible for the complete removal of all adhesive material from its contracted space or face damage assessments or forfeiture of future participation.

# Admission Tickets

Any person entering OKC Fairgrounds must present an outside gate admission ticket or season pass to be scanned. If re-entry to the grounds is necessary, a hand stamp can be obtained from gate attendants. **Outside gate admission ticket stubs or season pass and valid hand stamps are required for re-entry.** Exhibitors will be issued outside gate single-day admission tickets, Exhibitor badges, and season parking permits, good for all 11 days, at no charge, per the schedule below:

| Booth Size         | Single Day Tickets | Exhibitor Badge | Parking Permits |
|--------------------|--------------------|-----------------|-----------------|
| 1 – 299 sq. ft.    | 11                 | 2               | 1               |
| 300 – 599 sq. ft.  | 22                 | 2               | 2               |
| 600 – 899 sq. ft.  | 33                 | 2               | 3               |
| 900 – 1199 sq. ft. | 44                 | 3               | 4               |
| 1200+ sq. ft.      | 55                 | 3               | 5               |

1. If an Exhibitor has multiple locations, each location is treated independently regarding outside gate admission tickets and parking permits. Example: If an Exhibitor has two (2), separately contracted 20X10 booths, the Exhibitor will receive a total of 22 outside gate admission tickets, four (4) Exhibitor badges and two (2) parking permits.
2. Parking permits do NOT guarantee the availability of a parking space and can only be used in the paid parking lots.
3. Additional discounted outside gate admission tickets, season passes, and parking permits may be purchased in advance via the **PARKING & OUTSIDE GATE ADMISSION ORDER FORM** on our website. Advance orders need to be placed by August 2, so they can be included in the Exhibitor packets for move-in.
4. After August 2, outside gate admission tickets and parking permits must be purchased at the cashier's window during move-in. At the cashier's window, they will only be sold to the authorized agent noted on the Exhibitor contract.
5. Refunds will NOT be issued for discounted outside gate admission tickets, season passes and/or parking permits after purchase. All sales are final.
6. Outside gate admission tickets sold at the discounted rate are not available once the Fair opens.
7. Any misuse of Exhibitor outside gate admission tickets, season passes and/or parking permits will result in forfeiture of credentials and revocation privileges. Giving away or resale of any outside gate admission tickets, season passes and/or parking permits is strictly prohibited anywhere.
8. Discounted outside gate admission tickets are intended for use by WORKING employees ONLY. Without special approval, the number of discounted outside gate admission tickets, season passes and parking permits allowed for purchase per Exhibitor is limited to a maximum of 50. If more than 50 are required, Exhibitors must request approval BEFORE submitting the order form and payment via email. Payment will be refused and returned if special approval has not been requested in advance.
9. Outside gate admission tickets, season passes and season parking passes will be available to the general public at the State Fair Box Office. Daily parking passes can be purchased at each lot upon arrival and outside gate admission tickets are also available at the gates.
10. A limited number of reserved parking spaces are available for Exhibitors in the designated Gate 4 lot. See *PARKING – Exhibitor Reserved Parking*.

# Alcohol

1. Outside alcohol is prohibited on the grounds at any time, including move-in.
2. Consumption of alcoholic beverages in any Exhibitor space, at any time, is strictly prohibited. This regulation will be enforced during move-in, the period of occupancy and move-out. Exhibit space should always be treated as any other place of business; professional conduct is required.

# Alcoholic Beverage Laws Enforcement (ABLE)

## Oklahoma Beverage Laws Enforcement (ABLE)

For additional information about Oklahoma laws regarding liquor, contact the Oklahoma ABLE Commission's Oklahoma City District Enforcement Office at 405-522-3033, by fax 405-521-6578 or [ABLECommission@able.state.ok.us](mailto:ABLECommission@able.state.ok.us). Their office (3812 N. Santa Fe, Suite 200, Oklahoma City) is open Monday thru Friday, 8 a.m. to 4:30 p.m. The ABLE Commission website is <http://www.ok.gov/able/>.

### Unlawful to Sell, Deliver or Furnish to a Person Under 21 Years of Age

- Applies to any person.

### Unlawful for the Consumption, Possession & Purchase by a Person Under 21 Years of Age

- Applies to any person under 21 years of age.

### Wine Laws

If approved by OSF to sell or sample wine, it is the responsibility of each Exhibitor to be aware of and adhere to all laws applicable and pertaining to wine sales in trade show settings, consumption and accessibility.

## Amusement Rides

Amusement activities/rides include but are not limited to mechanical rides (carnival style, mechanical bulls, simulators, etc.), inflatables, rock walls, jungle gyms, ropes course, trackless trains etc.

Visit the Department of Labor website using this link [Safety & Standards / Amusement Rides](#) for more information on requirements for the operation of an amusement ride or other device subject to inspection by the Oklahoma Department of Labor.

## Amusement Ride Inspection – Oklahoma Department of Labor

Contact Information:

Phone: (405)521-6100

Email: [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)

1. Activities/rides that fall under the governance of the Oklahoma Department of Labor for certification and inspection must:
  - a. Show, prior to opening, current Oklahoma Department of Labor certificate of inspection and/or proof of registration (i.e., inspection sticker) indicating all OK DOL requirements, including the payment of registration and inspection fees, have been met.
  - b. Provide at least one qualified staff per activity/ride **at** the activity/ride for all operating hours.
2. OSF reserves the right to implement additional restrictions and requirements above and beyond those set by the OK DOL as it sees fit, including the requirement for higher insurance limits. Additional restrictions and requirements are subject to change and may be set or repealed at any time as deemed necessary by OSF in its sole discretion.
  - a. **ALL inflatables, regardless of year of manufacture, MUST have an operable deflation warning device at each independent inflatable structure.**
3. OSF reserves the right to close outdoor ride activities at its sole discretion under certain weather conditions. Operators must know and adhere to manufacturer and State of Oklahoma guidelines regarding operations under inclement weather conditions.
4. Fees collected by the Department of Labor for the registration and inspection of amusement and other rides shall be deposited into the Department of Labor Revolving Fund. Visit the OK DOL website for applicable and current fees.
5. All mechanical incidents or failures of any nature or incidents resulting in fatality or injury of a staff or guest must be reported to OK DOL according to OK DOL guidelines and also to OSF management immediately. Any Exhibitor not making proper and immediate report of any incident may be subject to immediate closure.

6. Exhibitor must be prepared and able to provide all required documentation at the time of inspection as per OK DOL guidelines, including but not limited to daily inspection reports, employee training documents and incident logs.
7. Exhibitor must clearly post the rules and safety requirements and/or restrictions of each device and have staff properly trained to communicate said requirements and restrictions to the public, inspectors and OSF management upon request.

## Animals

While pets are not permitted in the event area during the Fair, it is understood that Exhibitors do travel with their pets. The following rules apply.

1. Trained service dogs, dogs booked for scheduled acts, OSF competitions and/or police dogs ARE allowed inside the OSF event fence line and buildings.
2. Animals must always be on a leash.
3. Animals shall not be tied up and left unattended.
4. When walking your animal on a leash, pick up after your animal and place it in a trash bin.

**The Oklahoma State Fair assumes no liability for any injury or damage caused to or by your pet. Individuals in violation of the above rules are subject to a minimum fine of \$150, with possible impounding of the animal and/or expulsion from participation in the Fair.**

## Announcements

1. OSF makes announcements over the public address (PA) system throughout the event.

## Attaching to Surfaces

1. Contracted Exhibitors may not adhere or attach any materials to any OSF surface or structure, permanent or temporary.

## Assignment

1. Neither the contract nor any of the rights of the Exhibitor hereunder may be assigned, transferred or sublet without the express, written consent of OSF.

## Banking

1. Change bank transactions can be made at the cashier's window in the Exhibitor Lobby.
2. Money will not be held for Exhibitors, for any reason.

## Bennett Event Center (BEC)

1. Absolutely no materials may be adhered to any surface by tape or other means without the advance, express, written consent of OSF.
2. **Floors:** All tape or tape residue must be removed by Exhibitor at move-out **using approved chemicals/equipment** or additional fees may apply.
3. Vendors move-in, restocking and move-out is prohibited from "walk-in person" doors unless officially designated as the approved door by official State Fair signage. All equipment, carts, dollies, etc., must come through assigned overhead or other door. *See MOVE-IN.*
4. In no instance will move-in, restocking or move-out be allowed through any of the glass lobby doors.
5. Vendor's **hand-carrying** materials for restocking may come through designated "person" doors.
6. Emergency exit doors may NOT be propped open during show hours for any reason.
7. Fire extinguishers and utilities on the columns must be fully accessible.
8. This building has separate instructions for move-in/move-out. These can be found under the FORMS on our website.
9. Exhibitor's equipment and materials may not be placed outside the contracted space.

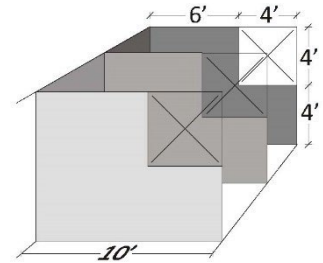


10. Building hosts and door attendants will be monitoring the building.

## Booth Design & Operating Standards

### All Booths

1. Exhibitor space should be maintained in a clean and attractive manner. Operational supplies and other materials (i.e.: storage boxes, cleaning products, trash, employee meals) not for public offering, should be attractively screened from view.
2. No element of Exhibitor display may extend past the boundaries of the contracted space without the express consent of OSF, including rolling/movable kiosks, props, décor or signage of any kind. OSF reserves the right to move or remove any items spilling over into public aisles, pathways or service alleys, at Exhibitor's expense.
3. No vehicles are allowed in Exhibitor space without written approval from OSF.
4. **Helium-filled mylar balloons are prohibited in any space.** Helium-filled vinyl balloons may only be used, with written permission from OSF, in displays. **Balloons are never to be given away.**
5. When attracting large crowds, it is the responsibility of each Exhibitor to queue their own lines.
6. Speakers used in demonstration booths, or music in general, should be set so the volume is not disruptive to neighbors. Auditors will investigate general disruption or complaints.
7. In order to provide proper customer service, food Exhibitors must provide ALL condiments and associated supplies appropriate for menu items, i.e.: napkins, ketchup, mustard, etc.
8. Exhibitors should have ingredient information available for customer requests, i.e.: food allergies.
9. Violations of booth operations (opening, closing, staffing, booth design, etc.) could result in fines starting at \$250 and/or risk eligibility for invitation to return.
10. Exhibitors who received notices on the display evaluation regarding missing display requirements (i.e.: flooring, semi-permanent backgrounds, etc.) will be checked during move-in to ensure these requirements are met to be permitted to open.



### Inside Booths

1. Pipe & drape is NOT provided.
2. Semi-permanent backgrounds covering the entire width and height (8') of the space is required in all buildings. Pipe & drape alone will not suffice unless it is done attractively.
3. Flooring of appropriate, clean material is required in all exhibit buildings.
4. Booth design may not exceed 10' in height. Exhibitor must submit a **request via email** to have product or signage exceeding the height restrictions.
5. Nothing may be attached to any OSF permanent or temporary structure including Exhibitor booth signs, banners or product.
6. It is the responsibility of each Exhibitor to ensure booth display elements and merchandise are protected and secured from the public walkway, as well as from overhead hazards. Solid plastic and vinyl materials may NOT be used, as they are not penetrable by water. Acceptable substitutes include colored safety fencing, netting or any natural material.
7. If carpet or other flooring material is part of booth display, it should be "new" in appearance. Carpet adhesive, if used, must be completely removed without damage to surface during move-out.
8. When working with shared sidewalls, the top and front 4' section of the wall must remain transparent. See *DRAWING*. If a certain design is mutually agreeable to both parties, displays covering this "window" will be acceptable; however, if Exhibitors cannot agree on treatment of the sidewalls, the standard shown will be the rule. Exhibitors should arrive prepared to adhere to this standard. Please remember, renewing Exhibitors could have new neighbors. This may be addressed in advance by contacting your neighbor(s) regarding shared sidewall(s). Exhibitors may contact the space sales office to obtain their neighbors' contact information.

## Outside Booths

1. **Fencing/screening:** Every outdoor vendor MUST fence or screen the back and sides of their space, and any “back-of-house” service, stock and prep areas, as well as provide fencing/partitions to each side to keep the public from cutting through utility areas adjacent to their space(s), as necessary. Specific size, color and design of fencing/screens are the choice of each Exhibitor and should complement the style or personality of the space, materials stored within this area may not exceed the height of the fence or barrier.
2. Structures should be constructed to withstand inclement weather conditions.
3. All elements of display or operation must fit within the space marked, including hitches, stakes, service or storage facilities. If awnings extend into fire lanes or other throughways, they must be easily retracted for emergency vehicles access.
4. Wastewater from concession booths/trailers may ONLY be drained into specifically designated receptacles. Receptacles will be either in-ground sewer drains or portable pots. See *OKLAHOMA CITY PUBLIC WORKS DEPARTMENT*.
5. Any utility easements may not be blocked or used for any other purpose.
6. Tent stake lines must be flagged for safety with brightly colored pennants, preferably orange. Stakes should not extend beyond the marked, contract space. Additionally, for both safety and aesthetics, stakes should be used as close to the tent legs as possible. If additional security is required, Exhibitor should consider the additional use of water barrels or other means of holding any tented structure in place. Stake holes should be adequately filled and repaired, or fines and cost to repair will be assessed.
7. Absolutely NO staking is allowed on the colored concrete on Gordon Cooper Blvd., or on any concrete sidewalks. Exhibitors located in/near these areas must use water barrels to secure tents.
8. Grounds will be marked for water, gas and other utility lines prior to move-in. Staking is permitted on asphalt and grassy areas ONLY. **Staking must be a minimum of 2' from any marked utilities. If Exhibitors are unsure, please contact the Space Sales office before staking.** Repair of any damage from staking is the Exhibitor's responsibility. A minimum \$50 fine per location will be assessed for all spaces left in disrepair. Additional fees may be assessed based on the severity of the damage.
9. Excessive staining from grease or other substances is a serious offense. It is the Exhibitor's responsibility to leave the space in clean condition. Fees will be assessed for spaces left in disrepair.

## Cannabinoid (CBD) and Related Products

1. Cannabinoid or CBD-related products must be approved per contract.
2. Marijuana or any cannabis product containing greater than 0.3% THC, in any form, is prohibited on the premises.
3. The sale of marijuana, in any form (seed, plant, finished consumable etc.), or any sales activity relating to the sale of marijuana, including the soliciting of sales of marijuana to be picked up at a licensed dispensary, is prohibited.
4. Exhibitors will properly secure and display all required local, state or federal permits (e.g., temporary food service license) in clear sight. Failure to do so may result in the removal of any product governed by said license or permit and/or the temporary or permanent closure or removal of the booth from the event without consideration for refund.

## Compliance with Laws

Exhibitor and its affiliates, officers, directors, managers, employees, shareholders, members, agents, and assigns shall comply with all laws, ordinances, rules and regulations of the United States, the State of Oklahoma, the County of Oklahoma, the City of Oklahoma City, and any government agency and shall not do or permit to be done anything in violation of such laws, ordinances, rules or regulations.

# Concessionaires & Pay-to-Play Attractions

Remember that good customer service requires presenting accurate knowledge about ingredients and appropriate condiments, including napkins, upon request at each location.


## Point of Sale / Audit Devices

1. OSF requires the use of pre-approved points of sale in all food and beverage concessions, and other percentage sales exhibits, such as pay-to-play attractions unless a written variance is granted by OSF.
2. The use of “Clover” point of sale system is required. Please reference special materials provided separately regarding this for additional, more specific information. This program is **mandatory**.
3. Clover devices are cloud-based, use Wi-Fi or AT&T LTE service and accept credit cards. If you choose to take credit cards, please note that the system could run in offline mode when the cellular and/or Wi-Fi traffic on the grounds is at peak capacity. This means that a credit card transaction could come back as declined or invalid when the device returns to on-line mode. All such transactions are the full responsibility of the Exhibitor and must still be reported with sales. The device will automatically sync when a signal is available and it returns to on-line mode.
4. Clover or OSF personnel will pre-program all devices for approved menus. Exhibitors may not alter programming in any way. All changes must continue to be approved by OSF.
5. Exhibitors that currently own a Clover device may use it **only** if digital access to the reports for the Oklahoma State Fair event are programmed and automated per OSF requirements. Any changes to items or pricing must still be preapproved by OSF.
6. Sales display screens must always be in full view of customers.
7. It is mandatory for food Exhibitors and pay-to-play attractions to give customers a receipt if asked.
8. **Computation of sales:** Sales as shown by all devices in each location, less documented adjustments, will be considered the actual gross sales of the Exhibitor, unless OSF management deems the sales higher in the case of observed unrecorded sales, broken machines, power outages, etc.
9. **Credit Card Fees:** Exhibitors must include ALL Fees in the price.
10. **Point of Sale programming:**
  - a. Exhibitor’s menu is pre-programmed into each point-of-sale device unless a written variance is granted. Complete and accurate menus must be returned with a signed contract. Only in rare instances will Exhibitors be approved to add items or change pricing after August 14. All changes must be approved by OSF.
  - b. All point-of-sale devices must be programmed to include tax and any other fees in the price of the item, just as the menu boards are required to show “tax & fees included” pricing.

## Sales & Sales Reporting

1. Exhibitor is required to maintain a daily record of all gross receipts derived from operation.
  - a. Daily closing sales reports are required, and must be turned in daily before 1 p.m.
  - b. A \$50 late fee will be applied to Exhibitor accounts for each delinquent day of reporting.
  - c. Exhibitors who fail to report daily sales will forfeit participation in any future event.
2. Throughout the event, members of the audit team will conduct spot audits, associated with the use of proper point of sale and cash control systems.
  - a. Audit violations result in fines starting at \$250.

## Standard Beverage Pricing – 2024 Oklahoma State Fair

| Size/Drink                            | Price  | 2024 Souvenir Cups  |
|---------------------------------------|--------|---|
| <b>Sodas, Lemonade &amp; Iced Tea</b> |        | <p>All concessionaires selling fountain drinks MUST stock and use the 2024 souvenir cup. It is stackable and comes with a reusable lid. It can use a non-specialty straw.</p>  <p><b>It must be offered to the customer with the lid and straw.</b></p> <ul style="list-style-type: none"> <li>• Refills in any other cup are prohibited, including the previous year(s) souvenir cup.</li> <li>• Official 2024 souvenir cup signage must be posted.</li> <li>• Refills are for soda, iced tea, or lemonade only.</li> </ul> |
| Medium Cup                            | \$5.00 |   |
| Large 2024 Souvenir Cup               | \$8.00 |   |
| Refills - 2024 Souvenir Cup ONLY      | \$4.00 |   |
| <b>Bottled Drinks</b>                 |        |   |
| Gatorade - 20 oz.                     | \$5.00 |   |
| Energy Drink - 16 oz.                 | \$5.00 |   |
| Bottled Soda - 20 oz.                 | \$5.00 |   |
| Bottled Water - 20 oz.                | \$4.00 |   |
| <b>Fresh Brewed Coffee</b>            |        |   |
| Small Cup - 16 oz.                    | 3.00   |   |
|                                       |        | <b>PepsiCo Bottling Company will provide the cups/lids</b>  |

Must use the official Oklahoma State Fair cups, where applicable.

## Non-Standard Beverage Items

1. Pricing for non-standard beverages such as milk, juice, slushies, specialty lemonade and specialty coffees will be set individually by each concessionaire. Drink list and pricing should be submitted with food items for menu information on or before the required date. *Note: All menu items MUST be pre-approved by OSF.* For non-standard beverages, cups are the choice of the concessionaire.
2. Additionally, it is mandatory these items be served in the same style cup used for display.

## Copyrights

1. Exhibitor is responsible for securing the proper licensing, and paying any applicable fees, for any copyright protected music, artistic work or other property that is performed, displayed or otherwise exhibited.

## Donations & Tip Jars

1. While OSF highly discourages this practice, tip jars will only be tolerated for use by food Exhibitors providing service beyond the expected standard. Non-food Exhibitors are not allowed to solicit tips without prior approval from OSF. A request for approval may be submitted using the **VARIANCE FORM** available on our website.
2. Solicitation for donations by any Exhibitor requires written approval by OSF. If patrons express an interest in providing assistance through monetary donations, Exhibitors should be prepared to direct them to various other means of contact, such as: websites, promotional material listing physical address or self-addressed stamped envelopes.

## Drawings & Giveaways

Exhibitors planning to give away free merchandise or hold a drawing must request approval by completing the **DRAWINGS & GIVEAWAYS REQUEST FORM** available on our website. Exhibitors planning to give away free merchandise through a drawing must adhere to the following:

1. No automobile giveaways or displays without written approval from OSF.
2. Know and obey all city, county, federal and state laws.
3. Post the rules clearly, including the drawing date.
4. No requirement for purchase or any other obligation.
5. No raffles or selling “chances” for any product or dollar amount.
6. Provide OSF with a complete description of the product and rules of the drawing.
7. Provide OSF with the name, address and phone number of all winners.
8. The prize displayed in the booth must be equal in value to the actual prize given.
9. Items with adhesive surfaces (i.e., stickers) and balloons are not allowed to be used for giveaways.

## Drones/Unmanned Aircraft

1. Contracted Exhibitors, its agents, designees or guests may not fly drones, or other unmanned aircraft, over OSF, including parking lots, without the express, written consent of OSF.

## Electricity

1. Every Exhibitor will be provided a minimum 110/120-volt, 20-amp service with each contract. If additional power is needed, it must be ordered and paid for in advance. For orders placed after August 2, late fees apply, and OSF does not guarantee orders will be accommodated. **Note:** *restocking spaces are provided at no charge and do NOT include free electric service.*
2. The official OSF electrical contractor will ensure each Exhibitor receives the ordered service and the actual consumption of each Exhibitor will be closely monitored.
3. Rates are for the connection and consumption of electricity ONLY. Any additional labor or materials required for service or maintenance INSIDE the exhibit space is the Exhibitor's responsibility.
4. Every outdoor location is required to pay a City Electrical Inspection fee. 2023 fee was \$35.
5. When possible, electrical outlets will be provided at the back center of each space. Electricity may not be located directly in your contracted space but in close proximity. Exhibitors are responsible for providing the appropriate cords and lengths of cords (up to a 30' run inside and 100' run outside) for proper and SAFE connection to the power supply. Outlets are not labeled, and Exhibitors are required to share the original outlets from the power distribution source. Uncertainties or disagreements about which outlets are to be used should be brought to the attention of OSF.
6. Exhibitors are NOT permitted to run cords across any aisle without the express, written consent of OSF.
7. If assistance is required after hook-up, simply notify the electrical contractor desk or contact the space sales help desk for assistance. If an Exhibitor is misusing or tampering with electrical, or other utility connections, OSF will charge the Exhibitor for added power used, damage to the equipment and/or a fine of \$500.
8. Temporary power distribution can be unpredictable. OSF will not be responsible for electrical service failure or damage to equipment due to power surges or other causes.
9. It is the Exhibitor's responsibility to be aware of actual power needs and order adequate power to supply those needs. Exhibitors are liable for any damage caused by excessive power consumption, subject to fines starting at \$500, and any additional costs for associated repair or replacement of equipment.

**Note:** *Due to the increasingly high demand for power, 100 and 125-amp service is only available in certain areas. If Exhibitor power needs have changed from what was originally submitted, you MUST contact the space sales office **PRIOR TO** placing the power order and remitting payment to confirm that the required amperage is available at the assigned location.*

## Exclusives

1. OSF reserves the right to make any exclusive contract with sponsors, vendors and/or retail or wholesale purveyors on-site prior to, or after, the execution of any Exhibitor contract; see SUPPLIERS for additional information for concession purveyors.
2. OSF may be partnered with an official vehicle and official mattress sponsor. NO space may exhibit, display, use for advertising, drawings/giveaways, or any other purposes any motor vehicle or mattress without prior, **written** approval by OSF.

## Exhibitor Evaluations

1. OSF reserves the right to determine Exhibitor eligibility status when extending "renewal invitations" for future participation.
2. Exhibitors will be presented with display/presentation evaluations after the event to reward, and remind, Exhibitors of the minimum presentation standards at this event. Exhibitors will receive a

copy to use as a reference at other events if they choose. Suggestions and requirements noted on the evaluations should be addressed/acted upon accordingly. These evaluations are used in the renewal invitation decision-making process and future placement.

## Family Friendly Event

1. No Exhibitor shall display, sell or wear anything that is indecent, obscene, lewd, or publicly offensive, as determined by OSF in its sole discretion.

## Fees, Permits & Licenses

1. City, county and State of Oklahoma entities are on grounds to ensure each Exhibitor adheres to the applicable laws. Exhibitor is responsible for obtaining all licenses/permits and paying any fees that apply. Most of the agencies involved have an office in the Safety Center, located in the west end of the Administration Building, and/or walk the grounds to contact every Exhibitor.
2. The fees are listed below; however, they are subject to change as city, county and state lawmaking officials deem necessary.

### Fees paid at Cashier's office or via Service Order Form

- Plumbing / Water Fee: \$100
- Golf Cart Permit: \$100 (limited to those meeting OSF criteria only)
- Concessionaire Surcharge Fee: \$50
- State Workers' Compensation Insurance Premium<sup>2</sup>: \$175

### Fees paid to City of OKC

- City of OKC Special Event License: \$48

### Fees paid to OKC County Health Department

- Temporary Licenses: \$250 per stand or booth
- Visit [occhd.org/specialevents](http://occhd.org/specialevents) for the most updated price list.

### Fees paid to Fire Marshal's Office

- City LP Gas Permit: \$25
- City Tent Inspection Fee: \$50. For tents larger than 225 sq. ft.

### Fees paid to Dane Electric

- City Electrical Inspection Fee: \$35  
Outside connections ONLY.

### Fees paid to Department of Labor

- Annual ride registration fee: \$25.00
- Inspection fee
  - Amusement Rides: \$50
  - Other Rides per hour: \$100
- Visit [OK Department of Labor](http://OK Department of Labor) for the most updated price list.

**Note:** Any rate increases are the responsibility of the Exhibitor and must be paid prior to move-in.

<sup>1</sup>OSF will obtain licenses for approved vendors who are required to reimburse OSF. Licenses will be ready for pickup, and payment, at Cashier's Windows in the Exhibitor Lobby the day before Opening Day.

<sup>2</sup>OSF will obtain State Workers Compensation Insurance for approved vendors. Workers Compensation purchase application and payment must be on file before the deadline. Certificates will be in the Exhibitor packet.

## Firearms (See also Weapons)

1. Per Oklahoma State Statute Title 21, Section 1290.22 (D) 3, carrying a concealed or unconcealed firearm is prohibited at the OKC Fairgrounds during the Oklahoma State Fair. This restriction extends to any person regardless of their professional licensing, occupation or jurisdiction.

# Fire Marshal Rules & Regulations

**The Fire Marshal is on-site and strictly enforces compliance.** The International Fire Code 2018, as amended and adopted by the City of Oklahoma City, requires all commercial food service establishments with cooking appliances to provide a kitchen hood that complies with the requirements of the International Mechanical Code 2018 for collecting and removing grease vapors and smoke. Further, any Exhibitor in a building or mobile food unit with an enclosed commercial kitchen exhaust hood and duct system is required to have an automatic fire-extinguishing system installed in accordance with this code:

**601.1 Scope:** The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems, and commercial kitchen hoods.

**602.1 Commercial Cooking Appliances:** Appliances used in commercial food service establishment for steam, fumes, smoke or odors are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers, upright broilers, griddles, broilers, char broilers, ovens, barbecues, rotisseries and similar appliances. **For the purpose of this definition, a food service establishment shall include any BUILDING, or a portion thereof, used for the preparation and serving of food. Or mobile food unit.**

All Class K fire extinguishers, BC fire extinguishers and automatic fire-extinguishing systems need to be inspected on an annual basis. Extinguisher training is offered in conjunction with food handler classes that Exhibitors are encouraged to participate in.

## SPECIAL FIRE MARSHAL COOKING REGULATIONS

1. Cooking in tents or other membrane structures will be allowed under the authority of Section 104.9 (Alternative Materials and Methods) of the International Fire Code – 2018 as adopted by the City of Oklahoma City, the Authority having jurisdiction provided the following conditions are met:
  1. Minimum separation between cooking equipment and fuel sources will be ten (10) feet.
  2. Minimum distance between any tents/membrane structures and other tents/membrane structures or other structures will be ten (10) feet.
  3. BC fire extinguisher(s) will be provided in all tents/membrane structures and personnel trained in the use of extinguishers present at all times. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.
  4. Cooking equipment shall be placed no less than ten (10) feet from exits/means of egress in any tent/membrane structure.
  5. Cooking equipment shall be placed a minimum of three (3) feet from any portion of the tent/membrane structure OR a fire-resistant barrier approved by the Fire Marshal shall be installed between cooking equipment and tent/membrane structure.

## General Fire Marshal Rules & Regulations

1. No display or exhibit shall interfere with or block any exit light, exit or exit-access. All exits shall always be unlocked to permit egress.
2. Access to fire extinguishers or fire-fighting equipment shall be kept clear at all times.
3. Combustible material, not on display, shall be limited to a one-day supply.
4. Exhibit booths, curtains, drapes or decorative material shall be constructed of limited combustible material or treated with a flame retardant. Flame retardant-treated materials shall be documented and verified by the fire marshal's office.
5. Open flame devices are prohibited (i.e.: candles and sternos). Vegetative materials for decoration are also prohibited (i.e.: branches, straw and hay) unless flame retardant material is applied. Flame retardant-treated materials shall be documented and will be verified by the fire marshal's office.
6. Natural, cut trees shall be prohibited inside any building where the public is admitted or invited. Live trees with a root system (i.e.: balled, planted or potted) are permitted, provided a distance of 3' is maintained from limb to limb. Vegetative material shall not interfere with means of egress and exits.
7. Gas-fired or food-warming devices shall be approved by the fire marshal's office.
8. Exhibitors need to obtain a permit if they will be using flammable compressed gas. A one-time permit is \$25, and an annual permit is \$100.

9. Any cooking facility shall have at least one (1) 20 BC fire extinguisher and one (1) K class if cooking with animal and/or vegetable fat.
10. All exhibit space under a tent must have a 2A10BC fire extinguisher and “No Smoking” signs posted.
11. Tents exceeding 225 sq. ft. will incur a \$50 inspection fee by the fire marshal.
12. Tents must be flame retardant with documented proof of such. Indoor “EZ Pop Up” tents must be treated with flame retardant liquid, with the dated receipt of purchase as proof of application.
13. Plastic/vinyl tents are not allowed.
14. No sawdust, shavings or hay is allowed under tents or in buildings.
15. Loose chairs in assembly style must be hooked together if under a tent.
16. Smoking is prohibited where ordered by the fire marshal’s office, i.e.: under any tent and in all buildings.
17. Vehicles shall not be fueled inside any building or started during event hours.
18. Fuel tank openings shall be locked or sealed to prevent vapor release or tampering.
19. At least one (1) battery cable shall be removed from each set of batteries during the exhibit and shall not be limited to vehicles, RVs, boats, etc.
20. Portable generators in any building are prohibited unless approved by both the OSF and fire marshal’s office.
21. Use of hay/straw in any indoor or outdoor display is prohibited due to its combustibility. Fake/costume hay bales maybe used as a supplement because they are flame retardant.
22. Fire lanes shall be clear at all times. Fire hydrants and fire protection system connections shall have clear access with no obstructions.
23. Portable storage buildings on display inside buildings shall comply with International Fire Code 2018 Section 903.3.3: automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under kiosks, display booths, concession stands or equipment that exceeds 4’ in width.
24. Effective March 1, 2009, a variance may be allowed to the code requirements specified above in places of public assembly where no other hazards exist AND all the following requirements are met:
  1. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler contractor.
  2. When the obstruction is temporary in nature and the area of obstruction is equal to **1,000 square feet or less**. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less. This variance, when allowed, shall apply to this referenced code section. All other provisions of the fire code, city ordinances and rulings of the fire marshal’s office remain applicable. Current requirements for OKC Fairgrounds arena and barn areas shall remain in effect.
25. Vehicles, boats, trailers and similar exhibited products having over 100 square feet of roofed area shall be equipped with smoke detectors.

## Food Competition

Mark your calendars, **Great TASTE of a Fair** will be Wednesday, September 11! Updates will be sent via email to all food concessionaires.

## FORCE MAJEURE - COVID-19

Neither party shall be liable to the other, nor be deemed to have defaulted under or breached the Licensee’s Contract, for any actual delay or failure in performance caused solely by any act of God, fire, flood, severe weather, earthquake, strike, or other labor problem not caused by the employees of either party, terrorism, war, governmental actions, embargoes, blockades, civil disturbances (whether war is declared or not), pandemics, epidemics, quarantines or other health crises, national or regional emergency, and shortages of labor, power, transportation or materials as a result of any of the foregoing (collectively, “Force Majeure”). Unless otherwise expressly provided to the contrary, delay or non-performance due to Force Majeure shall be excused. Force Majeure does not include financial distress of



either party and this provision shall not excuse non-payment or late payment by either party. Notwithstanding anything in the Licensee's Contract including this Event Handbook to the contrary, neither party shall be deemed in breach of the Licensee's Contract due to an inability to perform a non-monetary obligation under this Agreement as a result of government orders, legal requirements, events, or incidents arising as a result of the Coronavirus pandemic (COVID-19). The parties each acknowledge that COVID-19 presents unique issues and novel safety concerns worldwide and for the local community and that, as a result, the parties must be flexible in their response, availability, and utilization of resources. COVID-19 has created and may result in further extraordinary unanticipated governmental orders and regulations, financial complications, restrictions on travel and congregation, quarantines, self-quarantines, or other extraordinary or special measures. In the event of a Force Majeure event affecting any part of OKC Fairgrounds, not just the facilities/area licensed to the Licensee, OSF has the right to relocate the Licensee to another building or space at OKC Fairgrounds or cancel the Licensee's Facility Rental Contract.

## Health Department / OKC Licensing

### Oklahoma City-County Health Department

2400 NW 36<sup>th</sup> St Oklahoma City, OK 73112

PH: 405-425-4321 | Email: [specialevents@occhd.org](mailto:specialevents@occhd.org) | Website: [occhd.org/specialevents](http://occhd.org/specialevents)

### Education Requirements at the Event – Classes are at the Arts Annex Theater

- Oklahoma City-County Health Department (OCCHD) will conduct Food Safety/Sanitation training classes for State Fair food workers. Several classes are offered to better accommodate the needs of the food vendors and to ensure that all food workers are properly trained. In conjunction with these classes, representatives from the Fire Marshal's office and the Public Works Department will provide specialized training to ensure that their rules and regulations are understood and followed. The Oklahoma City Fire Marshal's Office will be enforcing the occupancy load during these classes. Entry will be denied once the auditorium has reached the posted occupancy. Class times are subject to change.
- TRAINING IS MANDATORY for all food workers. This includes vendors that offer food samples.**
- In order to sign in for the class, you must show a state issued photo identification.

### 2024 Training Schedule

**Location:** Arts Annex Theater located at the corner of Stagecoach and Land Rush St. To sign in for the class, you must show a state issued photo identification.

- Tuesday, September 10:** 11a.m., 1 p.m. (Spanish class), 3 p.m., 5 p.m., and 7pm
  - Wednesday, September 11:** 9 a.m., 11 a.m., 1 p.m. (Spanish class), 3 p.m., and 5 p.m.
26. Food workers who hold an ANSI approved current **managers** certification can be issued an OCCHD Fair Food Handler certificate by presenting the certificate along with photo identification at the registration table. Please visit the link to view the 10 ANSI approved certificates. [ANAB - ANSI National Accreditation Board](#)

### Training Class Protocol

- You **may not** sign-in for anyone other than yourself.
- Take care of all personal business before entering the training room. If you leave the room before or during the training, re-entry will not be allowed, and a certificate will not be issued.
- Turn off cell phones and electronic devices before entering the room.
- No food or drinks will be allowed in the training room.
- Seating is limited to individuals earning a certificate. **No children** will be allowed.
- If during the class you become **disruptive**, you will be asked to immediately leave the classroom and will not receive your certificate.

### Food Licensing at the Oklahoma State Fair

- All food and/or beverage vendors must be inspected, approved, and licensed before opening for business.**

2. All consumables are considered “food” by the Oklahoma State Department of Health and require a food license.
3. Inspectors will be on the fairgrounds inspecting all food vendors. Once approved for licensing, take your inspection to the Safety Center to obtain your license.
4. Proof of Non-Profit status from the IRS must be provided to obtain a fee exempt temporary food license.
5. Payment for the license is required before a license can be issued.
6. The Oklahoma State Department of Health Temporary License is **\$250** per stand or booth. The fee can be paid online at: [www.occhd.org/payment](http://www.occhd.org/payment) OR vendors can make payment at the Safety Center. Cash, card and check are all accepted payment methods. If paying by check, bring a state issued photo identification to obtain the license.
7. The City of Oklahoma City special event food license is **\$30**. You must go to the Safety Center with your approved inspection from the Health Department to obtain this license.

### **Food Facility Operation at the Oklahoma State Fair**

1. Food workers must wash their hands with soap and warm water before starting work, during work after handling raw food products, after consuming tobacco, eating, drinking and after using toilet facilities and as often as is necessary to keep them clean.
2. BARE HAND CONTACT OF READY-TO EAT FOOD WILL NOT BE PERMITTED.
3. Eating, drinking and tobacco consumption are not permitted in food preparation or sales area.
4. Food workers must wear approved hair restraints.
5. Food workers’ fingernails must be trimmed, filed, and always kept clean.
6. Food workers may not wear jewelry including watches, wristbands, bracelets, etc. on arms and hands.
7. A plain wedding band may be worn.

### **Food Facilities Must Comply with the Following Regulations/Requirements**

1. For Mobile Vehicles: The Oklahoma State Department of Health Regulations, Chapter 257. These regulations can be accessed from: [9-11-21 New Chapter 257.pdf \(oklahoma.gov\)](http://9-11-21%20New%20Chapter%20257.pdf)
2. For Temporary Facilities, such as tents: The Oklahoma City-County Health Department Temporary Food Establishment Requirements. These requirements can be accessed from: <https://www.occhd.org/specialevents>
3. For Sampling: The Oklahoma City-County Health Department Food Sampling **Recommendations** for Temporary Events. These recommendations can be accessed from: <https://www.occhd.org/specialevents>

### **Hospitality Lounges / Break Place**

OSF provides two Exhibitor Break Place rooms where Exhibitors can take a break away from the crowds. The rooms are stocked with snacks and beverages. Break Place rooms are marked with BP on the Map in your packet.

1. Lounge Hours – 9/12 thru 9/21 9:30 a.m. to 7:30 p.m.  
9/22 9:30 a.m. to 6:30 p.m.
2. Exhibitors need to sign in providing the booth number and vendor name.
3. Only Exhibitors are allowed. Non-working family members and children are not permitted.
4. Limit of two snack items per person each visit.

# Hours of Operation

## Exhibitor Lobby

### Move-In: 9/4-9/10

Monday – Friday: 8 a.m. to 5 p.m.

Saturday – Sunday: 8 a.m. to 4 p.m.

### Move-In: 9/11

Wednesday: 8 a.m. – 9 p.m.

### Fair Hours:

Daily: 8 a.m. to 8 p.m.

Closing Night: 8 a.m. to 10 p.m.

## Help Desk

### Move-In: Starting 9/4-9/10

Daily: 8 a.m. to 8 p.m.

### Move-In: 9/11

Wednesday: 8 a.m. to 10 p.m.

### Fair Hours:

Daily: 8 a.m. to 10 p.m.

## Outside gates

Open to general public at 10 a.m.

Exhibitors may be directed to specific gates for admission prior to public opening.

## Buildings

Sunday – Thursday: 10 a.m. to 9 p.m.

Friday – Saturday: 10 a.m. to 10 p.m.

## Outside Vendors

Sunday – Thursday: 10 a.m. to 9:30 p.m.

Friday – Saturday: 10 a.m. to 10:30 p.m.

## Carnival

Monday - Opens at 11 a.m.

Tuesday – Friday: Opens at 1 p.m.

Saturday – Sunday: Opens at 11 a.m.

*\*Closing times are at the discretion of management.*

# Insurance

Contracts may be void and, if applicable, move-in will be halted, if insurance documents are not properly filed by the required deadline on the “Dates to Remember.”

## General Liability Insurance

1. The insured name on the certificate of insurance must match the Exhibitor’s contracted name.
2. Exhibitor shall procure and maintain in full force during the event, at the Exhibitor’s expense, a commercial general liability insurance policy covering claims, demands or actions arising out of or in connection with the Exhibitor’s use or occupancy of the licensed space or arising out of the condition of the licensed space, the limits of such policy or policies to be in an amount not less than \$1 million per occurrence and shall include products liability coverage.
3. Additional insured must be listed as:
  - a. Oklahoma State Fair, Inc.
  - b. City of Oklahoma City
  - c. Oklahoma City Public Property Authority
4. Coverage must be in effect for the MONTH OF SEPTEMBER. It is required that insurance be with a company having an AM best rating of A- or better.
5. Exhibitor shall provide satisfactory certificates of insurance by the required deadline.
6. Policy ‘renewals’ or ‘declarations’ may not be substituted for certificates of insurance.
7. If the Exhibitor is pre-qualified to sell alcohol, proof of liquor liability coverage with \$1 million per occurrence limits must be provided to receive final approval from OSF.
8. Insurance carriers must provide OSF with a minimum of 30 days written notice of any policy cancellation or material change in policy terms. If the policy is cancelled after OSF has received a certificate of insurance, the Exhibitor’s space(s) may be released immediately without refunds of money on file. Exhibitor may not be invited to future events.
9. OSF has a strict no tolerance policy on falsified or altered certificates of insurance. If Exhibitor submits a falsified or altered certificate of insurance, the Exhibitor’s space(s) may be released

- immediately without refunds of money on file. Exhibitor may not be invited to future events.
10. Exhibitor's insurance provider will most likely be able to assist in providing general liability insurance.

## Workers' Compensation Insurance

Title 85 of the Oklahoma Workers' Compensation Statute requires employers to obtain workers' compensation coverage if they hire one (1) or more employees who are not also owners, partners or corporate officers owning more than 10% stock in the corporation.

1. Every Exhibitor must comply with Oklahoma Labor Laws by having valid workers' compensation insurance coverage for all employees engaged in concessions and exhibit operations. Coverage must be in effect for the MONTH OF SEPTEMBER.
2. If the Exhibitor needs to purchase workers' compensation coverage, CompSource Oklahoma will process applications for coverage under our master policy agreement. Complete the **WORKERS' COMPENSATION PURCHASE APPLICATION FORM** on the website and send a check/money order, payable to Oklahoma State Fair, Inc., for the \$175 premium fee. OSF will obtain the necessary documents for the Exhibitor subject to the terms outlined by CompSource Oklahoma. **Note:** *Any changes in premium rates are the Exhibitor's responsibility and will be due prior to move-in.*
3. If the Exhibitor owns a current policy, OSF requires a certificate of insurance naming Oklahoma State Fair, Inc., as a certificate holder. Exhibitor name must be listed as it appears on the contract.
4. If there are no more than five (5) employees who are all related (by blood or marriage), complete and submit the **FAMILY OF FIVE OR FEWER WORKERS' COMPENSATION EXEMPT STATEMENT** with the signed contract.
5. Exhibitor shall provide proof of coverage or the **FAMILY OF FIVE OR FEWER FORM** with the associated fee no later than the required deadline.
6. You can fill out the Affidavit of Exempt Status form 36A online at [www.wcc.ok.gov](http://www.wcc.ok.gov).

## Internet / Wi-Fi / Connectivity

1. For an additional fee, wired Internet access is available to Exhibitors in all buildings. The cost for wired internet is \$450, and after the order deadline the price will increase to \$585. Orders placed after September 1 are subject to availability.
2. Wi-Fi is fast and FREE. Just access State Fair Free network.
3. Credit card or other devices relying on cellular connectivity may not work reliably or at all during peak traffic times. If your device cannot navigate the Wi-Fi captive portal, reach out for access to private Point Of Sale device connectivity.

## Liability & Responsibility

1. Each Exhibitor is an independent contractor and shall exercise control of its operation, including the activities of its employees, agents, subcontractors and guests, at all times. OSF liability is limited to the performance and fulfillment of its specific obligations set forth in the contract with the Exhibitor. Exhibitor assumes full responsibility for and agrees to indemnify, hold harmless and defend OSF, its present or future officers or directors, employees and agents, the City of Oklahoma City and Oklahoma City Public Property Authority, from such civil penalties, crimes and causes of actions (including cost for defense, settlement and attorney fees) as may be brought on account of death or bodily injury to any person; destruction, damage, loss or theft of any property; any violation of any law; or any other claim, cause of action, damage or expense, which result from or arise out of any act or failure to act on the part of Exhibitor or any of its employees, agents, contractors or guests or the breach of any warranty, representation or covenant contained in Exhibitor contract or rules.
2. Further, the Exhibitor understands and agrees that OSF does not assume responsibility for and shall not be held liable for the results of any accident, damage, theft or any other loss to any person, property or business of the Exhibitor while at OKC Fairgrounds, whether such accident, damage, theft or any other loss occurs during the time of preparation, the period of occupancy or

the time of removal there from. Without limiting the generality of the foregoing, OSF and its agents shall not be liable for any business interruption, lost profits, any personal property of the Exhibitor or any claim made against the Exhibitor by any patron of the event. To the fullest extent permitted by law, the Exhibitor hereby waives any claim against OSF and its agents and releases them from any claims.

## Mail & Shipping

### Address small packages to:

Contracted Booth Name  
ATTN: Contact Name and Phone Number  
Booth Number  
3001 General Pershing Blvd.  
Oklahoma City, Oklahoma 73107

## Product/Letters/Packages

1. Once move-in begins, the United Parcel Service (UPS) and Federal Express are permitted to deliver goods directly to Exhibitors. Ensure the contracted building name, booth name and booth number are included on the mailing label and the Exhibitor is available to accept all shipments or shipments will be returned. Vehicles marked with the appropriate Exhibitor parking can make deliveries during restocking hours.
2. If an Exhibitor receives large packages and/or pallets and they are not available to accept the package the package may be turned back. If the Exhibitor has made prior arrangements with the onsite decorator, they can accept the package for a fee. See decorator information under suppliers on the website.
3. In the receipt, handling, care or custody of property of any kind, shipped or otherwise delivered to OSF facilities, either before, during or after the use of OSF facilities by the Exhibitor, OSF shall not be liable for any loss, damage or injury to such property.

## Incoming Letters & Small Packages

1. Incoming mail, meeting the above criteria, can be picked up at the Vendor Help Desk in the Safety Center. Exhibitors must sign for your mail.
2. If an out-of-country shipment is expected, it is the Exhibitor's responsibility to secure an agent/broker for this service.
3. In the event OSF agrees to accept materials for the Exhibitor, it must be arranged in advance and will be subject to labor, equipment and potential storage fees.

## Outgoing Mail

1. Outgoing letters ONLY (no packages) may be left at the Vendor Help Desk in the Safety Center.

## After the Event

1. Incoming letters after the event will not be held, and OSF will not forward mail.
2. Please ensure the billing address you provide companies for shipments (DHL, FedEx, etc.) or other services is **your company's address** and NOT OSF.

## Move-In & Move-Out Guidelines

### Move-In Hours

Gates accessible for move-in operations are **5, 9 and 10 ONLY**. Space is accessible for move-in between 8 a.m. and 10 p.m. After 10 p.m., access to OKC Fairgrounds and exhibit space is restricted. Late hour set-up may be granted on Wednesday, September 11.

1. ALL move in may begin move-in on Wednesday, September 4 at 8 a.m.
2. The buildings will lock at 8 p.m. daily; however, work may continue until 10 p.m. Access after 8 p.m. can be granted by a building host at the one (1) specified door. ALL OTHER DOORS SHALL REMAIN CLOSED and LOCKED.
3. Without prior permission, no exhibit, trailer or concession may be placed on its assigned space or

anywhere on OKC Fairgrounds property until the above specified date and only after checking-in with the space sales office. Unauthorized equipment/trailers found on grounds prior to official move-in dates may be towed or impounded.

## Early Move-In

1. Should any Exhibitor require early move-in or equipment drop-off prior to the specified date, a request for approval may be submitted for review with the **VARIANCE FORM** that can be found in the Exhibitor portal under "Vendor Information." Specific instructions will be provided, if approved.

## Checkpoints During Move-In

1. Gates are secured for move-in. Unless presenting a special permit, ALL vehicles must STOP for gate attendants, and only those vehicles with equipment to be unloaded for a valid space will be granted entry. All other vehicles will be required to park outside the gates, and occupants will need to walk into their destination.
2. For added convenience, each contracted exhibit/concession location will be issued two (2) special, move-in permits for easier gate access. Permit holders need only slow down enough for the gate attendant to quickly identify authorized Exhibitors bearing this pass. Anyone seeking employment or access to the grounds without a move-in permit or without equipment to be unloaded MUST park and walk in. Anyone abusing this pass may find it and/or any other privileges revoked.

## Move-In Procedures

1. **Upon arrival and before beginning to move-in, EVERY Exhibitor MUST FIRST check in with the Help Desk in the west end of the Administration Building (also known as the Safety Center).** Short-term parking for move-in only (limited to 15 minutes) is available along the curb beyond the fire lanes in front of the Safety Center and in parking lots located just south and east of the Administration Building inside Gate 3. Another option is to park outside Gate 2 and walk down the sidewalk to the Safety Center entrance. After checking in, Exhibitors can enter any of the above-mentioned gates for access to their space(s).
2. Exhibitors may NOT move-in before claiming their move-in/welcome packet, which includes all credentials and special passes for gate entry. Auditors and building hosts will make the rounds to ensure all Exhibitors have picked up their welcome packets. Any Exhibitor found occupying booth space without their move-in/welcome packet may forfeit the opportunity for participation.
3. Only those Exhibitors who have completed all requirements will be allowed to claim their move-in/welcome packet and proceed with move-in operations. Requirements include but are not limited to full booth payment, payments for any add-on services, menu forms, and proof of General Liability and Workers' Compensation insurance coverages.
4. Vendors moving in without these items may incur a monetary penalty including a \$100 fee per day for lack of current, proper insurance on file and/or be asked to vacate the property.
5. Late arrivals will not be permitted to move-in unless approved by OSF.

## Move-In Reminders

1. **NO DRIVE-IN ACCESS TO BUILDINGS AFTER SEPTEMBER 10.** Absolutely no vehicle access is allowed in any building on the Tuesday and Wednesday immediately prior to opening day, so please plan arrival and setup accordingly. On Tuesday and Wednesday, overhead doors may remain open (if not located behind exhibit space that has been sold), but they will only be accessible for walk-in traffic where vehicles may temporarily park to be unloaded.
2. **Safety Measures:** Fire lanes and pedestrian right-of-way must remain unobstructed and accessible. Under no circumstances should streets be completely blocked. Aisles inside the buildings need to be as clear as possible. Please be considerate of others by not blocking roll-up doors and aisles for longer than necessary. Any equipment or vehicles blocking fire lanes or aisles are subject to towing at owner's expense.
3. In certain areas of some buildings, overhead doors located behind sold exhibit space will be closed and locked all day starting Tuesday, September 10 to allow the Exhibitors assigned to that space to set-up.
4. The Bennett Event Center has its own procedures, see the **Vendor Information section on the Vendor Portal**

5. **Parking in Loading Zones:** Under no circumstances may trailers be unhitched from their tow vehicles or wheel locks EVER be used. Be courteous to fellow Exhibitors. Be quick and move vehicles/trailers as soon as they are emptied. Vehicles may not be left unattended, and set-up may not begin until vehicles/trailers are completely unloaded and moved out of loading areas. Exhibitors caught in these acts are subject to fines and any expense associated with towing or removal. Building hosts may monitor unloading times and will impose limits, if necessary.
6. Other undesignated loading areas, such as those located at curbs and in closest proximity to buildings, are reserved for vehicles/trailers actively being unloaded. General parking for all other vehicles should occur in parking lots outside the designated event perimeter.
7. Take care if it is necessary to drive over curbs, medians, grass or sidewalks. Exhibitors causing damage while doing so will be fined.
8. Each space is clearly marked with tape, paint, chalk or stakes. It is the responsibility of each Exhibitor to ensure the space is marked accurately, based on contracted booth dimensions, before setting up. When in doubt, ask. If your display is set-up in the wrong space, it will have to be moved.
9. Exhibitors who received notices on the display evaluation, regarding missing display requirements, (i.e., flooring, semi-permanent background, etc.) will be checked during move-in to ensure these requirements are met to be permitted to open.
10. Floor tape, used inside buildings to outline/mark booth spaces, should be removed once booths are set-up and operational. Please help ensure an attractive building presentation.
11. OSF will fill perceived open spaces or spaces unoccupied due to no shows. Exhibitors may not occupy space not identified in their contract.
12. Restocking rules apply on Opening Day, and vehicles must be off premises by 9:30 a.m.

## Move-Out Hours

Beginning at approximately 11 p.m., **Gates 3, 9 and 10** will be open to vehicles. No vehicles should be in the carnival area for any reason until the Ferris Wheel lights go dark, which may be midnight or later. Once the carnival closes, **Gate 5** will be opened to limited traffic. Due to carnival congestion, we prefer other gates be used if at all possible. There is no driving into buildings on Sunday night.

## OKC Fairgrounds

1. No exhibit may be placed or operated anywhere on OKC Fairgrounds without written authorization, in the form of a contract, from OSF.
2. Exhibitors are **NOT** allowed to alter the permanent space occupied (i.e.: tree limbs may not be cut; vents, fire hoses/extinguishers or service alleys may not be blocked). Spaces may be drawn with service alleys between Exhibitors or space behind the exhibit and in front of the wall or other structures when possible. These areas are **NOT** for Exhibitor use. OSF management will confiscate any items found stored in these areas. Only propane, electrical and water will be allowed in these areas. If there is no path to the utilities, they cannot be serviced.
3. Nothing should be attached to, or suspended from, any part of the buildings or other permanent or temporary structures of the event without written permission from OSF management. Exhibitors may not adhere by tape, screws or other means any product or signs from any permanent or temporary structures of OSF, including the steel provided by the decorator for all back drapes.
4. Flooring should be completely removed, and any adhesive used to secure the flooring needs to be completely cleaned from Exhibitor space. Any adhesive or damage left behind will result in fines and/or the forfeiture of opportunity to participate in future events.
5. The use of balloon displays, inflatable decorations, PA systems, electronic amplifiers, gongs, bells and other noisy instruments are not permitted without prior approval from OSF management. **Balloons are not to be distributed at any time, and helium-filled Mylar balloons are not allowed on premises under any circumstances.**
6. Exhibitors are **NOT permitted to allow third party contractors (i.e.: cable/satellite services or any other utility providers) to drop lines of service or provide connection without written permission from OSF management.**

# Outside Gate Admission

See ADMISSION TICKETS

## Parking

### General Rules

1. The full FRONT of the hangtag must be visible from the windshield from the outside of the vehicle. Vehicles with passes not visibly displayed will be towed and the pass may be revoked.
2. Vehicles are not allowed to park inside the event operating fence line or Exhibitor's booth space without prior written authorization from the space sales office.
3. Overnight parking is only allowed in OSF RV Parks. There is no overnight parking of any vehicles in the general lots. Vehicles left overnight are subject to towing or impoundment.

### Season Parking

1. Additional season parking passes are available to purchase for \$50, at the Cashiers' Windows in the west end of the Administration Building.
2. Exhibitors with this parking hangtag may park in any lot marked "paid parking" on the event map.
3. A season parking pass does NOT guarantee a parking space.

### Over-Sized Vehicles

1. Over-sized is any vehicle that cannot fit, properly and entirely, into a single parking space.
2. Over-sized vehicles MUST purchase a \$10 daily parking pass each day (no overnight parking) and park in the designated section of the "Gate 10" parking lot. Oversized vehicles are not allowed in any other lot.
3. Parking is at the BACK of that lot where it meets with the regular paid/permit lot.

### Exhibitor Reserved Parking

1. Exhibitor reserved season parking passes are available to purchase for \$100, before August 2.
2. This area is only accessible with this pass and has been reserved for Exhibitors, as a convenience.
3. This lot will NOT be oversold, so anyone with a pass will find a spot every day. It has its own entry gate into the event; however, a ticket or pass is required for everyone.
4. This lot is open daily from 7 a.m. to midnight, or when the last car leaves, whichever is **earlier**, starting on Opening Day of the event. It is NOT a restricted lot or guaranteed to have space available before then.
5. Only regular passenger vehicles are allowed, and there is NO overnight, trailer or restocking parking.
6. Reserved parking season passes are \$100.

## Personnel

1. OSF supports the right of all individuals to be treated with dignity and condemns any behavior which is in direct violation of this right. OSF will not tolerate discourteous behavior, which could include: inappropriate touching (reaching into aisles at Fairgoers); offensive language; acts considered sexually harassing; verbal attack; or any other workplace violence.
2. Individuals working in any concession or exhibit are considered the employees of the contracted Exhibitor and they are responsible for their employees' acts, errors, omissions, representations, appearance, conduct and behavior.
3. Employees must be well groomed and dressed appropriately.
4. It is the responsibility of each contracted Exhibitor to be informed of and compliant with all applicable laws concerning employees' compensation, unemployment coverage, social security taxes and other federal and state employment requirements.
5. **An authorized representative of contracted Exhibitor must be in booth space during all designated operating hours.** Late openings, early closings or booths left unmanned will be considered non-compliant with the rules & regulations. These actions will not be tolerated and may result in booths permanently being shut down for the duration of the event and/or forfeiture of participation in future events. *See HOURS OF OPERATION.*
6. **Exhibitors found to be involved, in any way, in fighting, confrontation or violence of any**



**type, will be at risk of immediate expulsion and exclusion from future events.** Exhibitor status requires a higher level of conduct. Call the space sales help desk for assistance with non-emergency issues. For immediate intervention, contact the Safety Center or dial 9-1-1.

7. **Any Exhibitor’s personnel/representative found consuming alcohol in exhibit space may be escorted off the property. See ALCOHOL.**

## Product & Material Display

1. **The sale or distribution of items deemed “potentially harmful” is strictly prohibited** unless a special application to do so has been approved expressly for specific individual items and those items are listed in the Exhibitor contract. “Potentially harmful” items include, but are not limited to: firearms, knives of any type, swords, daggers, whips, martial arts items, chains, toy guns, laser pointers, fireworks, drug-related paraphernalia and/or pornographic material.
  - a. All potential weapons must be packaged, wrapped or boxed with carrying sacks provided. When possible, items should be held for customers until they are ready to exit the event.
  - b. Under no circumstances shall any potentially harmful weapon be sold to a person under 18 years of age. It is the Exhibitor’s responsibility to request and check photo IDs.
  - c. Exhibitors reserve the right to refuse service to anyone. If in doubt, delay the sale and call the space sales help desk for assistance.
2. Promotion and sale of security systems, CCTV and video surveillance must also adhere to potential weapons rules above. The sale of personal protection devices, such as stun guns and pepper spray, may be excluded from the product list and will be at the discretion of OSF management.
3. OSF reserves the right to require any vendor to tastefully place or turn from the direct, unintentional view of passersby any material(s) that is approved in the booth but deemed, by OSF, appropriate for certain audiences and/or of a nature not suited to unintentional viewing by all patrons.

## Quality Evaluation & Awards Program

OSF will have trained evaluators randomly checking all Exhibitors throughout the event. Based on their reports and assessments, awards will be presented to the best display in each exhibit building and for a variety of categories that could include:

- The thing EVERYONE was eating
  - Most Unique Product
  - Hey, where’d you get that?
  - Best Dressed Food Concession
  - Most Entertaining Vendor
  - Best Overall Presentation
  - Most Interactive Exhibit
  - Best First Year Food Concession
  - Best First Year Exhibitor
- \*All categories may not be awarded.***

## Recycling & Trash/Waste

1. OSF is phasing in efforts to reduce, reuse and recycle. Exhibitors will be expected to contribute to these efforts by:
  - a. Putting cardboard, and cardboard only, in the designated areas for pick-up or in the designated compactors as directed. Exhibitors **MUST** break down boxes.
  - b. Plastic and aluminum may also be collected in certain areas. Please help as much as possible and encourage fairgoers to use the appropriate receptacles.
2. Exhibitors are responsible for maintaining their immediate areas. Trash should be appropriately bagged, and all boxes broken down and taken to the appropriate locations. Trash, including boxes and other packing material, should **NEVER** be placed in barrels designated for Fairgoers. Outdoor Exhibitors should bag trash and transport to dumpsters or station in the designated areas for pick-up. If during operating hours, Exhibitors should hold onto bagged waste or place in designated

- areas, NOT public areas.
- 3. GLASS should **never** be placed in public areas for pick up.
- 4. Specific trash and recycling reminders will be in your move-in/welcome packet, along with a map indicating the container locations.
- 5. If problems are noticed, such as overloaded dumpsters or lack of service, please report it to the Vendor Help Desk at 405-948-6417

## Restocking

1. Restocking spaces are provided upon request, at no charge. There are a limited number of spaces available on a first-come, first-served basis. Restocking spaces must be ordered by August 1. A \$50 late fee will be applied after August 1. After August 30, the late fee increases to \$100. If electrical power is needed, it must be ordered and paid for in advance. For electrical orders placed after August 1, late rates will apply, and OSF does not guarantee orders will be accommodated. Spaces must be reserved using the **RESTOCKING SPACE FORM** available on our website.
2. Three (3) separate areas are designated for Exhibitors with stock trailers, semi-trailer rigs and refrigerated trucks. Stock trailers may NOT be parked in any other areas, and once parked, may not come and go daily.
3. The largest general restocking area, which has no power access, is located just inside the event north fence line. There are two (2) other restocking areas with access to power and are usually reserved for food vendors with refrigerated trucks and other equipment. These areas are located on the north side of the Oklahoma Expo Hall and behind the Modern Living Building.
4. Electric service is limited in restocking areas and is provided for a fee using the **RESTOCKING SPACE FORM**. The space is provided at no charge, so there is a fee for a basic 20-amp supply.
5. Exhibitors may provide their own storage, security or “office space” needs within the boundaries of their contracted space. This option is offered with the stipulation that it is done in an aesthetically pleasing manner and may not be possible in all areas.

## Restocking Hours

1. Vehicular restocking must happen from 7 to 9:30 a.m. Vehicles are not allowed in after 9:15 a.m. **ALL VEHICLES must be cleared from the event operating areas prior to 9:30 a.m.** Vehicles should NEVER block the established fire lanes.
2. Motorcycles, bicycles, and golf carts that do not exhibit an OSF tag for the current year are not allowed to be used for restocking and will not be allowed to enter the gates.
3. Drive-thru access for Exhibitors, during restocking hours only, is limited to Gates 3, 5, and 10. Gate 5 has personnel on duty 24-hours for emergencies or other circumstances approved for entry outside of restocking hours by OSF management.

## RV Parking

All recreational vehicles, defined as motor homes, fifth-wheels, travel trailers, pop-up campers and any other vehicles with living quarters, must be parked in either of the three (3) RV Parks at OKC Fairgrounds.

### South RV Park

1. Located on the south end of OKC Fairgrounds, the largest RV Park.
2. All spaces, including handicap, are available on a first-come, first-served basis as NO reservations is accepted. The appropriate disabled parking tag must always be displayed.
3. Spaces are \$35 per night with 30-amp service or \$45 per night with 50-amp service. *Note: 50-amp spaces are extremely limited.*
4. Each space has water and electric, with central dump stations located throughout.
5. Shower facilities are available.
6. Staking is NOT permitted on concrete surfaces.

### West RV Park

1. Located on the west end of OKC Fairgrounds, south of the railroad track near Gate 7.
2. The entire park is concrete surface, and each space will allow **either** a 30-amp or 50-amp service

with full hook-ups. Staking is not permitted in this park.

3. Wi-Fi connectivity is available at no charge. Just connect to “State Fair Free.”
4. The common building has restrooms, showers, and laundry.
5. All spaces, including handicap, are first-come, first-served at the time of this printing. However, we are working toward a reservation system, so please keep checking our website for updates.
6. All spaces are \$55 per night.
7. Associated passenger vehicles may be limited in number and/or assigned an identification tag.
8. This RV Park is only accessible through paid parking during the Fair event. If the RV Park still has space once the Fair opens, an RV/Motor Home will be granted access upon arrival. For passenger vehicles associated with the paid RV spots, a season parking pass (come and go space privileges) or a \$10 daily parking ticket (each time the vehicle comes thru) will be required. For spaces pre-paid or paid in full on-site that run at least the Fair event dates, one season parking pass for an associated passenger vehicle will be issued at no charge. If additional passes are desired, and the lot space will accommodate, they can be purchased for \$50.
9. The RV Lot attendant may have additional parking instructions provided upon arrival.

## North RV Park

1. With fewer than 30 spots, reservations may be limited to **three (3) RV spots per vendor**, and filled on a first-come, first-served basis.
2. The North RV Park is available to Exhibitors with the largest motor homes, fifth-wheels and travel trailers. Reservations are REQUIRED using the **RESERVATION FORM**, with full payment, available on our website.
3. Spaces are available for \$1,330 each and for a maximum 21-day stay. Bunk houses (4-6 people) are subject to approval and are available for \$1,520.
4. Check-in may begin as early as the outdoor move-in date. Guests must be checked-in prior to Opening Day unless prior approval for late check-in has been issued.
5. All guests must check-out no later than noon on Tuesday, September 24. Stays beyond the 21-days are subject to approval. If approved, a \$55 fee per night will be applied, \$70 per night for bunkhouses.
6. This is an all-concrete lot with full hook-ups (50-amp service, water and sewer) provided at all “back-in” spaces. There is no staking in this lot.
7. Each registered RV will be issued a numbered permit tag, which must be clearly displayed on the RV windshield, window or door at all times. Vehicle may be impounded if permit tag is not visible. For safety purposes, this tag is how RVs are identified so owners may be contacted in case of emergency.
8. Each reservation will also include one (1) dash card to allow Exhibitor’s passenger vehicle to be parked within the North RV Park fence line. All passenger vehicles, including tow vehicles, parked in this area MUST display a dash card. A hang tag for “any paid parking lot” must also accompany each dash card. Unauthorized vehicles will be towed at owners’ expense.
9. Parking for passenger vehicles is accessible along the curb within the fence line. If Exhibitor has more than one (1) passenger vehicle associated with its RV, additional dash cards may be purchased, on a limited basis, for \$50. Space is limited, and additional dash cards will be limited to two (2) per vendor.
10. Camping or cooking in public view (outside the trailer) in the North RV Park is prohibited.

## Safety Center

Multiple supporting agencies and services are stationed in Safety Center, including:

- Chaplain Service/Lost Children
- EMSA
- Lost and Found
- Mail and Shipping
- Oklahoma City County Health Department
- Oklahoma City Police/Fire Department
- Oklahoma Tax Commission\*
- State Fair Security
- Vendor Help Desk and Audit Team

# Sales Tax

## Oklahoma Tax Commission

1. All Exhibitors are required to report and remit sales tax on sales incurred during the event. Exhibitors who hold a valid Oklahoma Sales Tax Permit may report and remit their sales tax under their own permit number. If the Exhibitor does not hold a valid Oklahoma Sales Tax Permit, a casual sales tax account will be issued for use during the event.
2. Oklahoma Tax Commission requires each Exhibitor to fill out the Oklahoma Tax Commission State Fair Registration form, available on the OSF website, and return it to the Oklahoma Tax Commission by August 1. Move-in will not be permitted until the Exhibitor has completed the Oklahoma Tax Commission State Fair Registration form and the Oklahoma Tax Commission has issued a State Fair Sales Tax Clearance Letter to the Exhibitor. The Oklahoma Tax Commission will be provided a list of all Exhibitors and will issue sales tax accounts prior to the event. If you have any questions, contact [okc.fair@tax.ok.gov](mailto:okc.fair@tax.ok.gov)
3. The sales tax rate Exhibitors may charge is 8.625%.
4. Concessionaires and pay-to-play vendors that pay a percentage rent to OSF MUST include sales tax in the price of all items on their menus.
5. Sales tax MUST be paid on the final Saturday or Sunday of the event. Returns and payments are to be filed online and confirmation numbers provided to the Oklahoma Tax Commission staff on the fairgrounds.
6. **NO CASH will be accepted.**

## Security

1. Limited security and 24-hour building hosts for Bennett Event Center begins Wednesday, September 4. 24-hour building hosts for all other buildings begin Saturday, September 7. However, it is still the Exhibitor's responsibility to take necessary precautions to ensure the safety or security of all merchandise and property.
2. Cameras are in use at OSF. Any questions regarding cameras should be directed to the OKC Fairgrounds Director of Security as per the contact page of this Handbook.
3. Exhibitors may not hire security for their Licensed space without the advance, express, written consent of OSF.

## Signs

1. Booth number print name and concession number, if applicable, MUST always be clearly displayed in the booth. Booth/concession number signs are provided by OSF.
2. Handwritten signs are NEVER permitted. Professionally painted, decorative signs are acceptable.
3. Any policies applying to the public are **required** be clearly displayed. This includes any rules or instructions regarding product purchase, refund/return/exchange of merchandise and expected behavior inside the booth (i.e.: do not touch or no photos). Again, none may be handwritten.
4. Menus and pricing must be easily visible and legible from the front of each concession.

## Smoking

1. Oklahoma City Municipal Code, Chapter 30, Article XVIII, bans smoking in all buildings or within the boundaries of all property owned or operated by the City of Oklahoma City.

## Storage & Stock

1. No products may be placed in the aisles/walkways, service alleys or outside of any boundary of the approved space. Employees may not work outside the boundary of the exhibit space.
2. Booth space should not be used to store large quantities of product. If a product must be stored within space, it should be kept from public view via attractive screening, drape or other structure.

# Storm Water Quality Management

## Oklahoma City Public Works Department

The storm water pollution prevention class will be held at OCK Fairgrounds in the Barn 3 Auditorium in conjunction with the food handlers' training (see Oklahoma City County Health Department section for the training schedule). **Attendance at one (1) of the classes is mandatory.** For questions, contact the Storm Water Quality Office at 405-297-1774.

1. With the onset of new and changing federal legislation, spanning from the 1970s through the 1990s, the City of Oklahoma City developed a program to comply with the federal mandate to prevent urban pollution from entering "Waters of the US." The program's purpose is to "protect, maintain, and enhance the environment of the City of Oklahoma City by controlling discharges of pollutants to the City's storm water system and to maintain and improve the quality of community lakes, rivers, streams and ponds."
2. This is official notification of the municipal code regarding the discharge of sewage, sewage sludge or wash water (grey water, shower water, clothes washing water, sink water). Oklahoma City Municipal Code Chapter 57-178 "Illicit Discharge and Illegal Dumping" states: "No person shall conduct, allow or permit the direct or indirect discharge of any material other than storm water into the MS4 (Municipal Separate Storm Sewer System), the Communities' Waters or Waters of the State. The following direct or indirect discharges are examples of prohibited discharges: sewage dumping or dumping of sewage sludge; and/or discharge of any polluted household wastewater, such as but not limited to laundry wash water and dish water, except to sanitary sewer or septic system."
3. **The only discharge allowed into the City of Oklahoma City's storm water inlets, pipes and creeks is RAIN water.** If filtration devices are ever found to be moved or missing, or suspicious activity/illegal dumping is observed, please contact OSF. Let's all do our best to keep the event and the City of Oklahoma City clean and in storm water compliance with the EPA.

### Key Issues

4. Drain hoses coming unattached from **temporary septic tanks** and spilling onto the ground.
5. Discharge hoses running into storm **drains** or anywhere other than the **temporary septic tanks**.
6. Sinks that drain directly into storm **drains** or anywhere other than temporary **septic tanks**.
7. Wash water **discharged** to the ground, instead of pouring into the **temporary septic tanks**.
8. **Overflows of temporary septic tanks to the ground.**
9. Blowable or floatable trash and debris around areas, related to your events.

### Enforcement

10. **City of Oklahoma City Ordinances:** Chapter 16 – Drainage & Detention; Chapter 48 – Grading Erosion & Sediment Control; and Chapter 57 – Permits & Enforcement
11. All storm water inspectors are commissioned Environmental Enforcement Officers and can shut down or stop any activity or facility that is violating city ordinance and will be on-site monitoring activities.
  - a. First offense: warning, possible Notice of Violation (NOV), copy of Notice given to OSF
  - b. Second offense: NOV, closing of facility, fine(s)
  - c. On some occasions, in cooperation with the Department of Environmental Quality and Oklahoma City Police Department, arrests have been made.
12. OCCHD and the Environmental Protection Agency (EPA) regulate wastewater discharge. Any runoff from dish washing, soda, beer, ice melt and any other source must go into sanitary sewers or leak-proof containers provided by OSF. Exhibitors may run hoses to these locations if it is not necessary to cross streets or pedestrian walkways. Otherwise, Exhibitors will be required to transport it to one (1) of the many temporary septic tanks placed around the event. Runoff into the storm drains is NOT acceptable.
13. **Do not dump grease into the permanent sewers or temporary septic tanks! Wastewater disposal violations may result in termination of lease and/or additional costs or fines.**
14. **Exhibitors may be subject to additional fines imposed by OSF for damages, repairs or clean-up expenses.**

## Supplier Lot (for Concessionaires)

As a convenience, an on-site supplier lot is available for Exhibitors. Approval (inclusive of fees, contracts or other licensing) by OSF is required to do business on any part of the OKC Fairgrounds premises, including parking lots. Any vendor delivery of food, paper or other goods to SFP must have the current year license granted by OSF. The three exclusive suppliers are listed below; no exceptions are granted.

### Exclusive Suppliers:

- **Freedom Ice** provides ice-boxes and bags of ice.
- **PepsiCo Bottling Company** provides the following; carbonated or non-carbonated, frozen or unfrozen, natural or artificially-flavored, nonalcoholic beverages for independent consumption and/or as mixers with alcoholic beverages; nutritive or non-nutritive sweeteners, flavored or sweetened mineral water, natural or artificially flavored fruit juices, fruit juice-containing drinks, fruit-flavored drinks, sweetened or unsweetened fruit punches, and other fruit-based drinks; hypertonic, hypotonic and isotonic energy and fluid replacement drinks, sometimes referred to as “sport drinks;” bottled or canned, carbonated or non-carbonated waters; ready-to-drink chocolate drinks; coffee and tea products (excluding fresh brewed coffee and tea products); and all drink beverage bases in the form of syrups, powders, crystals, concentrates or from which any of the foregoing drinks and/or beverages are made, as well as non-alcoholic or non-coffee cups. **Additionally, there are required cups provided by PepsiCo for all non-specialty drinks, as stated in the standard beverage pricing section of this handbook.**
- **American Propane** Provides propane tanks and propane.

## Trash Pickup & Removal

See RECYCLING & WASTE

## Water, Wastewater & Sewer

1. Exhibitors using water for daily operations must pay the \$100 plumbing/water fee. All plumbing work must meet the current City Plumbing Codes. Should Exhibitors require service beyond simple hose hook-up, work should be coordinated with the space sales office.
2. The OCCHD and EPA regulate wastewater discharge. Any runoff from dishwashing, soda, beer, ice melt and any other source must go into sanitary sewers only. Runoff into the storm drains is NOT acceptable. Every attempt will be made to locate Exhibitors requiring sewer as close as possible to one (1) of the five (5) permanent sanitary sewer lines on the grounds. Exhibitors may run hoses to these locations if it is not necessary to cross streets or pedestrian walkways. Otherwise, Exhibitors will be required to transport it to one (1) of the temporary septic tanks on the grounds. See OKLAHOMA CITY PUBLIC WORKS DEPARTMENT.

### **3. DO NOT DUMP GREASE INTO PERMANENT SEWERS OR TEMPORARY SEPTIC TANKS!**

## Weapons

1. Firearms, concealed or unconcealed, are prohibited inside the annual Oklahoma State Fair. This policy is in compliance with Oklahoma State Law, Oklahoma City Municipal Code and the City of Oklahoma City’s policy of banning firearms in City-owned facilities.
2. Exhibitor must be approved by OSF in advance to display, demonstration, giveaway, or sale potentially dangerous weapons, including any firearms.
3. OSF, in its sole discretion, may disapprove, approve or approve with stipulations any conditions or terms relating to the exhibit, sale or display of any potentially dangerous weapons.

## Weather

1. In the event of inclement weather, outside Exhibitors may cover and protect displays/merchandise but must continue to staff the exhibits - do not leave them unattended. The exception to the rule is in the event of a severe storm warning, which would include instructions to move to an inside area for safety. Once the weather threat subsides, the exhibits must immediately be uncovered, and regular business should be resumed, unless hindered by storm damage. The Oklahoma State Fair is a rain or shine event.

## Wineries

1. Winery must have proof of general, product and liquor liability insurance with no less than \$1 million in coverage listing the following as additional insureds:
  - a. Oklahoma State Fair, Inc.
  - b. City of Oklahoma City
  - c. Oklahoma City Public Property Authority
2. Only samples may be served. Sample sizes will be limited to 2 oz. and may not be combined into a single, larger serving.
3. All wineries will be in an area that can be identified clearly and secured, prohibiting samples from leaving that general area. All samples must be consumed within this general area.
4. Wineries must check for valid ID for all patrons wishing to sample or purchase bottles.
5. OSF will provide the security to assist with securing the area and prohibiting samples from leaving the area. However, it is still the responsibility of the winery to ensure that only eligible patrons are allowed in the serving area, that patrons are of legal age and informed that samples may not leave the area and that no bottles or other wine products are to be opened on OSF property.
6. OSF reserves the right to allow/disallow the participation of any winery(ies) in its sole discretion.