



# TULSA STATE FAIR RULES & REGULATIONS HANDBOOK

2017

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## September 28 – October 8

### Tulsa State Fair Mission

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.

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### Mailing Address

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4145 E 21<sup>st</sup> Street  
Tulsa, OK 74114

### Fax Number

1 (918) 518-7620

### Tulsa State Fair Operating Hours

Date	Start Time	End time
Thursday, September 28	5pm	10pm
Friday & Saturday, September 29 & September 30	10am	10pm
Sunday, October 1	10am	10pm
Monday thru Thursday, October 2 – 5	11am	10pm
Friday & Saturday, October 6 & 7	10am	10pm
Sunday, October 8	10am	9pm

### Tulsa State Fair Midway Operating Hours

Date	Start Time	End Time
Thursday, September 28	5pm	11pm
Friday & Saturday, September 29 & September 30	11am	Midnight
Sunday, October 1	11am	11pm
Monday thru Thursday, October 2 – 5	12pm	11pm
Friday & Saturday, October 6 & 7	11am	Midnight
Sunday, October 8	11am	11pm

## DATES TO REMEMBER

<b>DECEMBER 1:</b>	Vendors who meet the criteria will receive a Renewal Application for contracted space occupied at the previous fair.
<b>JANUARY 1:</b>	Applications available online for new applicants; please note space offered to new applicants will require full payment at time of offer.
<b>JANUARY 31:</b>	Renewal applications, are due with signature and any corrections/requests on or before January 31. Any space without a signed complete renewal application will forfeit their space requests. The Authority will review renewal requests for additional space, new products, and change in location according to the order received. You will be informed of the decision regarding your renewal request by email.
<b>FEBRUARY 29:</b>	Lease Agreements, invoices and additional paperwork will be emailed.
<b>MARCH 15 – APRIL 1:</b>	Signed Lease Agreements including service form and insurance purchased if applicable, are due with 50% deposit. Corrections or additions written on Lease Agreement will NOT BE ACCEPTED. Any corrections to the Lease Agreement need to be on a separate sheet of paper and submitted for review in the Commercial Space Sales Office.
<b>MAY 1:</b>	
<b>MAY 2:</b>	Any space without a signed Lease Agreement and 50% deposit will be released. If the space has not been resold and the Tulsa State Fair reinstates the vendor by request, a \$50.00 reinstatement fee will be assessed. Cancellation fee of \$100.00 will be assessed for any written request of refund from May 2-July 1. Refunds will be processed after the Tulsa State Fair.
<b>JULY 1:</b>	Balance is due in full. All Lease Agreements and required documents must be in the Commercial Space Sales Office by this time.
<b>JULY 2:</b>	Written request of cancellation for refund of monies will only be applicable if space is resold. A \$200.00 cancellation fee will be assessed to your account; refunds will be processed after the Tulsa State Fair.
<b>AUGUST 3:</b>	No refund of monies paid on cancellations or services ordered. Changes in product listing or menu prices must have approval after this date.
<b>SEPTEMBER 1:</b>	Payments must be in the form of a money order, cashier's check, cash or credit card for additional services, tickets and/or last minute space agreements; NO EXCEPTIONS WILL BE MADE.
<b>SEPTEMBER 13:</b>	Vendor move-in begins for Independent Midway.
<b>SEPTEMBER 15:</b>	Bulk Vendor move-in begins in River Spirit Expo requires prior approval from Commercial Space Sales Office.
<b>SEPTEMBER 22:</b>	Vendor move-in begins for space inside the facilities.
<b>SEPT. 22 – SEPT. 28</b>	Vendor Packets will be available for pick-up at the Vendor Office Friday, September 22 <sup>nd</sup> and Monday – Wednesday, September 25 – September 27, between the hours of 8:00am – 5:00pm and Thursday, September 28 <sup>th</sup> between the hours of 8:00am – 3:00pm.
<b>SEPT. 28 – OCT. 8:</b>	<b>2017 TULSA STATE FAIR</b>
<b>SEPTEMBER 30:</b>	5K Corn Dog Classic (See operation restrictions)
<b>OCTOBER 8 – 10:</b>	Vendors may begin tear down at 9:00pm and must be moved out by: <ul style="list-style-type: none"><li>• Exchange Building: 3:00pm, Monday, October 9</li><li>• Central Park Hall: 5:00pm, Monday, October 9</li><li>• River Spirit Expo Upper and Lower Level: 8:00am, Tuesday, October 10</li><li>• Midway: 5:00pm, Tuesday, October 10</li></ul> No vehicles will be permitted in buildings until cleared of public.
<b>OCTOBER 9:</b>	All percentage based vendors/concessionaires must report final day sales and settle accounts between the hours of 8:00am - 1:00pm.

## LEASE AGREEMENT/DEPOSIT

- The Lease Agreement for vendor space must be signed and the original copy returned by the date specified, May 15, 2017, with a 50% deposit or it may be declared null and void by the Authority. Please note; corrections or additions written on Lease Agreement will NOT BE ACCEPTED. After the original Lease Agreement has been received in the Tulsa State Fair Office and signed by an official, a copy will be emailed to the vendor.
- It is the Vendor's responsibility to read and comply with the terms of the Tulsa State Fair Lease Agreement including the Additional Provisions and the Rules and Regulations Handbook. Failure to comply with all terms of the Lease Agreement and the Additional Provisions attached thereto and the terms of this Rules and Regulations Handbook shall give the Authority the right to immediately cancel

the Lease Agreement without any liability to Lessee whatsoever and Lessee shall forfeit all sums or deposits paid.

- 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.
- 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 Agreement and it is expressly agreed that any damages would be difficult if not impossible to calculate 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.

### **FINAL PAYMENT**

Balance is due in full July 1, 2017, on the Lease Agreement and all services ordered. All Lease Agreements and required documents must be in the Commercial Space Sales Office at this time. To secure your leased space you must submit the following:

- Original signed Lease Agreement
- Addendum if applicable
- Payment in full
- Proof of General Liability insurance coverage of \$1,000,000.00; or completed General Liability application
- Worker's Compensation Certificate of coverage; exemption form, or completed Worker's Compensation application
- Service Order Form if purchasing additional services not ordered at time of renewal application.

Failure to submit all of the above may result in immediate cancellation of leased space and forfeiture of any monies paid.

- ALL CHECKS MUST BE PAYABLE TO TCPFA or TULSA STATE FAIR

### **CONCESSIONAIRES**

It is our goal for you to be as successful as possible as a partner of the Tulsa State Fair, we require the following:

- A Daily Gross Sales Percentage Report & Sales Record Book will be included with your Vendor Packet. A report of each day's sales receipts must be given to authorized Fair personnel at the Exhibitors Office. A final report of total gross receipts must be submitted to the Exhibitor Office by 1:00pm on Monday, October 9, 2017.
- Concessionaires must report daily sales to the Exhibitor Office beginning Saturday, September 30, 2017; an additional \$25.00 charge will be imposed per day non-compliant.
- It is the concessionaire's responsibility to read and comply with the Tulsa Health Department regulations included with your Vendor Packet upon arrival.
- It is required each concessionaire post a menu with prices for each item being sold, (no hand written signs will be permitted).
- 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.
- Concession trailers must have professional vinyl skirting. Trailers should have removable hitches or professional skirting to conceal hitch.
- Equipment stored outside behind trailer/stand must be concealed with professional tent/canvas screening or attractive fencing. (No stock trucks or vehicles are allowed behind trailer/stand).
- No staking on the Esplanade or any cemented area.

- 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.
- Recycling bins for cardboard disposal will be on site.
- It is mandatory that propane bottles be secured and in an upright position; no propane is allowed in buildings.
- Cords and hoses must be ran straight to the ground from electrical box or water tree, zip tied and ran to trailer. Figure 8 all excess electrical cords under your trailer, all other cords and hoses can be figured 8 or coiled under your trailer process must be completed by 10pm, Wednesday, September 28, 2017. If you are in violation of this policy you will receive a \$25.00 per day charge.
- Please come with proper fittings for hook-up.
- Water and sewer service is 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 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.
- There is a mandatory concessionaire meeting prior to the fair to receive licensing from the Tulsa Health Department. State Licensing is \$150.00 per stand; subject to change at their discretion. This information will be included in your Vendor Packet.
- No propane is allowed in any of the buildings.

#### **COMMERCIAL BOOTH DISPLAY**

- Each standard sized booth for Commercial vendors will receive one 8' back drape and two 3' side drapes to define the booth.
- One 7" x 44" 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.
- Height restriction is 8' including signage.
- Any signage or display above the 8' height restriction must have prior approval from the Commercial Space Sales Office; (excluding signage hung from the ceiling, bulk space and booths against the wall). Display including grid work is allowed to begin at the 8' height restriction from the back wall of the booth moving forward to half the depth of the booth and then it must drop down to 4' for the remainder of the booth. If merchandise is hung at the front of the booth it must be at the 4' height limit from the floor up. Following these guidelines will prevent the obstruction of your neighbor's line of sight.
- Tables must be covered and skirted on three sides.
- Additional merchandise/boxes must be stored under table(s) or in storage area if provided.
- No pop-up tents allowed inside the buildings without prior approval.
- No staking on any cemented areas.
- Any tape used on the floor must be Solid SPVC Vinyl Colored or White Tape, which meets OSHA requirements and meets easy removal from our facility floors.
- Vendors will not run water hoses across the aisles during operating hours of the Tulsa State Fair.

#### **CONCESSIONAIRE MEETING- MANDATORY**

The meeting will be held Tuesday, September 27 from 7:00pm-9:00pm at the Muskogee Creek Nation Stage located at the Southeast end of the River Spirit Expo Lower Level. Concessionaires and all commercial booths sampling products, health supplements and wine tasting are required to attend this meeting.

#### **FIRE MARSHALL REQUIREMENTS CONCESSIONAIRES**

- Each concessionaire should have a minimum of 91) 2A10BC fire extinguisher in a visible location.
- Each concessionaire that is 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 before 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 on Item 3).



## **FIRE MARSHALL REQUIREMENTS VEHICLES, RV'S, BOATS or MOTORCRAFT EQUIPMENT**

- Batteries are disconnected
- Fuel in fuel tanks does not exceed ¼ tank or 5 gallons (whichever is less)
- Vehicles, boats or other motor craft equipment are not fueled or defueled within the building
- Fuel tanks and fill openings are closed and sealed to prevent tampering

## **SAMPLING OF FOOD, BEVERAGE AND HEALTH PRODUCTS**

- Must have prior approval from the Commercial Space Sales Office
- Must meet with the rules and regulations of the Tulsa City/County Health Department
- Must attend the mandatory concessionaires meeting
- Must distribute only 2 ounce sample size of product or less

## **NON-FOOD PERCENTAGE BASED VENDORS**

Sales are to be reported in writing daily to the Exhibitor Office located in the Security Building, beginning Saturday, September 30, 2017: an additional \$25.00 charge will be assessed "per day non-compliant". A Daily Gross Sales Percentage Report & Sales Record Book will be included with your Vendor Packet. A final report of total gross receipts must be submitted to the Exhibitor Office by 1:00pm on Monday, October 9, 2017.

## **SERVICE ORDER FORMS**

If services listed on the renewal application have changed please return service form with renewal application on January 31, 2017. If participating for the first time please return form with signed lease agreement by deadline listed on the agreement.

## **ELECTRIC**

Additional utilities can be purchased through the Utility Office.

- Submit accurate electrical requirements; power is provided in each Zone based upon you submitted requirement; in the event electrical requirements change after August 15, 2017 and TSF is able to accommodate, a \$250 charge will be assessed to make necessary adjustments. New Vendors that are booked after the August 15, 2017 deadline are exempt.
- 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/power strips for electrical equipment and displays' expect to supply a 15' to 150' cord.
- Authority's Electrical Department is not responsible for wiring Vendor's equipment; i.e. buildings.
- Exact electrical requirements must be in the Commercial Space Sales Office no later than May 15, 2017; service will be denied at time of hook-up until all services have been ordered and paid in full.
- Any additional wiring or special requirements needed for hook-up will be made at vendor's expense at the time service is provided.
- All wiring and materials, except that furnished or purchased by the vendor, shall remain the property of the Authority.
- All electrical work will be performed by the Authority's Electrical Department.
- 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 one 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 more power than they are entitled to, said vendor will be required to purchase additional electrical as needed for proper operation of equipment. If additional power is not available vendor will be asked to reduce power requirements, be responsible for renting and fueling a generator (outside only) or will not be allowed to open for business.
- Electricians will replace one (1) set of fuses. Vendor will be charged for additional fuses.
- Concessionaires must call upon arrival for hook-up of utility services.
- 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 increases 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, (including 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.

### **PLUMBING SERVICE FEE**

A \$25.00 service fee applies to ALL vendors utilizing water for their business operation. Water, gas, sewer are limited in the buildings and are reserved for concession booths.

- Concessionaires please contact the Utility Office to be put on the list for hook-up.
- Utilities are provided to the Concession booths on the Independent Midway at the quoted fees.
- Vendors requiring water for hot tubs, pools, etc., will need to bring hoses to fill these items before the buildings open or directly after closing.
- Please call the Utility Office if water is to be taken from another booth location, most vendors filling these items will run hoses to the nearest restroom facility.
- Vendors will not run hoses across the aisles during operating hours of the Tulsa State Fair.

Vendors contacting the Utility Office for hook-up must be onsite, booth or trailer must be set on location and all services must be paid in full.

### **PHONE**

- Phone service is ordered through Cox Communications at (918) 806-6079.
- Service is not available on the Independent Midway.
- Please order prior to arrival lines must be placed prior to move-in. List your address as the "Bill To".

### **INTERNET ACCESS**

Log on to Expo Premium Wireless for available pricing options

- Free Trial (30 minutes, 10.Mbps/3.0 Mbps)
- \$2.00 per hour (3.0 Mbps/1.0 Mbps)
- \$6.00 per day (3.0 Mbps/1.0 Mbps)
- \$10.00 per day (10.0 Mbps/3.0 Mbps)
- \$20.00 per week (3.0 Mbps/1.0 Mbps)
- \$40.00 per week (10.0 Mbps/3.0 Mbps)

For support please email [expoit@exposquare.com](mailto:expoit@exposquare.com) or call (918) 744-1113 ext. 2000.

Contact Cox Communications @ (918) 806-6079 for Hard Wire service; list your address as "Bill To" for payment. Service is limited to the Upper Level River Spirit Expo.

### **VENDOR CREDENTIALS**

Badges will be allotted for gate admission and building entrance to all vendors and their employees, these are not for resale or trade. Each vendor working the first shift will be required to wear a badge for building admittance. Vendors requiring several shift changes with employees will be issued a mixture of badges and service tickets. Tickets distributed to vendors are recorded by number and can be traced to specific vendors. These tickets are for personnel working a vendor's booth only; therefore, the Authority expressly prohibits resale of these tickets by the vendor. Violation of this privilege can result in forfeiture of further participation in the Tulsa State Fair. Additional books of tickets can be purchased for \$25.00 per book of (5) five tickets until July 1, 2017. After July 1, 2017, additional books of tickets can be purchased per book of (5) five for \$35.00. All badges and tickets will be in Vendor Packet.

### **INSURANCE**

Insurance is available for purchase through the Tulsa State Fair group policies until September 16, 2017. After this date insurance will be provided by vendor; you can contact Comp Source Oklahoma (Tulsa Office) or Tedford Insurance companies directly for coverage. There will be a 5% processing fee for all insurance purchased through the group policy. \*See Sample Certificate on page 16.\* (Rates are subject to change)

### **GENERAL LIABILITY INSURANCE**

- Coverage may be purchased through Tulsa State Fair's group insurance policy through September 16, 2017. Applications available on website due no later than June 1, 2017
- Insurance rate structure:
  - Exhibitor: Non Food (Sales) \$80.00 Per Booth
  - Exhibitor: (No Sales) \$55.00 Per Booth
  - Exhibitor: Attraction \$185.00 Per Booth (i.e. Tattoos face painting etc.)
  - Vendor: Concessionaire \$90.00 Per Booth (includes sampling booths)



- Vendor is required to name Tulsa County Public Facilities Authority/Tulsa State Fair as additional entities insured. If listing dates of the fair please add additional days for move-in and move-out.
- Government Entities please provide a Letter of Self Insured.

### **WORKER'S COMPENSATION INSURANCE**

- Oklahoma State Law requires all employers to have in effect a policy covering all their employees (full or part time) in the event an employee is injured or becomes ill from a job related condition.
- Coverage may be purchased through Tulsa State Fair's group insurance policy through September 16, 2017; application due no later than June 1, 2017.
- Family of Five or Fewer Exempt Statement
- Affidavit for Certificate of Non-Coverage CC Form 36 under the Worker's Compensation Act.
- Applications to purchase insurance, exemption form and Affidavit of Exempt are due by May 1, 2017.
- Government Entities please provide a Letter of Self Insured.

Please have insurance company mail or email a certificate of coverage verification directly to the Commercial Space Sales Department by July 1, 2017. Please contact the Commercial Space Sales Office if insurance renews at a later date.

ALL CERTIFICATES OF INSURANCE COVERAGE MUST BE LISTED UNDER CONTRACTED NAME WITH THE AUTHORITY/TULSA STATE FAIR.

### **GOLF CART RENTAL**

- Golf carts are available for rental on site.
- You must be of 18 years of age or older and have a valid driver's license on file in the Commercial Space Sales Office.
- Current proof of Automobile insurance must be on file in the Commercial Space Sales Office.
- Coverage available for purchase through Tulsa State Fair's group policy.
- Vendor is required to name Tulsa County Public Facilities Authority/Tulsa State Fair as an additional insured.
- Livestock Exhibitors are not permitted to rent a golf cart.

### **GOLF CART PERMIT**

- May be purchased prior to the Tulsa State Fair for \$100.00.
- Current proof of Automobile insurance must be on file in the Commercial Space Sales Office.
- After July 1, 2017, permits can be purchased through the Commercial Space Sales Office or upon arrival at the Exhibitor Office for \$150.00.
- All golf carts must have a permit.
- Rules and designated golf cart path will be included in your Vendor Packet; you are required to adhere to these instructions.
- The use of golf carts are for Commercial Vendors, Tulsa State Fair Personnel, Carnival Personnel and Service Vendors, any vendor found abusing this privilege by purchasing additional permits for other use is subject to cancellation and golf cart privileges being revoked.
- Golf Carts will not be allowed on the Esplanade loop from Noon to 10:00pm Saturdays and Sunday.
- Livestock Exhibitors are not permitted to purchase a golf cart permit.

### **PARKING**

#### **PUBLIC PARKING**

Parking is available in the paid lots for \$10.00 per entrance. Lots 14E and 13E are \$20.00 per entrance. If parked in a public paid lot and you must exit the grounds temporarily please present your vendor badge and parking ticket upon return. Vendors will only be required to purchase parking in these lots once per day. Infield parking is free one hour prior to buildings opening, you must present your badge. Shuttles are available for transport. Tulsa Promenade shuttle will operate during fair hours daily.

#### **VENDOR RESERVED PARKING**

Vendor Reserved Parking is located on the south side of the River Spirit Expo at \$200.00 per space. Reservations will be taken in order received.

#### **LIVESTOCK PARKING**

This parking is designated for Livestock Exhibitors only. All other exhibitors obtaining parking in this area are subject to cancellation and a fee of \$250.00.

## **VEHICULAR TRAFFIC**

- All vehicular traffic must be off the fairgrounds by 10:00am daily.
- Golf carts must be out of the buildings 30 minutes prior to opening.
- Any vehicle needing access within the fairgrounds before 10:00am must obtain a delivery hang tag from the Exhibitor Office.
- Two wheeled transportation will not be permitted on the grounds.
- Only Service vendors will have vehicular access throughout the day with proper identification and approval from the Commercial Space Sales Office.
- No vehicles or golf carts are allowed in the buildings during Fair operating hours.

## **SIGNAGE**

- All banners need to have conduit inserted in sleeve and grommets in order for banner to be hung properly. Rope will be provided by the Authority.
- All large signs, such as 3-sided, circular will need to be ready to hang with proper support, rope and swivel.
- Specialty signs requiring additional installment needs will be assessed a customized fee.
- Form due by June 1, 2017.
- All signage must be received by September 11, 2017.
- Local signage must be placed in booth ready to hang.
- Shipping Address: Tulsa State Fair/Attn: Marilyn Herman-Your company name/4000 E. 15th Street/Tulsa OK, 74112.
- All signage must have prior approval from the Commercial Space Sales Office.
- All signage will be dropped in each booth on Monday morning following the fair, please be available for pick-up. Any signage not picked up Monday will be taken to the warehouse a signature will be required upon pick up. The warehouse is located off of 15th Street, east of the Armory.
- TCPFA/Tulsa State Fair will not be held responsible for missing or damaged signage.

## **SOUND EQUIPMENT**

- Prior approval from the Commercial Space Sales Office is required for use of any sound equipment.
- Microphone, televisions, radios, speakers, musical instruments or other sound equipment must be kept at a reasonable volume in order 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.

## **SOLICITATION OF FUNDS**

Solicitation of funds for any political, educational, charitable corporation, association or any other corporation, group, individual or cause of any kind or character shall be prohibited.

## **PRIZE DRAWINGS POLICY**

- Prior approval from the Commercial Space Sales Office, the form is accessible at [www.tulsastatefair.com/serviceforms](http://www.tulsastatefair.com/serviceforms).
- Vendor is required to provide a copy of printed form used in registration, any rules or regulations to eligibility to participate in drawing, merchandise or item to be given away and approximate value of merchandise or item.
- Please state if drawing will be held during the Tulsa State Fair or off premises.
- Drawings held on premises must be held no later than 7:00pm on closing Sunday of the fair. It is the vendor's responsibility to conduct the drawing and to notify the winner and arrange for delivery of the prizes.
- Raffles of any kind are not permitted.
- 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.

## **MONEY DEPOSITS POLICY**

All vendors conducting merchandise sales:

- Must post company policy pertaining to refunds.
- Must include receipt, business card or paperwork with contact information with completed transaction
- All sales monies collected by vendors conducting merchandise sales, deposits or payment in full must adhere to the rules set forth by the Oklahoma Tax Commission; see below.

## **OKLAHOMA SALES TAX COMMISSION**

- Vendors conducting merchandise sales will be required by the Oklahoma Tax Commission to collect, county, city and state sales tax; current taxes are 8.517%.
- Vendors that have an Oklahoma Tax Commission Sales Tax Permit number can include Tulsa State Fair sales with regular monthly reports.
- Vendors will be issued a temporary Oklahoma Sales Tax Permit number by the Oklahoma Tax Commission.
- Forms are accessible on the Tulsa State Fair website; all vendors are required to turn in the application directly to the Oklahoma Tax Commission.
- The Oklahoma Tax Commission employees will visit your booth during the fair.
- The Oklahoma Tax Commission will be located in the Exchange Building Events Office, payments by check or money order will be collected onsite.
- Vendors not complying with the rules and regulations of the Oklahoma Tax Commission are subject to cancellation.
- All vendors are required to complete this form.

## **RE-STOCKING HOURS**

- Vendors can restock between the hours of 10:00am - 10:30am Monday – Thursday.
- Vendors can restock between the hours of 9:00am – 9:30am Friday-Sunday.
- River Spirit Expo Vendors are allowed to park curbside in (15) minute intervals on the south side of the River Spirit Expo Lower Level Monday – Thursday, 10:00am – 10:30am daily, and Friday – Sunday, 9:00am - 9:30am daily, to unload.
- Vendor must have a Delivery hang tag to enter lot; these are available at the Exhibitor Office.
- Vendor in the Exchange Building can enter on the west side of the building only for restocking purposes; no vehicles will be allowed on the midway.
- Commercial Building booths may be restocked during the above hours.
- Independent Midway vendors must have area clear of vehicles by 10:00am daily.
- If earlier access is needed to prepare for the day please contact the Commercial Space Sales Office.

## **ACCESSIBILITY TO BOOTHS**

- Vendors will have access to the buildings one (1) hour prior to opening daily with proper identification. Vendors must exit buildings daily, thirty (30) minutes after closing.
- Vendors requesting earlier entry into a building must get prior approval from the Commercial Space Sales Office.
- Ingress and egress between the City of Tulsa streets and the exhibit booth of the vendor shall be determined by the Authority.

## **RV RESERVATIONS**

During the Tulsa State Fair, RV reservations will be accepted for a minimum of eleven (11) days only. The charge will be \$385.00 for September 28 through October 8, 2017, with deposit of \$160.00 due at time of reservation. The remaining balance will be due upon arrival. Reservations are not available on a per day basis. Cancellations prior to 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. If you have not arrived by 4:00pm, Thursday, September 28, 2017, your space will be released and your deposit will be forfeited. Any units parked at Expo Square for storage purposes only, must have prior authorization and will pay the rate of \$15.00 per day. Any 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 will not be allowed to camp in the parking lots. You will be subject to a fine and have to relocate to the RV Park pending space availability. Reservations will not be accepted after August 31, 2017. For reservation information, contact the RV Park at 918-744-1113 ext. 2154. Please mail your reservation from directly to the RV Park.

Please make your reservations early or upon departure for the following year.

## **PETS**

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

## **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. Please take advantage of our cardboard recycling program. These containers will be located outside of the Commercial buildings.

## **SECURITY**

- Grounds Patrol will lock down the River Spirit Expo at 8:00pm nightly beginning September 16 through September 24, 2017, for bulk space move-in. Please contact the Commercial Space Sales office if later access is required.
- All other night security will begin at 8:00pm Monday, September 25, 2017, and run continuously through the duration of the Tulsa State Fair.
- Night security for move-out will begin at 8:00pm, Sunday, October 9-Tuesday, October 11 2017 at 12:00 noon.
- Security officers are 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 staff their booth upon opening of the building each morning for restocking and have staff remain in the booth until closing that night until the public has been cleared of 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 and the Vendor brings such property upon and keeps 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.
- During move-out, please do not leave valuables unattended.

## **CHANGE BANK (Security Building)**

- Hours of Operation:
  - Thursday, September 28: 12:00pm – 6:00pm
  - Friday – Sunday, September 29 – October 8: 9:00am – 6:00pm
  - Closed daily for lunch: 1:00pm – 2:00pm

## **EXHIBITOR OFFICE (Security Building)**

- Hours of Operation:
  - Friday, September 23: 8:00am – 5:00pm
  - Monday – Wednesday, September 25 –September 27: 8:00am – 5:00pm
  - Thursday - Sunday, September 28 – October 8: 8:00am – 2:00pm
  - Monday, October 9: 8:00am – 1:00pm
- All purchases go through the Exhibitor Office upon arrival.

## **CONCESSIONAIRE & NON- FOOD PERCENTAGE SALES DAILY REPORTING (Exhibitor Office)**

- Hours of Operation:
  - Saturday – Sunday, September 30 – October 8: 9:00am – 12:00pm
  - Monday, October 9: 8:00am – 1:00pm

## **UTILITY OFFICE (Security Building)**

- Hours of Operation:
  - Monday - Friday, September 18 – September 22: 8:00am – 5:00pm
  - Saturday – Thursday, September 23– September 28: 8:00am – 7:00pm
  - Friday – Sunday, September 29 – October 1: 8:00am – 5:00pm
  - Closed daily for lunch: 1:00pm – 2:00pm

## **FREIGHT OFFICE**

- Packages will not be accepted at the PO Box address; NO EXCEPTIONS.
- The address label on the package must read; Vendor's Name, Company Name, Contact Number, Tulsa State Fair, Commercial building or outside location /space number, 4000 East 15<sup>th</sup> Street (Warehouse), Tulsa, Oklahoma 74112.
- No facilities are available on the Tulsa State Fairgrounds for storage of equipment and/or merchandise.
- No shipments will be accepted before Monday, September 25, 2017.

- C.O.D. shipments will not be accepted.
- Freight Office hours are 8:00am – 5:00pm daily, open Sundays, 8:00am – 12:00pm.
- Freight will be delivered to the Warehouse located on the North side of the fairgrounds east of the supply truck parking area. This office is accessible from 15<sup>th</sup> Street and by a designated golf cart path included in your Vendor Packet. Please have your hand stamped by a ticket taker when exiting the grounds.

Freight pick-up is the responsibility of the vendor; under no circumstance is the Authority responsible for delivering to Vendor.

### **CONTACT INFORMATION**

Building Managers will be available beginning Monday, September 25, 2017 upon move-in:

- River Spirit Expo Upper Level west roll-up door-cell number (918) 639-2732
- River Spirit Expo Lower Level south lobby entrance-cell number (918) 636-1192
- Exchange Center south lobby entrance-cell number (918) 639-2712

The Midway Manager will be available during move-in for those vendors located outside. He is also in charge of parking supply vehicles: Gerald Young-cell number (918) 810-2263.

If additional assistance is needed please contact Marilyn Herman at (918) 744-1113 ext. 2100 or my cell (918) 269-0585.

### **VENDOR MOVE-IN**

#### **Commercial Buildings**

- Monday, September 25, 2017: 8:00am - 10:00pm
- Tuesday, September 26, 2017: 8:00am - 10:00pm
- Wednesday, September 27, 2017: 8:00am – 10:00pm
- Thursday, September 28, 2017: 8:00am - 4:00pm

Vendors driving a vehicle into the building must unload vehicle at booth and exit the building to park prior to setting up.

#### **Independent Midway**

- Vendors may begin placing units or stands in their designated locations September 16, 2017.
- Earlier arrival must have prior approval from the Commercial Space Sales Office.
- Any space not staffed and decorated by the stated opening time is subject to cancellation, the Authority has no obligation to refund any monies paid on lease agreement or services and space can be resold.

#### **Bulk Space**

Bulk space vendors and concessionaires may begin move-in on September 16 with prior approval from the Commercial Space Sales Office.

**Vendors must be ready for operation by 5:00pm, Thursday, September 28, 2017.**

### **VENDOR MOVE-OUT**

Vendors may begin tearing down at 9:00pm, Sunday, October 8, 2017 (no vehicles are allowed in buildings until Cleared of public and Security gives approval).

- Exchange Center, space unoccupied by 3:00pm, Monday, October 9, 2017
- Central Park Hall, space unoccupied by 5:00pm, Monday, October 9, 2017
- River Spirit Expo Upper Level, Lower Level and Ford Truck Exhibit Hall space unoccupied by 8:00am, Tuesday, October 10, 2017.
- Independent Midway space unoccupied by 5:00pm, Tuesday, October 10, 2017.

Vendors beginning teardown prior to 9:00pm Sunday, October 8, 2017 will be subject to cancellation for the 2017 Tulsa State Fair.

**Any vendor not out by designated time will be assessed a fee of \$250.00 and will be subject to cancellation for the 2017 Tulsa State Fair.**

With prior approval from the Commercial Space Sales Office, bulk space vendors may stage product in Lot 14E in order to clear building by designated time. Do not block west roll-up entrance into the River Spirit Expo. All product must be removed from the property on or before Thursday, October 12, 2017.



Make prior arrangements for shipping no product is to be left in the building.

## **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 regard 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 Commercial/Concessionaires Lease Agreement, Additional Provisions and in the Tulsa State Fair 2017 Rules and Regulations Handbook.

## **EQUIPMENT RENTAL-Midwest Decorating**

Any additional equipment including pipe and drape are available through the decorator service at your expense. Arrangements for forklift services can be made through Midwest Decorating. They are located on the Lower Level of the River Spirit Expo on the North wall. Form is located on our website.

Vendors found taking pipe or drape from other displays will be subject to forfeiture of their space. Do not damage drape with pins, staples etc. Midwest Decorating will bill you directly for any damages.

## **CORN DOG CLASSIC 5K RACE**

- Saturday, September 30, 2017, at 8:00am (Registration from 6:00am -7:30am south of the Golden Driller.
- Vehicular traffic throughout the complex will be permitted until 7:30am and will resume at 9:30am after the race for restocking and preparation purposes for opening at 10:00am.
- No vehicular traffic including golf carts will be permitted on the course from 7:30am – 9:30am.
- Race Timeline:
  - River Spirit Expo vehicular traffic stopped; building traffic will re-open on the west and north side once final race participant passes the Lower Level north roll-up door. See Building Manager located at the west end roll-up for building access.
  - The Lower Level will be functional during normal restocking hours; entry from the south side only until the final race participant passes the Lower Level north roll-up door.
  - Midway and Exchange Center vehicular traffic stopped; building traffic will re-open on the west side once final race participant passes the northeast roll-up door.
  - Please refer to emailed instructions and website for restocking on day of the race.

## **GOING GREEN**

The Tulsa State Fair is continuing its effort in going green, 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 Packet on recycling locations.

- Minimize the usage of marquee lights during pre-fair set-up
- If trailers are not in use, please turn off air conditioning units during pre-fair set-up
- Commercial vendors please turn off any additional booth lighting, computers and televisions at close of fair nightly.

## **PROMOTIONAL ITEMS**

No stickers, bumper stickers or helium filled balloons are allowed in the buildings.

## **BOOTH PROMOTION**

Any organizations, contests or media involvement used to promote your booth onsite during the fair must have prior approval from the Commercial Space Sales Department.

## **POLICIES FOR RETURNS OR REFUNDS**

Business policy for returns or refunds must be posted in booth or on receipt of purchase to customer. Contact information must be provided to customer upon purchase by receipt, business card or flier.

## **VENDOR PACKETS-** include all fair credentials, purchases and additional information

Vendor Packets will be available for pick-up at the Exhibitor Office, located at the west end of the midway:

- Friday, September 23 8:00am – 5:00pm
- Monday - Wednesday, September 25-27 8:00am – 5:00pm
- Thursday, September 28 8:00am – 2:00pm



## **ADDITIONAL INFORMATION**

- ATM's are located in the Commercial buildings and on the Independent Midway.
- Emergencies, emergency messages, lost children, information on lost, found and stolen articles should be reported to the Tulsa County Sheriff or the Tulsa State Fair Security.
- EMSA is located on the south wall of the Exchange Building with supplies and personnel to handle minor medical needs.
- The Sheriff's trailer is located at the southeast end of the Independent Midway, east of the River Spirit Expo.
- The Lost Children's trailer is located west of the Security Building/Exhibitor Office.
- Contact the Tulsa State Fair Security Office for information concerning towed vehicles.
- Vendor Lounges are located in the Exchange Center on the south wall, east of EMSA and on the Upper Level of the River Spirit Expo on the south wall east of the lobby entrance. Coffee and water are provided.
- If you as a vendor need assistance or information during move-in or during the Tulsa State Fair please contact your Building Manager or Midway Manager. They will assist you or direct you to the proper personnel.
- Logo of the Tulsa State Fair is a Registered Trademark and may not be used under any circumstances without prior written permission of the Tulsa State Fair.

## **CONDUCT:**

- There are no alcoholic beverages allowed in the booths.
- Do not consume alcoholic beverages during Fair operating hours.
- Stay within the boundaries of your booth.
- Do not direct fair patrons away from another vendor's booth.
- Be considerate of your neighbors.
- Never confront another vendor, if a problem arises always contact the Building Manager, Midway Manager or Commercial Space Sales Supervisor.

## **NON-DISCRIMINATION**

While on Tulsa State Fairgrounds, 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.

Vendors are expected to conduct yourself, employees and business in a professional manner and to treat all individuals equally with patience, consideration and respect.

Upon signing your Lease Agreement you also agree to abide by the Tulsa State Fair Rules and Regulations Handbook.

## **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 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> Insurance Company Name Contact Name Address City St Zip Code		<b>CONTACT NAME:</b> John Doe <b>PHONE (A/C No. Ext.):</b> 924-555-5555 <b>FAX (A/C No.):</b> 924-555-5554 <b>E-MAIL:</b> jdoe@nowhere.com	
<b>INSURED</b> Company Name (contracted name) Contact Address City St Zip Code		<b>INSURER(S) AFFORDING COVERAGE</b> Insurer A: Insurer's full legal company name Insurer B: Insurer C: Insurer D: Insurer E: Insurer F:	

**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.

TYPE	TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	POLICY DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY	X	6043635823	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLW/MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (E&S) \$ amount MEDICAL (Any one person) \$ amount PERSONAL & AD/INJURY \$ amount GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPLETION \$ 1,000,000
X	AUTOMOBILE LIABILITY	X	6043483551	01/01/2017	01/01/2018	COMBINED SINGLE LIMIT (S&Bodily) \$ amount
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> UNOWNED AUTOS <input type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per resident) \$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$ 1,000,000
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					U.S. STATE: <input type="checkbox"/> OTHER: <input type="checkbox"/> E.L. EACH ACCIDENT \$ amount E.L. DISEASE - EA EMPLOYEE \$ amount E.L. DISEASE - POLICY LIMIT \$ amount

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 RE: Tulsa County Public Facilities Authority and Tulsa State Fair are listed as additional insured.  
 Tulsa State Fair 8/23/17 - 10/10/17 (These dates allow coverage for move-in and move-out. Actual fair dates are 9/28/17-10/8/17)

<b>CERTIFICATE HOLDER</b> Tulsa County Public Facilities Authority/Tulsa State Fair Attn: Marilyn Herman(mherman@exposquare.com) 4146 E. 21st Street Tulsa OK 74114	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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