OKLAHOMA STATE FAIR
2023 Concessionaire Point of Sale Reporting Requirements

Oklahoma State Fair Inc. requires the use of a "Clover"/Fiserv point of sale device at every concession or pay-to-play location. No other point of sales devices are permitted without the express, written consent of OSF.

EACH LOCATION MUST FILL OUT A REGISTRATION FORM – EVEN IF THE EXHIBITOR OWNS CLOVER EQUIPMENT. FAILURE TO DO SO BY THE DEADLINE BELOW WILL HAVE AN ADDED FEE OF $69.95 FOR SHIPPING.

Exhibitors may rent or purchase a device(s) as makes sense for the individual Exhibitor; however, any Exhibitors purchasing/owning these devices MUST adhere to OSF policy which requires the ability to provide reports as requested by OSF and live, real-time access to sales and information by OSF.

Exhibitors who do not follow the required rent or purchase policies will be prohibited from participating in the Oklahoma State Fair.

ALL ORDERS MUST BE PLACED THRU Fiserv **NO LATER THAN July 15.** There must be a unique order form for EACH contracted location. Final processing application will be sent to each vendor by August 19. The final agreement will need to be signed before August 24 to avoid any additional processing fees starting at $100.

What can Clover do?
- Function as the pre-programmed, point of sale device via Wi-Fi (where available) or cellular data (AT&T – most Exhibitors will absolutely need the AT&T card installed).
- Take Credit Cards (see below for charges). Exhibitors have the option to be CASH ONLY.
  Signs should be posted accordingly.
- Can still work offline if Wi-Fi or cellular service is lost. Note: credit card transactions WILL process when connectivity is re-engaged; however, Exhibitor is responsible for any declined or invalid transactions.
- Provide a multitude of seamless sales and inventory reports useful for the Exhibitor and **required** by Oklahoma State Fair. Clover software can combine sales reports if a location has more than one device in operation. No more manual reporting to be done – speeds up the daily reporting and payment process!
- Provide rental, multi-year leasing or purchase options for use wherever the Exhibitor may operate! Month to month commitment. No early termination fees. No monthly minimums.

Clover Mini LTE Hardware/ Register Lite Software Pricing & Fees:
1st RENTAL DEVICE AT EACH UNIQUE CONTRACTED LOCATION
Clover Station and Clover Flex available for rent along with upgraded software plans for printing to kitchen and quick cash buttons, for pricing please reach out to Angie Ray

Device Hardware	$23.95/month (two-month minimum Sept/Oct)
Cash Drawer	$50.00 *one-time cost per unit, is considered a purchase and may be used in future years
Software	$14.95 per device per month
AT&T Sim card	$15/month when in use, no charge for WIFI or internet hardline connection, but vendor responsible for connections
Regular Shipping	$19.95 Orders after 7/15 will be charged $69.95 for shipping. Units are delivered to the Oklahoma State Fair.
Apex Audit Reporting	$5.99/month for OSF event

Additional Fee:

Clover Representative Setup	$50 per device, including Apex setup. Self-setup no charge.
Clover Representative Menu Correction Upload	$10 per change after September 11th
Extra Cash Drawer Cables	$50 per cable (RJ12 cables can be ordered on Amazon)
Onsite Paper Order	$2 per roll (2 ¼ x 85' thermal paper can be ordered ahead through Amazon)
Onsite Cash Drawer	$100 (order ahead is $50)
Onsite late hardware order	$70 per device, per month *no charge if device is in need of onsite support*
Onsite support fee	$50 per Merchant ID number

Cost if Exhibitor owns Clover device PER LOCATION

Apex Audit Reporting	$5.99/month

WANT TO PURCHASE A CLOVER DEVICE?
- Purchase for $720 for each mini device (all other fees apply)

Credit Card Processing Rates & Policies:
- 2.29% and $0.09 cents per swipe card transaction (+1% for keyed transactions)
  - *Fiserv will default to daily billing; if you prefer monthly billing, an additional 0.03% will be applied to the rate.*
- *All credit card transactions will post to your bank account within 48 business hours of the batch time. The batch time will be automatically set and may be different than your report time.*

UPDATED APRIL 2023

OKLAHOMA STATE FAIR
2023 Clover Point of Sale Procedures

Pre-Fair Procedures if you own your Clover device(s):
1. All Oklahoma State Fair registration forms and orders are due to Angie Ray, Fiserv by July 15, 2023. Each location requires its own form.
2. By September 1, you must add OSF vendor code to your Apex Reporting Application. This code will be emailed to you with more detailed instructions by August 15.
3. Your menu template along with instructions on how to upload your menu will be emailed to you by September 1.

Pre-Fair Procedures if you DO NOT own your Clover device(s):
1. All Oklahoma State Fair registration forms and orders are due to Angie Ray, Fiserv by July 15, 2023. Each location requires its own form.
2. On or about August 18, all agreements will be sent to the email provided for final signature. Please double check that all information is accurate, sign it and return it before August 24 to avoid any additional processing fees.
3. Upon final application approval, all Clover devices will be shipped to the Oklahoma State Fair.
4. OSF and Clover personnel will activate all devices and double-check menu items and pricing.
5. Exhibitors will pick up their devices Monday September 11 through September 13 at the Vendor Help Desk area in the Safety Center from 9 a.m. to 9 p.m.
6. Trainings will be available via YouTube video link starting August 24. There also will be on-site training located in the Safety Center in the area behind the Vendor Help Desk
   a. Monday, September 11 onsite device pickup between 11am-8pm *No Training*
   b. Tuesday, September 12 at 9 a.m., 2 p.m., and 8 p.m. owner/manager training. Owners/managers will be responsible for training their staff. Signup will be forth coming.
   c. Wednesday, September 13 9am training $50 fee per attendee

Reporting Procedures:
Concessionaire is required to maintain a daily record of all gross receipts derived from operation.
   a. Daily closing sales reports are required, and must be turned in daily before 1 p.m.
See the Handbook for more detailed information.

_____Initials

End of Fair Procedures:
1. Log-in to the Clover device using the ADMIN Pin.
2. Go to wireless manager app and turn off/disable all sim cards, PRESS HOME.
3. Go to more tools APPLICATION, search for Apex Ceph reporting and uninstall Apex Ceph reporting application
4. Box each clover and hub (TRIANGLE PIECE THAT POWERS ON THE CLOVER) according to SERIAL NUMBERS ON THE LABEL TO MATCH.
5. Place each FedEx label on the clover box or hub box that matches the serial number description to the device
6. ***If the wrong serial number is sent back with the wrong call tag you will have billing issues. Please be careful.*
7. Tape each box closed and place FedEx label on box
8. FedEx drop off locations: Walgreens, 2400 N May Ave, Oklahoma City, Oklahoma, 73107 and Walgreens, 4400 NW 23rd St, Oklahoma City, Oklahoma, 73107, or any FedEx drop-off location near you htttps://www.fedex.com/locate/index.html
9. Service billing will be drafted from your account on the first of the following month, OCTOBER 1. SHIPPING FEE WILL LIKELY BE BILLED NOVEMBER 1.
10. **If any step is missed Fiserv will not be responsible for refunds.**

If you decide to continue to use clover past Fair dates, it's okay. Please let Angie know and understand that billing will continue.

Signature required_____

For questions, please contact:
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