



Vendor Rulebook

Welcome to Accessibility Expo!

Thank you for being part of our disability-focused resource event at the Oklahoma State Fair. We're excited to have you share your services and resources with Oklahoma's disability community. To ensure a smooth and successful experience for everyone, we've outlined the key rules and guidelines below.

Please read through this Vendor Rulebook carefully to ensure you're fully prepared for the event.

1. Event Overview

- **Event Name:** Oklahoma State Fair Accessibility Expo
- **Date:** Sunday, September 21, 2025
- **Location:** OKC Fairgrounds, Oklahoma City, OK
- **Event Hours:** Noon - 6:00 p.m. (vendors should plan to be set up by 11:30 a.m.)

2. Booth Information & Setup

- **Booth Size:** 10' x 10' with no dividers or piping between booths (some may be slightly smaller)
- **Booth Materials Provided:**
 - One 8-foot table (skirted in black), two chairs
 - Access to electricity (if requested in advance)
 - Booths will back up to 8' tall, black, pipe/drape.
- **What You Provide:**
 - All display materials, banners, and promotional materials
 - Tablecloths (if desired), display stands, and any additional decorations (all materials must fit in assigned space)
 - Staff to manage your booth
- **Setup Time:**
 - Setup will begin at 8 a.m. on September 21st, and all vendors must be fully set up by 11:30 a.m. before the event opens.
 - Vendors will receive parking passes for assigned lots based on the details of the approved vendor application. Maps and additional instructions will be provided closer to the event.

3. Vendor Eligibility and Restrictions

- **Accepted Vendors:**

This event is designed for organizations that provide services and resources for disabled individuals and families, including:

 - Advocacy organizations, support groups, educational services, assistive technology providers, independent living services, and others.
- **Pre-Approval is Required for Direct Sales:**

While you can provide informational materials, selling products is prohibited unless the product is specifically relevant to meeting a need for disabled individuals and families or

for the purpose of fundraising for your disability services organization. Requests to sell products must be made at time of application. Permission will be granted on a case-by-case basis.

- Vendors may not sell food or beverage items.
- Vendors selling approved products and services need to meet all Oklahoma City and Oklahoma State laws and regulations and sell under their own tax ID number. Vendors may be visited by local officials to ensure compliance with tax regulations.

4. Booth Conduct

- **Professionalism:**

We ask that all vendors maintain a professional demeanor, create an inviting atmosphere, and respect the inclusive, welcoming nature of the event.

- **Respectful Interactions:**

Please ensure that your interactions with attendees are respectful and focused on providing helpful, accessible resources.

- **Accessibility Requirements:**

- All displays should be designed with accessibility in mind. Make sure materials are visible, easy to read, and accessible to people with different needs.
- Ensure that your booth setup does not block walkways or impede the flow of foot traffic.
- If you have specific accessibility needs (e.g., additional space, wheelchair access), please notify us before the event at info@squareholes.net

5. Event Day Logistics

- **Arrival and Check-In:**

Upon arrival, please check in at the event registration desk. You'll receive your booth assignment, and any additional materials needed for your booth.

- **Event Hours:**

The event is open to the public from Noon to 6:00 p.m. All vendors should remain open during these hours. Early tear-down is not allowed unless pre-approved.

- **Lunch & Breaks:**

Vendors are welcome to take breaks during the event, but please ensure that your booth is staffed during event hours. Food and beverage vendors will be available for you to purchase from. Food delivery from outside the fair will not be available during the event. The Oklahoma State Fair does not permit outside food or beverages. Exceptions will be made for medically necessary items. Water will be available at the Expo and from vendors at the Fair.

6. Vendor Conduct During the Event

- **No Solicitation:**

Vendors may only share information about their services and resources. Any attempts to solicit or sell products outside the event's guidelines will result in immediate removal from the event.

- **Promotions and Materials:**

- You may distribute flyers, brochures, and business cards at your booth.
- Stickers or balloons are not permitted as giveaway items.

- Please limit promotional materials to your space. Vendors are not allowed to wander through the fairgrounds distributing flyers or promotional items.
- No food and beverage sampling is permitted. Small, individually wrapped, pre-packaged (e.g., “fun size”) edible items will be permitted as a giveaway item at booths.
- **Noise Level:**
To ensure a calm, accessible experience, please avoid excessive noise from audio/visual equipment or loud interactions.

7. Parking & Loading/Unloading

- **Parking:**
Vendors will receive a reasonable number of parking passes for designated areas near the event. Parking details and maps will be shared prior to the event.
- **Loading/Unloading:**
Vehicles may be permitted to drive onto the Fairgrounds for loading on a limited case-by-case basis. Wagons, dollies, and carts will not be provided but are permitted during designated loading times. Additional information and maps will be provided prior to the event

8. Health & Safety Guidelines

- **Communicable Disease Safety:**
Vendors will be required to follow any state or local health guidelines that may be in place at the time of the event, including mask-wearing, social distancing, or other protocols.
- **Emergency Procedures:**
In case of emergency, please follow the directions of the event staff and local authorities. Security and medical personnel will be available on site.

9. Booth Breakdown

- **Event End:**
The event ends at 6:00 p.m. We ask that vendors remain at their booths until the event concludes to ensure a smooth exit for all.
- **Booth Breakdown:**
Breakdown may begin at 6:00 p.m. and all booths must be vacated by 8:00 p.m. to ensure the fairgrounds are cleared.

10. Booth Rental Fee

- If accepted as a vendor, a booth rental fee of \$100 must be paid prior to the Accessibility Expo.
- If the rental fee is prohibitive to your participation in the Accessibility Expo, please request a scholarship by emailing info@squareholes.net.

11. Liability & Insurance

- OSF's liability is limited to the performance and fulfillment of its specific obligations set forth in the contract. The Contractor assumes full responsibility for and agrees to indemnify, hold harmless and defend Oklahoma State Fair, Inc., its present or future officers and directors, employees and agents (State Fair Agents), from civil penalties,

crimes and causes of actions (including cost for defense, settlement and attorney fees) as may be brought on account of (1) death or bodily injury to any person, (2) destruction, damage, loss or theft of any property, (3) any violation of any law or (4) 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 the Contractor or any of its employees, agents, subcontractors or guest or the breach of any warranty, representation or covenant contained in the Contractor's contract or OSF Rules.

- Further, Contractor understands and agrees that OSF does not assume responsibility for and is not liable for the results of any accident, damage, theft or loss to any person, property or business of the Contractor while on the grounds of the OKC Fairgrounds, whether such accident, damage, theft or loss occurs during the time of preparation, the period of occupancy or the time of removal. Without limiting the generality of the foregoing, OSF and State Fair Agents shall not be liable for any business interruption, lost profits, any personal property of Contractor or any claim made against Contractor by any OSF patron. To the fullest extent permitted by law, Contractor hereby waives any claim against OSF and State Fair Agents and releases them from any claims.
- While vendors are not required to show proof of insurance for this event, we strongly recommend that you ensure your employee and volunteer actions/activities and your materials and equipment are covered for general liability, loss/damage, and workers' compensation as applicable and/or required by state law.

12. Code of Conduct & Termination of Participation

- **Compliance with Rules:**
Failure to comply with event rules may result in removal from the event and exclusion from future events. We are committed to maintaining a respectful and welcoming environment for all attendees and vendors.

13. Questions & Contact Information

If you have any questions or need additional support, please contact:

Beth Varner and Dave Turnbull – Square Holes

info@squareholes.net

(405) 805-6170

We look forward to working with you to make the Oklahoma State Fair Accessibility Expo a success!