



# 2018 Tulsa State Fair Rules & Regulations Handbook

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## **Tulsa State Fair Dates**

September 27 – October 7

## **Tulsa State Fair Mission Statement**

To produce one of the premier fairs in the country that preserves our heritage and continues tradition by creating an enriching educational experience and providing fun family entertainment.

## **Administration Contacts**

Mark Andrus, *CEO/President*  
mandrus@exposquare.com

Amanda Blair, *Fair Manager*  
ablair@exposquare.com

Andrea Allgood, *Marketing Manager*  
aallgood@exposquare.com

Marilyn Herman, *Commercial Space Sales Supervisor*  
mherman@exposquare.com  
(918) 744-1113 ext. 2100

## **Mailing Address-Office**

Tulsa State Fair  
4145 East 21<sup>st</sup> Street  
Tulsa, Oklahoma 74114

## **Mailing Address-Freight** (Additional information, Page 18)

Tulsa State Fair  
4000 East 15<sup>th</sup> Street  
Tulsa Oklahoma 74112

## **Tulsa State Fair Building Operating Hours**

|   |                   |
|---|-------------------|
| Thursday, September 27.....               | 11:00am – 10:00pm |
| Friday & Saturday, September 28 & 29..... | 10:00am – 10:00pm |
| Sunday, September 30.....                 | 10:00am – 10:00pm |
| Monday - Thursday, October 1 – 4.....     | 11:00am – 10:00pm |
| Friday & Saturday, October 5 & 6.....     | 10:00am – 10:00pm |
| Sunday, October 7.....                    | 10:00am – 9:00pm  |

## **Tulsa State Fair Midway Operating Hours**

|   |                    |
|---|--------------------|
| Thursday, September 27.....               | 12:00pm – 11:00pm  |
| Friday & Saturday, September 28 & 29..... | 11:00am – Midnight |
| Sunday, September 30.....                 | 11:00am – 11:00pm  |
| Monday - Thursday, October 1 – 4.....     | 12:00pm – 11:00pm  |
| Friday & Saturday, October 5 & 6.....     | 11:00am – Midnight |
| Sunday, October 7.....                    | 11:00am – 11:00pm  |

## **Tulsa State Fair Logo**

Logo of the Tulsa State Fair is a Registered Trademark and may not be used under any circumstance without prior written permission of the Tulsa State Fair.

## IMPORTANT DATES

- DECEMBER 31.....**Renewal Invitations will be emailed to qualifying vendors for contracted space occupied at the previous fair.
- FEBRUARY 15.....**Renewal Invitations are due; if not received space will be released.
- APRIL 1.....**Lease Agreement, Invoice and additional paperwork will be emailed.
- MAY 1.....**Signed Lease Agreement and a 50% deposit of total balance is due. Additional service forms are due.
- JUNE 1.....**Final invoicing emailed.
- JULY 1.....**Final balance due. Purchased insurance application due.
- AUGUST 3.....**No refund of monies paid on cancellations or services ordered after this date.
- SEPTEMBER 1.....**Account should be paid in full by this time; Payment by check will not be accepted. For last minute space agreements, additional services or balance due; payments must be made by credit card, money order, cashier's check or cash.
- SEPTEMBER 14.....**Independent Midway and River Spirit Expo bulk space vendor move-in begins. River Spirit Expo vendors require prior approval from the Commercial Space Sales Office.
- SEPTEMBER 21.....**Vendor move-in begins for buildings. Vendor Packets will be available at the Vendor Office, Friday, September 21, and Monday - Tuesday, September 24 & 25, between the hours of 8:00am – 5:00pm and Wednesday, September 26, between the hours of 8:00am – 6:00pm.
- SEPTEMBER 22.....**Corndog Classic 5K (See operation restrictions, Page 20)
- SEPT. 27 – OCT. 7.....****2018 TULSA STATE FAIR**
- OCTOBER 7 – 9.....**Break down begins at 9:00pm and must be moved out by:
- Exchange Building.....Monday, October 8 by 3:00pm
  - Central Park Hall.....Monday, October 8 by 5:00pm
  - River Spirit Expo Lower Level.....Tuesday, October 9 by 8:00am
  - River Spirit Expo Upper Level.....Tuesday, October 9 by 8:00am
  - Midway.....Tuesday, October 9 by 5:00pm
- OCTOBER 8.....**All percentage based vendors/concessionaires must report final day sales and settle accounts between the hours of 8:00am – 1:00pm.

**IMPORTANT CONTACTS**

|  |                                       |                        |
|--|---------------------------------------|------------------------|
| Assistant Fire Marshall.....           | Adrienne Seibel.....                  | 918.596.9677           |
| Ben E. Keith.....                      | Jeff Crawford.....                    | 918.760.1165           |
| Bimbo Bakeries/Sara Lee.....           | Donald Wilbourn.....                  | 405.249.8896           |
| City of Tulsa Storm Water Quality..... | Brian Lewis.....                      | 918.591.4351           |
| Commercial Space Sales Office.....     | Marilyn Herman.....                   | 918.269.0858           |
| CompSource of Oklahoma.....            | Jesi Lawson.....                      | 405.362.3012           |
| Cox Communications.....                | Representative (Phone and Cable)..... | 918.806.6079           |
| Freedom Ice.....                       | Jim McConnell.....                    | 918.665.0194           |
| Freight Office.....                    | Craig Coates.....                     | 918.744.1113 ext. 3248 |
| Frontier Produce.....                  | Rob Dewitt.....                       | 918.230.5077           |
| Guest Service Desk.....                | Attendant.....                        | 918.744.1113 ext. 0    |
| Hub International Mid-America.....     | Courtney Brown.....                   | 918.712.5210           |
| Midtown RV.....                        | Mark Bush.....                        | 918.625.5114           |
| Midwest Decorating.....                | Pam Rist.....                         | 918.584.0988           |
| Oklahoma Tax Commission.....           | Wess Kebler.....                      | 918.764.0832           |
| Oklahoma Tax Commission.....           | Tomi Martin.....                      | 405.265.2128           |
| Party Pro Rents.....                   | Stephanie Layson.....                 | 918.622.8102           |
| Pepsi Cola.....                        | TBA.....                              | TBA                    |
| Restaurant Equipment.....              | Bob Lomax.....                        | 918.664.1778           |
| Restocking Lot.....                    | Gerald Young.....                     | 918.810.2263           |
| RV Park.....                           | Attendant.....                        | 918.744.1113 ext. 2154 |
| Security Office.....                   | Dispatch.....                         | 918.744.1113 ext. 2142 |
| Synergy Gas.....                       | Office.....                           | 918.838.8804           |
| Tulsa Beef.....                        | Josh Maricle.....                     | 918.855.6028           |
| Tulsa Health Department.....           | Ashley Davis.....                     | 918.595.4361           |
| Utility Office.....                    | Jessica Booth.....                    | 918.278.3239           |
| Vendor Office.....                     | Debbie Neary.....                     | 918.376.6072           |
| Wi-Fi Support (purchased).....         | IT Department.....                    | 918.744.1113 ext. 2000 |
| Wi-Fi Access.....                      | Log on to Expo Premium Wireless       |                        |

If there is a vendor you utilize not listed please contact the Commercial Space Sales Office to have them added to the list.



## NEW INFORMATION HIGHLIGHTS

**OPERATING HOURS - OPENING DAY**

- The Tulsa State Fair will open at 11:00am on Thursday, September 27.

**INSURANCE:**

New insurance requirements have been implemented for the 2018 Tulsa State Fair

- **Comprehensive General Liability Insurance**
  - Vendors must submit a comprehensive General Liability Insurance certificate for its operation at the Tulsa State Fair of at least \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate and Auto Liability/Non-owned and Hired Auto Liability of \$1,000,000.00 Combined Single Limit Insurance certificate. Both policies must name “Tulsa County Public Facilities Authority” and “Tulsa State Fair” as additional insured and include a waiver of subrogation in favor of the “Authority”
- **Workman’s Compensation Insurance**
  - Vendors submitting a certificate of Workman’s Compensation Insurance must include a waiver of subrogation in favor of the “Authority”.
- **Group Policy**
  - CompSource of Oklahoma is our provider for Workman’s Compensation, an application will be emailed to you if purchasing coverage through the group policy when they become available.
  - Hub International Mid-American is our provider for Comprehensive General Liability insurance; an application will be emailed to you if purchasing coverage through the group policy when they become available.

(Additional information, Page 13)

**TULSA HEALTH DEPARTMENT**

- The Oklahoma State Department of Health has implemented a license fee increase.
- Each stand selling or sampling consumable products will be subject to a license fee of \$420.00.
- Vendors that aren’t completely set-up and licensed by 10:00am, Thursday, September 27 will not be allowed to sell products opening day.
- Do not prep food prior to being licensed.

(Additional information, Page 11)

**FIRE MARSHALL**

- **Commercial Vendors**
  - Vendors utilizing an open flame within their display is required to have a 2A10BC fire extinguisher in a visible location.
  - Vendors utilizing an open flame within their display must take the necessary precautions to keep the flame out of public reach.
- **Vendors and Concessionaires**
  - The Fire Marshall will be onsite Wednesday, September 26 beginning inspections.

(Additional information, Page 12)

**ADDITIONAL INFORMATION**

- |                                     |   |
|-------------------------------------|---|
| • Important Contact Numbers, Page 5 | • Refunds, Returns and Exchanges, Page 15 |
| • Oklahoma Tax Commission, Page 11  | • Motorized Vehicles and Devices, Page 19 |
| • Tax Exempt Policy, Page 15        | • Devices Not Allowed, Page 19            |

**BOOTH DESIGN AND OPERATING PROCEDURES FOR ALL VENDORS**

- Ford is the presenting sponsor of the Tulsa State Fair; all booths utilizing a vehicle for any purpose must display a Ford Vehicle. Prior approval must be given from the Commercial Space Sales Office.

(Additional information, Page 8)

**POURING RIGHTS**

- Pepsi Cola is the Exclusive Pouring Rights vendor of the Tulsa State Fair; additional information will be provided.

## **1. LEASE AGREEMENT**

- A.** Lease Agreements for vendor space is emailed via DocuSign, requiring a digital signature. Signed Lease Agreement is due on or before May 1, 2018, or it will be declared null and void by the Authority. Any corrections or additions must be mailed on a separate sheet of paper or emailed. Upon execution of the Lease Agreement a copy will be emailed directly to you.
- B.** It is the Vendor's responsibility to read and comply with the terms of the Vendor and Concessionaire Lease Agreement including the "Additional Provisions" and the "Tulsa State Fair Rules and Regulations Handbook." Failure to comply with the terms of the above mentioned documents shall give the Authority the right to immediately cancel the Vendor and Concessionaire Lease Agreement without any liability to the Lessee whatsoever and Lessee shall forfeit all sums or deposits made.
- C.** Additions of new items or changes in items to be exhibited must receive prior approval from the Commercial Space Sales Office. The Authority is granted the continuing right of access to inspect and regulate the Vendor's space and Leased Premises. Vendors are expressly prohibited from violating any City, County, State or Federal law, rule, ordinance or regulation and from advertising, displaying, selling, trafficking or dealing in counterfeit goods or merchandise or from any trademark infringement. In the event Vendor violates this covenant, the Authority may immediately terminate the Lease Agreement and all rights of Vendor, and evict Vendor from the Leased Premises and the grounds of the Tulsa State Fair, without further notice. Further, Vendor expressly agrees to indemnify, defend and hold harmless the Authority from any and all claims, causes, of action, liability, cost, expense or judgment relating to such goods or merchandise, including without limitation, any liability under the Lanham Act, 15 U.S.C. Section 1051, et seq.
- D.** It is expressly agreed that the sole remedy to Vendor for breach of this Lease Agreement by the Authority shall be a refund to Vendor of all deposits and rent paid to the Authority on said Lease and that return of said deposits and rent shall be the liquidated damages awardable to Vendor in event of any breach hereof. In no event shall the Authority be liable for any incidental or consequential damages to Vendor.
- E.** No exhibit may be placed or operated on the Tulsa State Fairgrounds without a signed Lease Agreement from the Commercial Space Sales Office.

## **2. PAYMENTS**

### **A. Deposit**

- Invoices will be emailed in April.
- A (50%) fifty percent deposit is due on or before May 1, 2018. If deposit and Lease Agreement is not received by May 1, 2018, the Lease Agreement will be declared null and void by the Authority.

### **B. Final Payment**

- Invoices will be emailed in June.
- Balance is due in full on or before July 1, 2018. Lease Agreement(s) and required documents must be in the Commercial Space Sales Office at this time. To secure your leased space you must submit the following:
  - Signed Lease Agreement
  - Payment in full
  - Proof of Comprehensive General Liability Insurance or completed General Liability application
  - Auto Liability/Non-owned and Hired Auto Liability of \$1million Combined Limit
  - Worker's Compensation Certificate of coverage, Exemption form or completed Worker's Compensation application
  - Provide a waiver of subrogation in favor of the Authority on all policies
  - Forms if purchasing additional services; i.e., permits, tickets
  - Current Menu or Product listing with pricing
  - Failure to submit all of the above may result in immediate cancellation of leased space and forfeiture of any monies paid
  - Forms of acceptable payments; credit card, money orders, cashier's checks, checks and cash. Make checks payable to TCPFA or Tulsa State Fair.

### 3. BOOTH DESIGN AND OPERATING PROCEDURES

#### A. All Vendors

##### New Info

- Vendor display must not exceed the boundaries of contracted space, this including but not limited to; props, signage and equipment. The Tulsa State Fair reserves the right to move or remove these items if they protrude into the public aisles or service alleys.
- Ford is the Presenting Sponsor of the Tulsa State Fair; only Ford Vehicles are permitted for booth displays. Prior approval must be given from the Commercial Space Sales Office and if approved, verbiage must be listed on the Lease Agreement.
- Vendors that violate booth operations including but not limited to; i.e. opening, closing, staffing and booth design may forfeit future participation.
- Staking on cement is prohibited.
- Vendor space must be clean and attractive, tables must be skirted on three sides and look professional. Additional merchandise must be stored out of public view, under the table or in the storage area behind the booth if provided.
- Vendor is responsible to queue their lines if a large crowd is attracted.
- Professional signage is required, no hand written signs are allowed. If utilizing a chalk board menu, please submit pictures for prior approval from the Commercial Space Sales Office.
- Professional vinyl skirting must be attached to the lower portion of your trailer and professional skirting of or fencing to cover hitch if not removable.
- Each outdoor vendor must use professional fencing or screening to enclose the "back of house operations, prep areas and storage". Enclosure should include back wall and side walls extending to back of trailer. (Stock trucks or vehicles are not allowed behind space).
- When submitting footprint for space, vendors are required to include hitch if not removable, awnings extended, back of house operations, seating and staking if utilizing a tent. Also submit footprint for trailer, structure or tent.
- If using a tent structure staking must be included in the footprint of the contracted booth space. Place stakes close to the legs of the structure. Vendor is responsible for filling holes left behind from the stakes. Staking is allowed on grassy areas and asphalt only. (Fees may apply)
- Adhesives used on the floor must be solid SPVC vinyl colored or white tape which meets OSHA requirements and must be completely removed from the surface without damage upon move-out.
- Bottled propane, gas or butane are not permitted in any building, barn or covered structure.
- Vendors exhibiting, display or selling products protected by copyright are responsible for securing proper licensing.
- Indoor vendors must adhere to the building operating hours.
- Midway vendors must adhere to the midway operating hours.
- Vendors have access to the buildings one hour prior to opening daily with identification. Earlier entry must receive approval from the Commercial Space Sales Office.
- Vendors must exit buildings daily thirty minutes after closing and public has exited.
- Ingress and Egress between the City of Tulsa streets and the exhibit booth of the vendor will be determined by the Authority.

#### B. Concessionaires

- It is the concessionaires' responsibility to read and comply with the Tulsa Health Department regulation available on our website and included with your Vendor Packet.
- Concessionaires must post a menu including prices for each item.
- Please have ingredient information available for customer request, i.e. food allergies, diabetic.
- A laminated identification sign will be included in your vendor packet; it must be posted in a conspicuous area, as required by the Tulsa State Fair and Tulsa Health Department for identification purposes.
- Designated seating areas provided by the concessionaire are required to have a designated entrance and exit, back of house operations must be concealed and all cords must be removed from the patron's walkway.
- Grease disposal barrels will be placed strategically on the grounds, usually near the dumpsters. Under NO circumstances is grease or any other liquid to be poured into trash barrels, dumpsters, street or drains.
- It is mandatory that propane cylinders be properly secured and in an upright position.



## **BOOTH DESIGN AND OPERATING PROCEDURES CONTINUED:**

### **B. Concessionaires**

- Cords and hoses must be ran straight to the ground from electrical box or water tree, zip tied and ran to trailer. All excess electrical cords can be figured 8 under your trailer and all other cords and hoses can be figured 8 or coiled under your trailer. Process must be completed by 10:00pm on Wednesday, September 26, 2018. If you are in violation of this policy you will receive a \$25.00 per day charge.
- Water and sewer services are available in most areas within reasonable distance of most concession locations. Concessionaires must provide approved hoses to be connected to Tulsa State Fair distribution systems. The Plumbing/Electrical Department reserves the right to refuse to connect any concessionaire that does not have approved equipment. Leaking water or sewer hoses are to be repaired immediately.
- Indoor concessions will receive one 8' curtain back wall and utilities will be located directly behind or within contracted space.

### **C. Commercial Vendors**

- Each standard sized booth will receive one 8' back wall drape and two 3' sidewall drapes to define the booth.
- One 7"x44" standard advertising sign will be provided listing the company name and booth number; this sign must remain on the back wall of the booth in a visible location.
- Booth design including signage may not exceed 8' in height. Prior approval must be given from the Commercial Space Sales Office to exceed height restrictions. (Reference Page 23, for additional information). Bulk space and booths against the wall are excluded from the height restriction.
- Pop-up tents inside the buildings must have prior approval from the Commercial Space Sales Office.
- Utilities may be located behind or within contracted space; utility boxes are shared.

### **D. Sampling of Consumable Products**

- Wine, pre-packaged foods, dips, health supplements and all consumable products must receive prior approval from the Commercial Space Sales Office.
- Must meet the rules and regulations of the Tulsa Health Department.
- May be subject to licensing by the Tulsa Health Department.
- Two ounce samples or less; water samples are not allowed.

## **4. VENDOR SERVICES**

### **A. Electric**

Submit accurate electrical requirements on or before May 1, 2018. Power is provided based upon you submitted requirements. In the event electrical requirements change after August 15, 2018, and the Tulsa State Fair is able to accommodate your request, a \$250.00 charge will be assessed to make the necessary adjustments.

- New vendors booked after the August 15, 2018, deadline are exempt from this fee.
- Vendors requiring electricity will be charged a usage fee payable prior to the Tulsa State Fair.
- Vendors will have (2) two outlets per service ordered.
- Vendors in the Commercial Buildings, excluding Concessionaires, are responsible for plugging into the nearest active utility box in their row; electrical boxes are located strategically and do not belong to any one booth.
- Vendors are responsible for supplying UL-approved extension cords and power strips for electrical equipment and displays. Be prepared with a 15' - 150' cord.
- The Authority's designated electricians will not be allowed to work on any equipment belonging to the vendor, including but not limited to i.e. trailers, wiring buildings and equipment.
- Any cords, hoses, pipes or connections needed to reach available outlets for water and sewage will be at the expense of Lessee and must meet all applicable codes and regulations.
- Any charges for additional power, labor and materials supplied by the Authority's designated electricians and plumbers will be paid at the Utility Office prior to service being performed, according to the rates it has established for such services and materials.
- All wiring and materials, except that furnished or purchased by the vendor, shall remain the property of the Authority.

## **VENDOR SERVICES CONTINUED:**

- No electrical work shall be performed on the Tulsa County Fairgrounds by persons other than licensed electrical contractors or undertaken without the proper consent of the Authority's Electrical Department.
- No person shall tamper with or change any electrical circuitry, general illumination, electric connection or installation onsite without the approval and supervision of the Authority's Electrical Department.
- Should it be determined that a vendor is using additional power other than purchased, said vendor will be required to purchase additional electric as needed for proper operation of equipment through the Utility Office. If additional power is not available, vendor will be asked to reduce power requirements, change to gas or propane or be responsible for renting and fueling a generator (outside locations only) or will not be allowed to open for business.
- Electricians will replace (1) one set of fuses. Vendor will be charged for additional fuses.
- Concessionaires must contact the Utility Office to be put on the list for hook-up, be present at their location and be paid in full.
- The Authority is not responsible or liable for any failure of electrical service. The Authority does not assume responsibility for electrical failures of any kind, nor damage of equipment property caused by drops or increase in power supply, low voltage or power surges and shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, (included but not limited to additional expenses incurred in using existing facilities), claims of customers of the Lessee, or for any special, indirect, incidental, or consequential damages due to interruption or fluctuation in service on the grounds.

### **B. Plumbing Service Fee**

- A \$25.00 fee applies to all vendors utilizing water for their business operation.
- Vendors will not run water hoses across the aisles during operating hours.
- Call the Utility Office if water needs to be taken from utilities located in a space contracted to another vendor.
- Vendors requiring water for hot tubs, pools and other items are responsible for supplying hoses and filling products prior to opening or after closing.
- Vendors must contact the Utility Office to be put on the list for hook-up, be present at their location and be paid in full.

### **C. Phone Service**

- Phone service is ordered through Cox Communications at 918.806.6079.
- Service is not available on the Independent Midway.
- Use your address for the "Billing Address".
- Place order by September 1, 2018, lines must be placed prior to move-in.

### **D. Wi-Fi Access**

- Log on to Expo Premium Wireless for available pricing options and purchase.
- For support email [expoit@exposquare.com](mailto:expoit@exposquare.com) or call 918.744.1113 ext. 2000

### **E. Cable Access**

- Cable/hard wire is ordered through Cox Communications at (918)806-6079.
- Cable/hard wire is limited to the River Spirit Expo Upper Level.
- Place order by September 1, 2018, cable must be placed prior to move-in.

### **F. Signage**

- **Requirements for Hanging**
  - Banners must have conduit inserted in sleeve and grommets.
  - Large signage, i.e. circular or three sided, must be ready to hang with proper support, swivel and line.

## VENDOR SERVICES CONTINUED:

### • Drop Off

- Signage must be received by September 14, 2018.
- Local signage must be placed in booth ready to hang.
- Signage must have prior approval from the Commercial Space Sales Office.
- Refer to Freight Office address if shipping signage (ATTN: Marilyn Herman).

### • Pick-Up

- Signage will be dropped in each booth on Monday morning, October 8. Please be available for pick-up. Any signage not picked up Monday will be subject to disposal.
- The Authority and Tulsa State Fair will not be held responsible for missing or damaged signage.

## 5. INSPECTORS AND SUPPLIERS

The Tulsa State Fair requires vendors to abide by the rules and regulations of the Tulsa Health Department, Oklahoma Tax Commission, Fire Marshal and Storm Water Quality inspectors. All beverages must be purchased from Pepsi Cola, the exclusive pouring rights vendor. Concessionaires are free to purchase all other products from other service vendors than those listed in the Handbook.

### A. Tulsa Health Department

Visit [tulsastatefair.com](http://tulsastatefair.com) for information on the Tulsa Health Department or visit [tulsa-health.org](http://tulsa-health.org). Contact Ashley Davis at 918.595.4361 for additional information. Onsite daily.

#### • Temporary Food Establishment Requirements

- Free Food Safety Course
- Volunteer Training
- Sampling Requirements
- The Oklahoma State Department of Health has implemented a license fee increase for 2018. Each stand selling or sampling consumable products will be subject to a license fee of \$420.00.
- The Tulsa Health Department will be available for licensing Tuesday, September 25, between 1:00pm – 4:00pm and Wednesday, September 26 between 9:00am – 4:00pm.
- Vendors that aren't completely set-up and licensed by 4:00pm, Wednesday, September 26, will have to go the Tulsa Health Department Office, located at 5051 S 129<sup>th</sup> E. Ave., Thursday morning to purchase a license. That license will be brought to the Tulsa Health Department Office located on the fairgrounds, to request an inspection. Stands not set-up and licensed will not be allowed to sell products on opening day of the Tulsa State Fair.
- No food that has been prepared at other events or in advance is permitted to be used at the Tulsa State Fair. All items must be prepared from scratch (i.e. sticking apples, corn dogs, bagging cotton candy, etc.), after the facility/stand has been approved. Items prepared in advance prior to approval will be embargoed and will not be released to the operator until the final day of the fair or will be discarded.

### B. Oklahoma Tax Commission

- Tax will be collected on Saturday & Sunday, October 6 & 7, at the Oklahoma Tax Commission Office onsite. Payments by check, money order or cashier's check accepted; no cash payments.
- Forms will be emailed via DocuSign and need to be submitted on or before July 1, 2018.
- Vendors conducting sales are required by the Oklahoma Tax Commission to collect; county, city and state sales tax; current tax rate is 8.517%.
- Vendors that have a valid Oklahoma sales tax permit number can remit their taxes under that number. Out-of-State vendors will be issued a casual sales tax permit.
- Each vendor is required to complete the form and permits will be issued at the beginning of the fair.
- If no sales are being conducted, please write in Item #4 "display only", "information only" or "multi-level"
- Vendors not complying with the rules and regulations of the Oklahoma Tax Commission are subject to cancellation and forfeit future participation.
- Designated email for Tulsa State Fair Vendors; [tul.fair.@tax.ok.gov](mailto:tul.fair.@tax.ok.gov).

New Info

New Info

## INSPECTORS AND SUPPLIERS CONTINUED:

### C. City of Tulsa Storm Water Quality

The City of Tulsa has an ordinance regarding the activities associated with outside washing of property. All discharges to a City of Tulsa sewer system, must comply with the applicable requirements set forth in the City of Tulsa's code of revised ordinances Storm-title 11-A, Chapter 5 and Sanitary-title 11-C, Chapter 12 at [cityoftulsa.org/government/departments/streets-and-stormwater/stormwater-quatlity/outside-washing](http://cityoftulsa.org/government/departments/streets-and-stormwater/stormwater-quatlity/outside-washing)

- **Outside Washing-Option 1**

- Capture all wash waters if chemicals and/or heated water will be used at any time during the cleaning process
- Wash waters may be disposed into the sanitary sewer at the location the wash waters are generated or off site in an environmentally acceptable manner. At no time can the wash waters be discharged into the storm sewer system.
- Remove and dispose of any grit or sludge material in the trash. Do not dispose of this material into the sanitary sewer.

- **Outside Washing-Option 2**

- Not capturing wash waters, chemicals and/or heated water cannot be used at any time during the cleaning process.
- Use filters, screens or any practice that will remove pollutants from the wash waters.
- Dispose of wash waters (wastewater) in the designated sanitary sewers or holding tanks. Runoff from dishwashing, soda, ice melt, etc. must go into the sanitary sewers; this includes grey water. Runoff into the storm drains is not acceptable nor allowing to drain waste on the ground. Please make sure all hoses are secured properly.
- Disposal of anything other than storm water into the Storm Sewer System is unlawful in the City of Tulsa.

### D. Fire Marshall Requirements

#### New Info

The Fire Marshalls will be onsite beginning Tuesday morning, September 25, to begin inspections. They have requested that all concessionaires and those commercial vendors demonstrating with an open flame have the fire extinguisher at the front of your booth for inspection. This will enable you to place it once inspected and approved prior to the fair opening.

- **Concessionaires**

#### New Info

- Concessionaires are required to have a 2A10BC fire extinguisher in a visible location.
- Concessionaires that are cooking with vegetable or animal oils and fats must also have a K Type fire extinguisher located in a visible location.
- Each fire extinguisher must be tagged by an approved agency within the past year and not expected to expire prior to the end of the fair.
- If the concessionaire has an Ansul type system over their cooking system, they must also have been inspected and tagged by an approved agency, as specified above.

- **Commercial Vendors**

#### New Info

- Any commercial vendor utilizing an open flame within their display is required to have a 2A10BC fire extinguisher in a visible location.
- Any commercial vendor utilizing an open flame within their display is to take the necessary precautions not to have the flame on an open aisle close to the public. Demonstrations must be out of public reach.

- **Vehicles, RV's, Boats or Motorcraft Equipment**

- Disconnect batteries.
- Fuel in fuel tanks must not exceed ¼ tank or 5 gallons (whichever is less).
- Vehicles, boats or other motorcraft equipment may not be fueled or defueled within the building.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.



## INSPECTORS AND SUPPLIERS CONTINUED:

### E. EQUIPMENT RENTAL – MIDWEST DECORATING

- Additional equipment, pipe and drape are available through the decorator service at your expense.
- Contact Midwest Decorating prior to the fair for forklift services.
- Office located on the Lower Level of River Spirit Expo on the north wall.
- Midwest Decorating will bill vendor directly for any damages to pipe and drape by the vendor.
- Vendors found taking equipment from other displays will be subject to cancellation and forfeiture of participation in future fairs.

### F. FREEDOM ICE

- Designated ice supplier. Plan ahead for your ice needs. In the effort to limit golf cart traffic and provide efficient service, Freedom Ice will no longer supply one bag of ice to a vendor. It is your responsibility to rent a merchandiser or share one with a neighbor. You can provide your own ice chest to store additional bags of ice, which must be approved by the Tulsa Health Department.
  - Small Merchandiser - \$100.00
  - Large Merchandiser - \$150.00
  - 40lb bag of ice - \$9.00

Prices are subject to change. See Important Contacts for complete list of Suppliers.

## 5. INSURANCE

Coverage may be purchased through the Tulsa State Fair's group insurance policy through September 24<sup>th</sup>. Applications are available at [tulsastatefair.com](http://tulsastatefair.com), insurance rates are subject to change.

### A. Comprehensive General Liability Insurance

### B. Auto Liability/Non-owned and Hired Auto Liability of \$1Million Combined Single Limit Insurance

- Vendor must provide proof of Comprehensive General Liability insurance coverage of at least \$1Million per occurrence and \$1Million aggregate.
- Vendor must provide proof of Auto Liability/Non-owned and Hired Auto Liability of \$1Million Combined Single Limit insurance coverage.
- Must list Tulsa County Public Facilities Authority and Tulsa State Fair "as additional insured".
- Must be accompanied with a waiver of subrogation in favor of the Authority with both policies.
- Include move-in and move-out days with coverage.
- Additional insured page is required.
- Government Entities must provide a Letter of Self Insured.
- Insurance rate structure (includes a 5% processing fee)
  - \$84.00 Non Food Sales
  - \$57.25 No Sales
  - \$194.25 Attraction
  - \$94.50 Concessionaire
  - \$270.90 Golf Cart

### C. Worker's Compensation Insurance

- Oklahoma State Law requires all employers to have a policy in effect covering all their employees (full or part time) in the event an employee is injured or becomes ill from a job related condition.
- Must be accompanied with a waiver of subrogation in favor of the Authority.
- No employees or family operated business can submit a Family of Five or Fewer Exemption.
- Affidavit for Certificate of Non-coverage CC Form 36 under the Worker's Compensation Act.
- Government Entities must provide a Letter of Self Insured.
- Insurance Rate (includes a 5% processing fee)
  - \$157.50 Purchased through Tulsa State Fair group policy

Insurance verification must be mailed or emailed by the insurance company on or before August 1, 2018 to the Commercial Space Sales Office or [mherman@exposquare.com](mailto:mherman@exposquare.com), must be listed under contracted name.

New Info



## 6. GOLF CARTS

It is a privilege to operate a golf cart at the Tulsa State Fair. Therefore, we take pride to ensure the safety of our employees, vendors, suppliers and fair patrons.

Tulsa State Fair Personnel, Vendors, Carnival Personnel and Suppliers will be utilizing golf carts to conduct business. Any person found abusing this privilege by purchasing additional permits for unauthorized use or not adhering to the rules and regulations of operating a golf cart or other motorized vehicle will be subject to having your golf cart privileges revoked.

Each vendor or supplier operating a golf cart or other approved similar motorized vehicle at the Tulsa State Fair will be responsible for reading and understanding all operating procedures for the use of such motorized vehicle and will adhere to the designated golf cart path listed on our website and included in your vendor packet; path is subject to change.

Each driver must be eighteen (18) years of age or older and must submit a copy of a valid driver's license with the signed application.

- Golf carts and other approved vehicles must exit the buildings 30 minutes prior to opening daily.
  - Monday – Thursday by 10:30am
  - Friday – Sunday by 9:30am
  - Golf carts and other approved vehicles may enter buildings after closing once the public has exited and you have received clearance from the Building Manager.
  - Midway vendors must adhere to the designated golf cart path between the hours of 10:00am – 10:00pm.
- Designated golf cart parking areas have been provided for your convenience, please see map.
- Golf carts are not allowed to park in the buildings during operating hours.
- Pedestrian traffic and livestock traffic have the right away, always drive slowly.
- Do not use excessive speed when travelling.
- All the information must be completed on the application, available on our website, to be approved to operate a golf cart during the Tulsa State Fair.
- Unless prior approval has been given by the Agri-Business Manager, Livestock Exhibitors are prohibited from purchasing a golf cart permit.

Public Safety Personnel is permitted at all times in any area.

### A. Permits and Rental

- Vendors are utilizing a golf cart are required to purchase a permit, it must be display on the front of the golf cart or other approved motorized vehicle.
- Permits are registered to the vendor.
- Permit fees are non-refundable.
- Permit fees are \$100.00 until July 1, 2018, and will increase to \$150.00 on July 2, 2018.
- Golf carts are available for rental onsite through our designated vendor.

## 7. CONCESSIONAIRE AND SPONSORSHIP SOCIAL

The meeting will be held Tuesday, September 25, from 7:00pm – 9:00pm at the Muscogee (Creek) Nation Stage, located at the southeast end of the River Spirit Expo Lower Level. Vendors selling or sampling consumable products and Sponsors are encouraged to attend. Please join us for an evening of fun, food and information. Representatives from the Tulsa Health Department, Oklahoma Tax Commission and other entities will be available for questions. Additional information will be emailed.

## 8. PARKING

Fair Transit Shuttles are available; the Tulsa Promenade Mall shuttle will be operating during fair hours.

### A. General

- Parking is available in the paid lots at the rate of \$10.00 per entry. Lots 2E and 3E are \$20.00 per entry. Present your vendor badge or ticket when re-entering a paid lot, vendors will only be required to purchase parking once per day in public parking.
- Infield parking is free one (1) hour prior to buildings opening.

## **PARKING CONTINUED:**

### **B. Vendor Paid Reserved**

- Guaranteed space is \$200.00.
- Located on the south side of the River Spirit Expo.
- Reservations taken in order received, all others put on file for available space.

### **C. Livestock**

- This parking is designated for Livestock Exhibitors only. All other vendors not participating in the Livestock shows obtaining parking in this area are subject to forfeiture of space and a fee of \$250.00 will be assessed.

## **9. POLICIES**

### **A. Refunds, Returns and Exchanges**

- The Tulsa State Fair encourages vendors to maintain a reasonable refund/return/exchange policy for patrons during the fair. Professional signage must be displayed in the booth or stand stating such policy, including “No Refunds” if applicable. Upon purchase, the vendor should supply fair patron with a receipt with the company name and contact information. The Tulsa State Fair does not support or condone a “No Refund” policy.

New Info

### **B. Tax Exempt Status**

- Post a policy for fair patrons or disabled veterans with a tax exempt status; always be courteous.

### **C. Drawings**

- Provide a copy of registration form, rules, description of product and value.
- Post the rules of the drawing and date held.
- Vendor will conduct drawing during the fair and supply the list of winners to the Commercial Space Sales Office.
- The Authority and/or Commercial Space Sales Office reserve the right to approve or deny approval of any drawing to be conducted during the Tulsa State Fair. Vendors or personnel who do not comply with these rules are subject to immediate forfeiture of their leases and exhibit rights at the Authority's sole discretion and such decisions shall be final.

### **D. Money Deposits/Sales**

- Visibly post Refunds/Returns/Exchange policy.
- Receipt or business card with company contact information with completed transaction.
- All monies collected by vendors, including sales, deposits or payment in full, must adhere to the rules set forth by the Oklahoma Tax Commission.

### **E. Sound Equipment**

- Prior approval must be received from the Commercial Space Sales Office.
- Sound equipment must be kept at a reasonable volume not to disturb or distract normal business transactions in nearby vendor's space or adjacent public space.
- If the provisions stated in the rule for the use of sound equipment are not observed, the Authority reserves the right to immediately revoke permission to use such equipment and all such decisions shall be final.

### **F. Promotional Giveaway Items**

- Stickers, bumper stickers and helium filled balloons are not approved items.
- Approval must be received from the Commercial Space Sales Office for the distribution of promotional items.
- Application available at [tulsastatefair.com](http://tulsastatefair.com).

### **G. Booth Promotion**

- Any organizations, contests or media involvement used to promote your booth onsite during the Tulsa State Fair must receive prior approval from the Commercial Space Sales Office.

## **POLICIES CONTINUED:**

### **H. Conduct**

- The consumption of alcoholic beverages is prohibited in vendor space during move-in, operating hours and move-out.
- Do not block aisle or direct fair patrons away from another vendor's operation.
- Never confront another vendor, contact the Building Manager, Midway Manager or Commercial Space Sales Supervisor.
- Each vendor is responsible in conducting yourself, employees and business in a professional manner and to treat all individuals with patience, consideration and respect.

### **I. Non-Discrimination**

Vendors are prohibited from discriminating against or refusing to provide goods or services to visitors to the Tulsa State Fair based on race, religious creed, color, national origin, ancestry, disability, sex, gender, age, sexual orientation, military or veteran status, or any basis protected by federal, state, or local law.

### **J. Disputes**

The Authority reserves to its management the final and absolute right to interpret the Lease Agreement, any Addendum and the Rules and Regulations in this Handbook, and to arbitrarily settle and determine all matters, questions and differences in regards thereto or otherwise relating to, arising out of, connected with or incident to the Tulsa State Fair. The Authority shall also be the final arbiter of disputes between vendors. No promises, representations, agreements or conditions have been made or agreed to which are not stated fully on the Vendor and Concessionaire Lease Agreement, Additional Provisions and in the Tulsa State Fair Rules and Regulations Handbook.

## **10. RESTOCKING**

### **A. Restocking Lots**

- Two areas are provided for supply vehicles and one is for those vehicles/trailers once unloaded and are not needed until move-out.
- Restocking lots are located east of the RV Lot and the east end of the Independent Midway. Trailers not needed until move-out are located near the Infield parking lot.
- The only fee charged are those requiring electric; basic fees apply.
- You are required to place the Supply Vehicle sticker received in your vendor packet on the windshield of your vehicle.
- Spaces are limited and mainly reserved for concessionaires; commercial vendors are allowed to use these lots.

### **B. Restocking Hours**

- Monday – Thursday.....10:00am – 11:00am
- Friday – Sunday.....9:00am – 10:00am
- Curbside parking is allowed on the south side of the River Spirit Expo Lower Level in 15 minute intervals during these times:
  - Monday – Thursday.....10:00am – 10:30am
  - Friday – Sunday.....9:00am – 9:30am
- Delivery hangtag is required to enter lots.
- Exchange vendors must enter west end of building for restocking.
- Midway must be cleared of all motorized vehicles and golf carts by 10:00am daily.
- Buildings must be clear of all motorized vehicles and golf carts, 30 minutes prior to opening.
- Contact the Commercial Space Sales Office for earlier access.

## **11. VENDOR OFFICES and OPERATION HOURS (located in Security Building at the west end of the Midway)**

### **A. Vendor Office – (Extended Hours Wednesday, September 26)**

- Friday, September 21.....8:00am – 5:00pm
- Monday – Thursday, September 24 -27.....8:00am – 5:00pm
- Friday – Sunday, September 28 – October 7.....8:00am – 2:00pm
- Monday, October 8.....8:00am – 1:00pm

## **VENDOR OFFICES AND OPERATION HOURS CONTINUED:**

### **B. Daily Sales Reporting of Percentage Based Vendors (Vendor Office)**

A Daily Gross Sales Percentage Report and Sales Record Book will be included in your Vendor Packet.  
A \$100.00 charge will be imposed per day non-compliant.

- Saturday – Sunday, September 29 – October 7..... 8:00am – 12:00pm
- Monday, October 8.....8:00am – 1:00pm (Final Day Sales)

### **C. Utility Office – (Closed for lunch.....1:00pm – 2:00pm)**

- Wednesday – Friday, September 19 – 21.....8:00am – 5:00pm
- Saturday – Thursday, September 23 – 27.....8:00am – 7:00pm
- Friday – Sunday, September 28 – 30.....8:00am – 5:00pm

### **D. Change Bank – (Closed for lunch.....1:00pm – 2:00pm)**

- 9:00am – 6:00pm.....Thursday, September 27
- 9:00am – 5:00pm.....Friday – Sunday, September 28 – October 7

### **E. Freight Office (located at the warehouse off 15<sup>th</sup> street – see map)**

- September 24 – October 7, Monday – Friday.....8:00am – 5:00pm
- September 30 & October 7, Sundays.....8:00am – Noon
- Shipments not accepted prior to Monday, September 24
- No C.O.D. shipments accepted
- Vendor is responsible for storage of equipment and/or merchandise
- Freight pick-up is the responsibility of the vendor
- Check with the freight office prior to departure for any mail or packages not picked up
- Tulsa State Fair will not be held responsible for mail or packages left after the fair.
- Address must read as follows:
  - Tulsa State Fair
  - Company Name
  - Vendors Name & Contact Number
  - 4000 East 15<sup>th</sup> Street
  - Tulsa, Oklahoma 74112

### **F. Tulsa Health Department**

- Located in the southwest office of the Exchange Center.
- Office Hours
  - Tuesday, September 25.....1:00pm – 4:00pm (for licensing)
  - Wednesday, September 26.....8:00am – 4:00pm (for licensing)
  - Thursday – Sunday, September 27 – October 7.....8:00am – 4:00pm

### **G. Oklahoma Tax Commission**

- Located in the southwest office of the Exchange Center.
- Office Hours
  - Thursday & Friday, September 27 & 28.....8:00am – 5:00pm
  - Saturday & Sunday, October 6 & 7.....8:00am – 5:00pm (Pay taxes)

## **13. VENDOR INFORMATION (including move-in and move-out)**

### **A. Vendor Welcome Packet**

- Contains credentials, purchases and pertinent information. Badges and service tickets will be allotted for Gate Admission and building entrance to all vendors and their employees, these are not for resale or trade.
- Vendors working the first shift are required to wear a badge for building admittance.
- These packets will be available at the Vendor Office:
  - Friday, September 21.....8:00am – 5:00pm
  - Monday – Wednesday, September 24 – 26.....8:00am – 5:00pm
  -



## **VENDOR INFORMATION CONTINUED:**

### **B. Vendor Lounges**

Seating, microwave, coffee and water are provided. Staffed with friendly volunteers to assist you.

- Exchange Center east of the south lobby entrance
- River Spirit Expo Lower Level, southeast end near the Muscogee (Creek) Nation Stage
- River Spirit Expo Upper Level, east of the south lobby entrance

### **C. Vendor Move-In**

- Prior to setting up, each vendor must check-in at the Vendor Office to sign and pick-up the Vendor Welcome Packet. Vendor can only claim packet if all requirements have been met; see Page 7. No vendor will be allowed to move-in without the Vendor Welcome Packet.
- Building Managers will be checking to ensure each vendor has picked up the packet. Any vendor found without receipt of the packet may be cancelled and forfeit future participation.
- Vendors driving a vehicle into the building must unload vehicle at booth and exit the building to park prior to setting up in the effort to keep the aisles clear. Building Managers will be available to help assist in directing aisle traffic. Do not block doors, ramps or fire lanes.
- No vehicle access in the River Spirit Expo after Tuesday, September 25; all product will be unloaded curbside and wheeled in.
- Vehicle access restricted at the west end of the Exchange Center.
- Early and Late arrivals must receive prior approval from the Commercial Space Sales Office to arrange move-in.
- Vendors moving in on the east end of the River Spirit Expo Lower Level need to be conscientious of the black drape surrounding the stage. Any vendor caught driving over the drape will be charged the repairs and be subject to cancellation and forfeiture of future participation in the Tulsa State Fair.
- Vendors receiving packets can proceed to move-in during the allotted times listed below:

### **D. River Spirit Expo Lower and Upper Levels and Exchange Center**

- Saturday – Wednesday, September 22 – 26.....8:00am – 8:00pm

### **E. Independent Midway**

- Saturday – Wednesday, September 15 -26.....8:00am – 10:00pm
- Concessions need to be placed no later than Monday, September 24
- Bulk exhibits will be required to set earlier refer to agreement

### **F. Bulk Space Vendors and Concessionaires located in the Buildings**

- Friday – Wednesday, September 14 – September 26.....8:00am – 8:00pm
- Vendors must have equipment and displays moved in no later than Saturday, September 22, and will be allowed to work within their booths the remainder of the time.

Vendors needing to continue set-up after the doors close at 8:00pm will need to contact the Commercial Space Sales Office and arrangements will be made with Security. Please have credentials available.

### **G. Vendor Move-Out**

- Any vendor dismantling their booth or closing prior to 9:00pm on closing night will be subject to forfeiture for future participation.
- Make prior arrangements for shipping, no product is to be left unattended in the buildings. Tulsa State Fair will not be responsible for missing or damaged product.
- No vehicles will be allowed in the buildings until cleared of the public and approval received by Security.
- Vendors may begin breaking down at 9:00pm on Sunday, October 7
- Must have displays removed by:
  - Exchange Center, Monday, October 8.....3:00pm
  - Central Park Hall, Monday, October 8.....5:00pm
  - River Spirit Expo Lower and Upper Levels, Tuesday, October 9.....8:00am
  - Independent Midway, Tuesday, October 9.....5:00pm



## **VENDOR INFORMATION CONTINUED:**

- Buildings will have Security through Noon on Tuesday, October 9, 2018. Building Managers will be present.
- Do not leave valuables unattended.

### **H. Staging**

- With prior approval from the Commercial Space Sales Office, bulk space vendors may stage product in Lot 3E in order to clear building by designated time. Do not block west roll-up entrance on the Upper Level of the River Spirit Expo. All stage product must be removed from the property on or before Thursday, October 11, 2018.

## **12. SECURITY**

- Ground patrol will lock down the River Spirit Expo:
  - Saturday – Sunday, September 15 – 23.....8:00pm
- Contact the Commercial Space Sales Office if later access is needed.
- All night building Security will begin:
  - Begin - Monday, September 24, 8:00pm
  - End - Tuesday, October 8, Noon
- Security is assigned to the buildings during specified hours to patrol the entire area; it is not possible for them to watch each vendor's booth. It is the responsibility of the vendor to have their booth staffed from open to close daily. Remain in your booth until the public has exited the building. The Authority shall have absolutely no liability or be held responsible for any loss, theft, damage or other such claim relating to Vendor's property. Vendor brings such property and stores it upon the fairgrounds at Vendor's sole risk. Vendor is solely responsible for the care, protection, and security of their property while at the Tulsa State Fair.

## **13. GENERAL INFORMATION**

### **A. Motorized Vehicles and Devices**

- Power driven mobility devices are allowed on the grounds for individuals with mobility impairments.
- Not approved for recreation purposes.
- When traveling, never exceed the rate of foot traffic in congested areas.
- Segway's are not allowed unless approved and operated by EMSA, City of Tulsa Police, Tulsa County Sheriff or City of Tulsa Fire Department.

New Info

### **B. Devices Not Allowed**

- Motorcycles (outside perimeter only in designated parking)
- Recreational Scooters
- Skateboards
- Roller Skates and Roller Blades
- Bicycles
- Hover Boards
- Remote Controlled Toys or Other Motorized Devices (unless authorized exhibit)

New Info

### **C. RV Park Reservations (located on the north side of the grounds off 15<sup>th</sup> Street)**

- RV reservations accepted for a minimum of eleven days for the Tulsa State Fair.
- Charge is \$385.00 between the dates Thursday – Sunday, September 27 – Sunday, October 7.
- Deposit of \$160.00 is due at time of reservation; balance due upon arrival.
- Reservations are not available on a per day basis.
- Cancellations within 14 days of arrival will result in a \$35.00 non-refundable charge.
- Deposits are non-refundable for "no shows" or cancellations within 14 days of arrival.
- Space will be released and deposit forfeited if you haven't arrived by 10:00am, Thursday, September 27.
- Storage units parked prior to the fair must have authorization and will pay a rate of \$15.00 per day.

## **GENERAL INFORMATION CONTINUED:**

- Occupied quarters will be held to the standard rate of \$35.00 per day on the dates proceeding and following the Tulsa State Fair.
- RV's are allowed only in the designated areas.
- Reservations not accepted after August 31, 2018.
- Make reservations early or prior to departing for the following year.

### **D. Pets**

- No dogs or pets other than service dogs shall be permitted on the fairgrounds or in the buildings during the Tulsa State Fair, unless they are part of an authorized act or exhibit.
- Dogs and pets are allowed when confined within the RV Park or areas designated by the Authority.

### **E. Janitorial Services**

- Vendors, their agents or employees shall sweep all refuse from their booths to the aisles after closing, where it will be picked up by janitors provided by the Authority.

### **F. Recycling**

- The Tulsa State Fair is continuing its effort in being environmentally friendly. Please help by doing your part, tear down your cardboard boxes and drop them in the recycling bins at the designated locations.
- Always use designated receptacles for trash and grease; information will be included in your Vendor Welcome Packet.
- Minimize the usage of marquee lights during pre-fair set-up.
- Turn off air conditioners when trailers aren't in use during pre-fair set-up.
- Turn off any additional booth lighting, computers and television at the close of the fair nightly.

### **G. Corn Dog Classic 5K Race**

- 6:00am – 7:30am Saturday, September 22, 2018 Registration south of Golden Driller
- 8:00am.....Race begins
- 7:30am – 9:30am.....No vehicular traffic allowed on course
- Race Timeline:
  - River Spirit Expo vehicular traffic stopped on south and west end, traffic will resume on the west and north side once final race participant passes the River Spirit Expo Upper Level west end roll-up door.
  - Midway and Exchange Center vehicular traffic stopped; building traffic will resume once final race participant passes the River Spirit Expo west end roll-up door. Must exit north and not through the Midway.
  - Central Park Hall vehicular traffic stopped leaving the south side; building traffic will remain open on the north side.

### **H. Dizzy's Delight Food Competition**

- Save the Date for the concessionaire food competition to be held on Monday, October 1, at the Culinary Kitchen Stage, located at the west end of the River Spirit Expo Lower Level. Information is available at [tulsastatefair.com](http://tulsastatefair.com), please make your submissions early. Updates and reminders will be emailed to all concessionaires.

### **I. New Food Submissions**

- The Tulsa State Fair welcomes new creative foods each year. Please submit photos of your new food and a description prior to July 1, as our Marketing Department would like to showcase new foods to our media partners and on our website. Submissions will be taken after this date but might not be showcased on the website.
- **Photo Specifications**
  - Minimum 600 pixels wide and 600 pixels tall
  - Add as an attachment to an email: do not include within the body of the email

## **GENERAL INFORMATION CONTINUED:**

- Photo must represent actual presentation for the Tulsa State Fair
- **Please list the following information:**
  - Product Name
  - Description
  - Location(s)

### **J. Weather Procedures**

- In the event of inclement weather, vendors located outside may cover and protect their stands, displays and merchandise. All outside stands will remain staffed unless there is threat of severe weather and you have been informed by Tulsa State Fair Personnel to move inside for safety. Once the severe weather subsides normal operations will resume unless damage has occurred.

### **K. Lost and Found**

- Lost and found articles can be turned in to the Building Managers or Guest Services.

### **L. Lost Children**

- The Lost Children's trailer is located west of the Security Building/Vendor Office.
- Please contact Security, Fair Personnel or the Tulsa County Sheriff's Trailer, located outside the southeast end of the River Spirit Expo, if dealing with a lost child.

### **M. ATM's**

- Located throughout the Commercial buildings and Midway.

### **N. EMSA**

- Located on the east side of the south lobby entrance of the Exchange Center with supplies and personnel to handle minor medical needs.

### **O. Phone Charging Stations**

- Located throughout the grounds for your convenience.

Check [tulsastatefair.com](http://tulsastatefair.com) for updates and highlights throughout the year. All forms are available on the website.

A copy of the Tulsa State Fair Rules and Regulations Handbook is required in each booth.

**You have agreed to adhere to the Tulsa State Fair Rules and Regulations Handbook upon signing the Lease Agreement.**

## **NOTES**



## SAMPLE CERTIFICATE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |                        |
|--|--|--|------------------------|
| <b>PRODUCER</b><br>Insurance Company<br>Name Contact name<br>Address<br>City ST Zip Code | <b>CONTACT NAME:</b> John Doe<br><b>PHONE:</b> (A/C, No, Ext): (918) 555-5555<br><b>E-MAIL:</b> Jdoe@domain.com<br><b>ADDRESS:</b> |  | <b>FAX:</b> (A/C, No): |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>   |  | <b>NAIC #</b>          |
| <b>INSURED</b><br><br>Company<br>Name<br>Contact<br>Address<br>City ST Zip Code          | <b>INSURER A:</b> Insurer's Legal Name   |  |                        |
|  | <b>INSURER B:</b>  |  |                        |
|  | <b>INSURER C:</b>  |  |                        |
|  | <b>INSURER D:</b>  |  |                        |
|  | <b>INSURER E:</b>  |  |                        |
|  | <b>INSURER F:</b>  |  |                        |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                            | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|-------------------------------------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY   |           |          |               |                         |                         |  |
|                                     | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                    | X         | X        |               | 02/01/2018              | 01/01/2019              | EACH OCCURRENCE \$ 1,000,000   |
|                                     |  |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000                           |
|                                     |  |           |          |               |                         |                         | MED EXP (Any one person) \$  |
|                                     |  |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000   |
|                                     |  |           |          |               |                         |                         | GENERAL AGGREGATE \$ 1,000,000   |
|                                     |  |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 1,000,000  |
|                                     |  |           |          |               |                         |                         | \$   |
|                                     | GEN'L AGGREGATE LIMIT APPLIES PER:                                       |           |          |               |                         |                         |  |
|                                     | POLICY PRO- <input checked="" type="checkbox"/> LOC JECT                 |           |          |               |                         |                         |  |
|                                     | OTHER:   |           |          |               |                         |                         |  |
|                                     | AUTOMOBILE LIABILITY   |           |          |               |                         |                         |  |
|                                     | ANY AUTO OWNED AUTOS ONLY  |           |          |               | 02/01/2018              | 01/01/2019              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                               |
|                                     | <input checked="" type="checkbox"/> HIRED AUTOS ONLY                     | X         | X        |               |                         |                         | BODILY INJURY (Per person) \$  |
|                                     | SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY |           |          |               |                         |                         | BODILY INJURY (Per accident) \$  |
|                                     |  |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$  |
|                                     |  |           |          |               |                         |                         | \$   |
|                                     | UMBRELLA LIAB  |           |          |               |                         |                         | EACH OCCURRENCE \$   |
|                                     | EXCESS LIAB  |           |          |               |                         |                         | AGGREGATE \$   |
|                                     | DED  |           |          |               |                         |                         | \$   |
|                                     | RETENTION \$   |           |          |               |                         |                         |  |
|                                     | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                            |           |          |               |                         |                         |  |
|                                     | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N            | N/A       | X        |               | 02/01/2018              | 01/01/2019              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |
|                                     | If yes, describe under DESCRIPTION OF OPERATIONS below                   |           |          |               |                         |                         | E.L. EACH ACCIDENT \$ 500,000  |
|                                     |  |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 500,000  |
|                                     |  |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 500,000   |

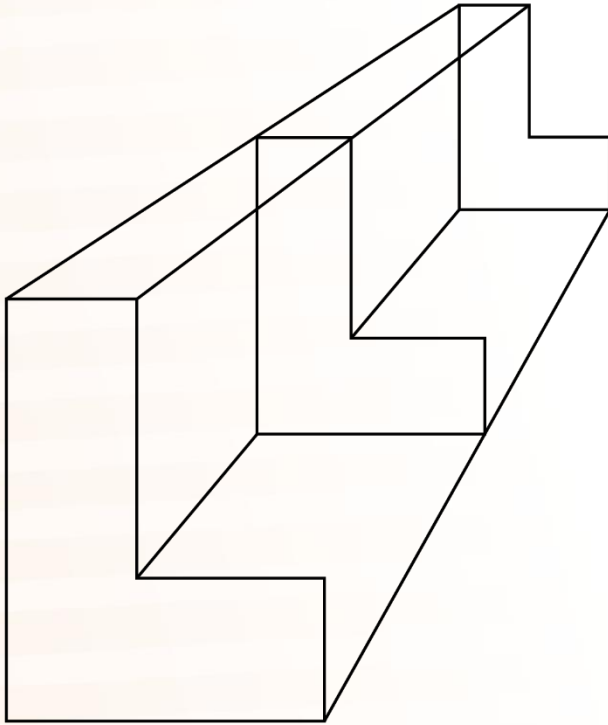
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Tulsa County Public Facilities Authority and Tulsa State Fair are named as Additional Insured with respect to operations provided at the Tulsa State Fair from 9/22 /18 to 10/9/18 to include move-in and move-out. Additional insured will be extended under the General Liability and Automobile Liability coverages. Waiver of subrogation in favor of the Authority will issued on General and Automobile Liability coverages and Workers Compensation.

## BOOTH DIAGRAM

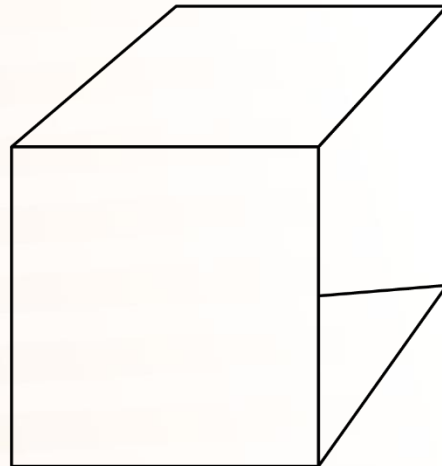
### Commercial Booth Diagram Set-Up

This does not apply to Bulk Space



Design #1 Correct Set-Up

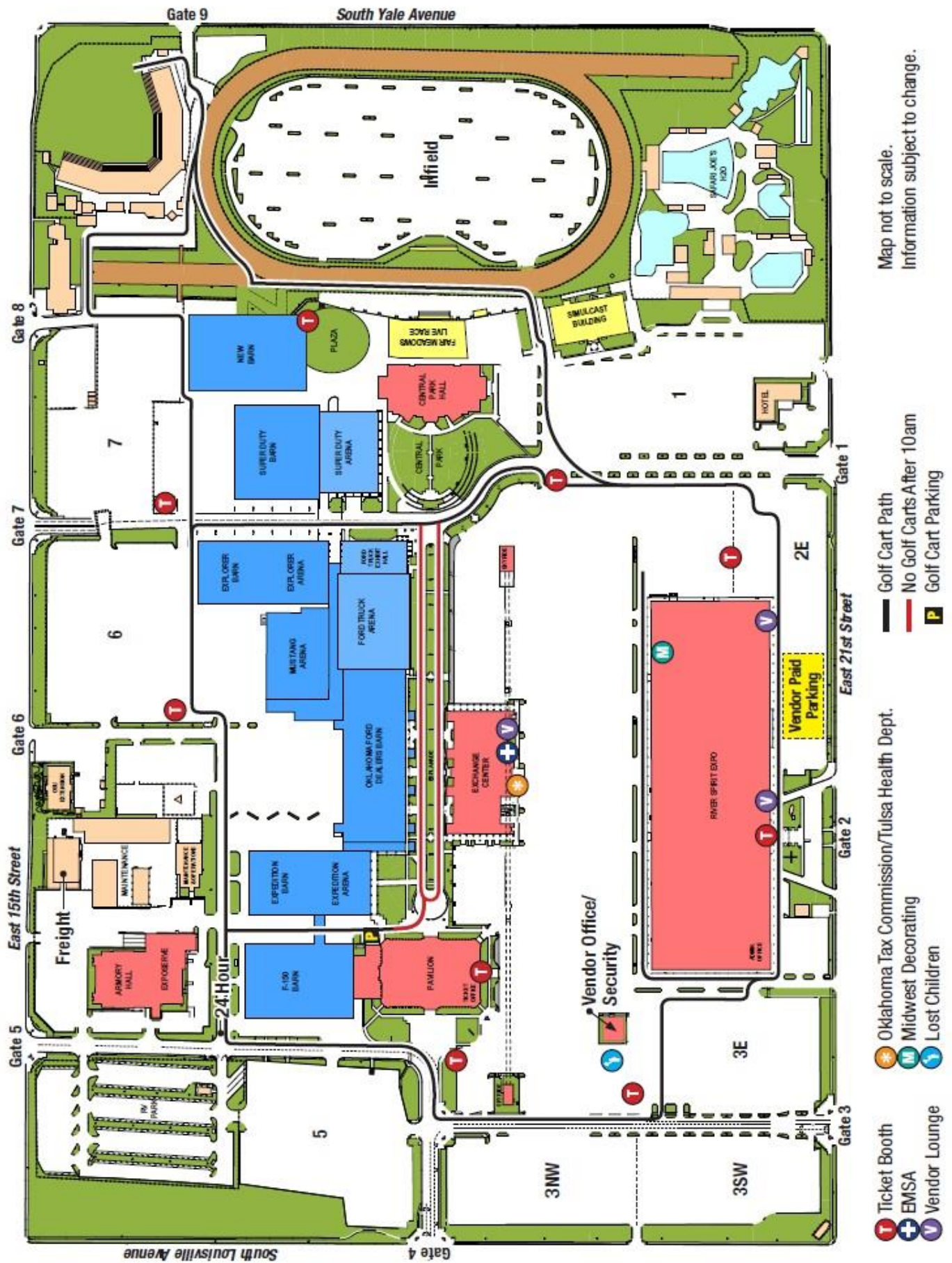
Correct set-up allows each vendor equal visibility. The height restriction is 8' including signage. Sidewalls can go half the depth of the booth at the 8' height level and drop down to 4' for the remainder of the booth.



Design #2 Incorrect Set-Up

Incorrect set-up will block your neighbors and other vendors in your row. Please re-design your booth, this set-up will not be allowed. Please see Design #1 for correct set-up.





Map not to scale.  
Information subject to change.