

OKLAHOMA STATE FAIR

2023 Vendor Forms

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Phone: 405-948-6739

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OKLAHOMA STATE FAIR

2023 Bennett Event Center Guidelines for Move-in, Restocking & Move-out

This memo is provided to help outline the different operating protocols with regards to move-in, move-out and restocking related to the Bennett Event Center (BEC). Reference The HANDBOOK for additional information.

GENERAL

- Bennett Event Center: Move-in starts Wednesday, September 6, with special access points and requirements as listed below. Move-out must be completed by Tuesday, September 26 at 12 p.m.

MOVE-IN

1. Drive-in access
 - a) Access will be granted to exhibitors who have excessively heavy equipment or product that cannot be hand-carted in and/or must be offloaded directly from a trailer (i.e. hot tubs, buildings).
 - b) Personal Vehicles will NOT be granted access inside the building.
2. After being properly checked in at the Exhibitor Help Desk, any Exhibitor may move-in to the BEC space starting Wednesday, September 6.
3. Security cameras are in effect in the BEC. Exhibitors violating rules will be identified. Security cameras will be in effect 24 hours; exhibitors with dressing rooms and other areas of concern should make arrangements, as necessary, for their customers.
4. ONLY the roll-up doors shown on the BEC move-in map are allowed for move-in and move-out, whether drive-in or walk-in. Exhibitors should access the overhead door on the same side of the building as their booth location.
5. **There is NO move-in through any glass lobby doors or the north hallway. The north hallway is restricted for authorized OSF personnel only.**
6. Vehicles must be removed from the building immediately upon unloading.
7. The BEC is adjacent to the carnival lot. The outside area around the building will be particularly crowded. Vehicles parking along the outside of the building will be required to move immediately upon unloading. Do NOT block access for others trying to move-in.
8. **There will be NO drive-in access allowed AFTER TUESDAY, SEPTEMBER 12.**

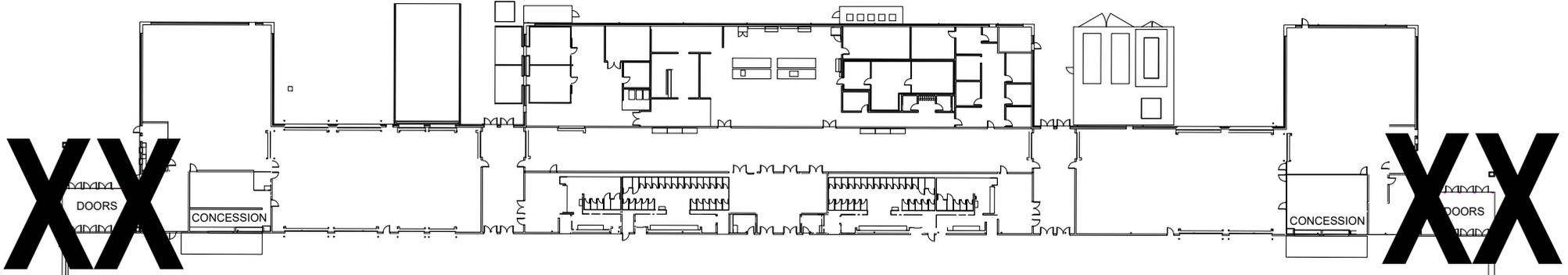
RESTOCKING

1. Exhibitors must restock through one (1) of the approved doors, see map. The building will be open for restocking at 7 a.m. **There is NO restocking through any glass lobby doors or the north hallway or doors. The back hallway area is restricted for authorized OSF personnel only.**
2. As always, approved vehicles may be used during restocking hours, see The HANDBOOK. Vehicles may NOT drive into the building for restocking during the OSF; however, they may park, without blocking fire lanes or other access, outside the assigned restocking doors during these hours.
3. To help provide the most secure environment possible, please identify yourself to the door monitor for access anytime outside of public building hours.
4. Exhibitors needing to restock during public hours may not use the building lobbies to do so. Use the designated restocking doors.

MOVE-OUT

1. Due to the proximity to the carnival, there may be no vehicles allowed near the BEC until after midnight on the last day of the OSF.
2. Drive-in access to the building will be denied until Monday, September 25 at 8 a.m.
3. Security will monitor the number of vehicles in the building during move-out and may stop drive-in access at any time.
4. The same roll-up doors used during move-in will be available for move-out.
5. All exhibitors should be completely moved out by **Tuesday, September 26 at noon**. The building will be monitored until that time.

UPDATED: JANUARY 2023

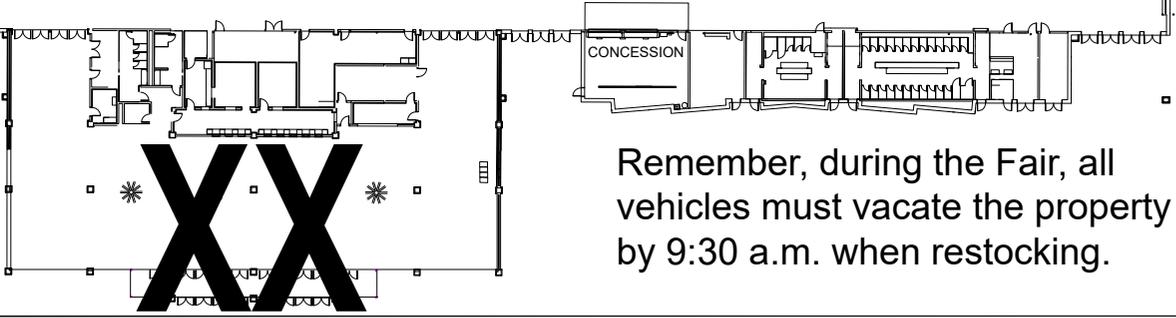


← Use the walk thru door here for restocking during the Fair.

Use this roll up door for move-in & move-out

Use this roll up door for move-in & moveout. Also use the walk thru door here for restocking during the Fair.

XX Do not use glass lobby doors move-in, move-out or restocking.



Remember, during the Fair, all vehicles must vacate the property by 9:30 a.m. when restocking.

OKLAHOMA STATE FAIR
 BENNETT EVENT CENTER
 2023 MOVE-IN, MOVE-OUT
 & RESTOCKING MAP

Roll up doors are not in use for restocking during the Fair.

OKLAHOMA STATE FAIR

2023 Display & Presentation Standards

BASIC REQUIREMENTS

- Skirting needs to be nicely pressed, evenly draped and must go to the floor hiding anything stored underneath.
- Signage must be professional; we do not allow handwritten signs.
- Product needs to be organized and displayed attractively on tables and shelving.
- Colors and materials need thoughtful consideration.



FOOD CONCESSIONS FENCING



All outdoor food concessions must fence back of house storage and prep areas, as well as the open spaces to the sides/between stands to keep the public on the right path. As you can see, the materials used for the fencing or screening are widely varied, but the best choices are those which complement the colors, theme or individual style of the trailer or tent setup.



INDOOR SPACE



Endcaps are designated as “prime spaces” due to the exposure they provide. Because of this prominence, they are reserved for displays that are more elaborate than those meeting just the basic requirements. Prime

spaces are those in our most upscale buildings: the Bennett Event Center and Centennial Building. No drape will be provided for displays and substantial backdrops are required. The entire display should revolve around a central theme that incorporates the same idea of color schemes, product appropriate decor, lighting and any other elements.



Required for all indoor space

- Quality flooring, as seen in the photos, might include sheet vinyl, carpeting, area rugs and/or soft cork flooring.
- Semi-permanent backdrop, a few examples seen in the photos, includes grid work,
- customized drapes and fence panels.

The sky's the limit - bring us your BEST!

OUTDOOR PRESENTATIONS



Products and businesses of all shapes and sizes can be exhibited outside - the key is having a “roof” over your head. The ones shown here are top notch when it comes to creativity, attractive layout and professional appearance. The ability to grab attention is

necessary to ALL successful outdoor exhibits. Notice the attractive flowers and shrubs, the extra large signage and bright colors. And don't forget the lights for evenings at the State Fair - without bright lights, the public may wonder if you're open. The photo shows a standard tent setup can be taken to another level with the addition of a colorful, professional banner. Be sure to address ALL sides of the space - this is actually the side and rear view of the building which has been dressed up because it could be seen by the public.



Oklahoma State Fair, Inc.

3001 General Pershing Boulevard Oklahoma City, OK 73107
Phone: 405-948-6739 | Fax: 405-948-6828 | okstatefair.com

UPDATED JANUARY 2023

OKLAHOMA STATE FAIR

2023 Drawings & Giveaways Request Form

Exhibitors planning to give away free merchandise or hold a drawing must request approval by completing this form and must adhere to the following rules set by the Oklahoma State Fair (OSF):

1. Automobile giveaways and/or displays must be approved by OSF management.
2. Know and obey all city, county, state and federal laws.
3. Drawing rules and date must be posted.
4. No requirement for purchase or any other obligation.
5. No raffles or selling "chances" for any product or dollar amount.
6. Provide OSF with a complete description of the product and rules of the drawing below.
7. Provide OSF with the name, address, and phone number of all winners by October 31, 2023, unless your drawing date is after this date, in which case it should be submitted within five days of drawing.
8. Displayed prize in booth must be equal in value to the actual prize given.
9. Promotional materials with adhesive (i.e. stickers) and balloons may not be distributed at any time, See Handbook.
10. Balloons may not be distributed at any time. Helium-filled mylar balloons are not allowed at OKC Fairgrounds under any circumstances.
11. The use of gongs, bells and other noisy instruments will not be permitted for giveaway.

Exhibitor: _____

Booth#: _____

Drawing or Giveaway

Description of Drawing/Giveaway(s) Estimated Quantity & Rules:

Drawing/Giveaway Product(s) Value: _____

Type of Drawing/Giveaway (i.e. Daily, End of Fair): _____

Drawing(s)/Giveaway(s) Date: _____

I have read the drawing and giveaway rules, above and understand that only the drawing(s) or giveaway(s) approved by the Oklahoma State Fair will be allowed in our contracted space.

Print Name: _____

Signature: _____

Date: _____

FOR OSF USE ONLY:

Status: _____

Oklahoma State Fair, Inc.
3001 General Pershing Boulevard Oklahoma City, OK 73107
Phone: 405-948-6739 | Fax: 405-948-6828 | okstatefair.com

OKLAHOMA STATE FAIR

2023 Drawings & Giveaways Winners

Please return this form to us by **October 31, 2023**, with your winner(s), unless drawing date is after this date, in which case it should be submitted within five days of drawing. Your renewal eligibility is contingent upon submitting this information to us.

Exhibitor: _____ Date: _____

Booth#: _____

Contact Name: _____ Phone #: _____

Please Provide Your Giveaway(s) Distribution Information Below

Giveaway(s) & Approximate Quantity Distributed:

Please Provide Your Drawing Winner(s) Information Below

Winner Name:

Address:

City:

State:

Zip Code:

Phone #:

Email:

Description of Drawing Product:

--

Winner Name:

Address:

City:

State:

Zip Code:

Phone #:

Email:

Description of Drawing Product:

--

Winner Name:

Address:

City:

Phone #:

Description of Drawing Product:

--

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OKLAHOMA STATE FAIR

2023 Electric Rates

The Oklahoma State Fair electrical contractor will be making regular rounds to ensure every exhibitor has access to the electrical service ordered. The expected consumption of each exhibitor will also be monitored. Any exhibitor or group found to be using electrical service without the appropriate order and payment on file will be subject to any or all of the following: a \$500 penalty, expulsion from and/or forfeiture of the right to exhibit at any future Oklahoma State Fair.

The service rates listed below include the connection and consumption of electricity.

Exhibitors are responsible for providing the appropriate cords and lengths of cords (**up to 100 feet**) for proper and safe connection to the power supply.

Every exhibitor booth is provided one 110/120-volt 20-amp service at no charge. Please refer to the list of electrical rates, indicate how much **additional** power you need and transfer those prices to the service order form, this form under "1. ELECTRIC." If submitting service order forms after August 2, 2023, you will be charged the LATE rate.

COLLECTED FEES - The City Electrical Inspection fee (outside booths only), collected on behalf of the City of Oklahoma City, will be paid directly to the on-site electrical contractor upon connection during move-in.

IMPORTANT NOTE* - Due to the increasingly high demand on power, 100 and 125 amp service is only available in certain areas. **Also, if exhibitor power needs have changed from the prior year's order, you MUST contact the space sales office BEFORE placing the power order and remitting payment to confirm that the required amperage is available at the assigned location.**

	ORDERED	AFTER		ORDERED	AFTER
INSIDE BOOTHS	BY	8/2/23		BY	8/2/23
	8/2/23	LATE		8/2/23	LATE
<u>110/120-volt service</u> <u>(requires 3-wire cords)</u>			<u>110/120-volt service</u> <u>(requires 3-wire cords)</u>		
Initial Service, up to 20-amps	N /C		Initial Service, up to 20-amps.....	N /C	
20-amp service	\$120	\$180	20-amp service.....	\$200	\$300
Up to 30-amp service.....	\$155	\$250	Up to 30-amp service	\$230	\$350
<i>(NOTE: 50 amps NOT available with 110 service)</i>			<i>(NOTE: 50 amps NOT available with 110 service)</i>		
<u>220-volt Two Pole Single Phase</u> <u>(requires 4-wire cords)</u>			<u>220-volt Two Pole Single Phase</u> <u>(requires 4-wire cords)</u>		
Up to 30-amp service	\$290	\$355	Up to 30-amp service	\$360	\$465
Up to 40-amp service	\$370	\$495	Up to 40-amp service	\$445	\$570
Up to 50-amp service	\$440	\$585	Up to 50-amp service	\$520	\$675
Up to 60-amp service	\$530	\$700	Up to 60-amp service	\$610	\$785
Up to 100-amp service	\$760	\$945	Up to 100-amp service	\$875	\$1,100
Up to 125-amp service	\$920	\$1,145	Up to 125-amp service	\$1,040	\$1,315

EVERY outside location will be charged a City Electrical Inspection fee collected on behalf of the City of Oklahoma City. This fee also applies to all restocking spaces requiring electric service. Please use a separate form to reserve restocking space and order services.

The 2022 fee was \$35 - CASH ONLY.

Fees will be paid directly to the on-site electrical contractor.

Do not send money for permit fees with this form.

RATES ARE SUBJECT TO CHANGE.

Oklahoma State Fair, Inc.
 3001 General Pershing Boulevard Oklahoma City, OK 73107
 Phone: 405-948-6739 | Fax: 405-948-6828 | okstatefair.com

OKLAHOMA STATE FAIR

2023 “Family of Five or Fewer” Exempt Statement

- We, the undersigned, do hereby certify that we are operating under the “family of five or fewer act,” and are voluntarily excluding ourselves from the Workers’ Compensation Act of Oklahoma.
- We also certify that there are five or fewer working for this business.
- We are all related by blood or marriage and there are no employees, contract labor or sub-contractors working for our company.
- We, the undersigned, understand by making this statement we are not entitled to receive workers’ compensation benefits from the company we are working for.
- We certify that if the State of residence our business resides in requires proof of exemption or an affidavit for waiving Workers Compensation, that we can provide that documentation upon request or if audited by the state.

Name (please print)	Relation	Date of Birth or SSN #
1	SELF	
2		
3		
4		
5		

** For the purpose of identification of the individuals listed above, in the event of a state audit, please provide either the Date of Birth or Social Security Number of the participants that fall under this exemption. It is your responsibility to follow the State of Oklahoma Worker’s Compensation laws as well as your state’s laws while attending this event. Any violation of those laws that result in fines, penalties or prosecution are your sole responsibility.

SIGNED BY EXHIBITOR:

Contracted Company Name: _____
(Company name must match name on contract.)

Signature of Owner/Authorized Agent: _____

Printed Name and Title: _____ Date: _____

NOTE: If you hire non-related employees, you are no longer eligible to operate under the “family of five or fewer act” and MUST obtain workers’ compensation coverage.

Oklahoma State Fair, Inc.

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Phone: 405-948-6739 | Fax: 405-948-6828 | okstatefair.com

UPDATED: JANUARY 2023

OKLAHOMA STATE FAIR

2023 VIP North RV Lot Reservation Form

The North RV Lot is for large motor homes, fifth wheels and travel trailers within the Oklahoma State Fair perimeter. This is an all-concrete lot with full hook-ups (50-amp service, water and sewer). Each reservation will also include: one dash card to allow the Exhibitor's passenger vehicle to be parked within the North RV lot perimeter fence line. With fewer than 30 spaces, reservations should be submitted with payment as early as possible.

Reservations are REQUIRED. Reservations received without payment will not be accepted.

Exhibitor Name: _____ Booth Number: _____

**North RV Lot 2023 Dates:
Check-in: September 6, 2023 | Check-out September 25, 2023**

North RV Lot Reservation: \$1,330.00 each x _____ qty. = \$ _____
First-come, first-served

Additional Day (after Sept. 26): \$55.00 each x _____ qty. = \$ _____
Subject to approval

Bunk House (4+ people): \$1,520.00 each x _____ qty. = \$ _____
Subject to approval

Additional Day Bunk House (after Sept. 26): \$70.00 each x _____ qty. = \$ _____
Subject to approval

Additional Dash Card: \$30.00 each x _____ qty. = \$ _____
Subject to availability

Additional Dash Card (after Aug 2): \$50.00 each x _____ qty. = \$ _____
Subject to availability

RV / Mobile Home / Trailer Description(s)		
MAKE	MODEL	LEGNTH

Send completed requests to the Space Sales office at spacesales@okstatefair.com or by faxing it to 405-948-6828.

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OKLAHOMA STATE FAIR

2023 Parking & Outside Gate Admission Order Form

Orders will not be accepted AFTER August 2, 2023

Use this form to order Additional Outside Gate Admission and Parking Permits.

Contracted Company Name: _____

Booth Number: _____ Location Number: _____

OUTSIDE GATE ADMISSION

Outside Gate Admission Tickets (50 max):	\$7.00 each x _____ qty. = \$			
Season Passes:	\$30.00 each x _____ qty. = \$			
		\$		Total

PARKING

Regular Season Parking: (good in any lot where \$10 daily parking is sold):	\$30.00 each x _____ qty. = \$			
Exhibitor Reserved Season Parking: (good in designated lot accessed at Gate 4):	\$75.00 each x _____ qty. = \$			
		\$		Total
		\$		Total Services

Vendor pricing on outside gate admission tickets, season passes and season parking not valid after September 13.

ADDITIONAL INFORMATION ON PARKING – PARKING MAP ON NEXT PAGE

GENERAL RULES

1. Between August 1 and September 13, Exhibitors may purchase (according to guidelines) Outside Gate Admission and Regular Season Parking Passes (NOT reserved parking) at the Exhibitor Services Window in the west end of the Administration Building. Cash only after August 31.
2. The full FRONT of the hangtag must be visible from the windshield from the outside of the vehicle. Vehicles with passes not properly displayed will be towed and the pass may be revoked.

REGULAR SEASON PARKING (\$30)

1. Exhibitors with this parking hangtag may park in any lot designated as \$10 daily public parking “permit/paid”.
2. A space is NOT guaranteed.

OVER-SIZED

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

EXHIBITOR RESERVED SEASON PARKING (\$75)

1. An area accessible with this pass only has been designated and reserved for Exhibitors as a convenience. This lot will NOT be oversold, so anyone with a pass will find a spot every day. It has its own entry gate into the Fair as well; however, a ticket or pass is still required for each person.
2. This lot will be open from 7 a.m. to 1 a.m. or when the last car leaves, whichever is earlier, daily starting on opening day of the Fair. It is NOT a restricted lot or guaranteed to have space available prior to the opening day of the Fair.
3. Only regular passenger vehicles are allowed, and there is NO overnight, trailer or restocking parking.

OKLAHOMA STATE FAIR

2023 Parking Map

Coming soon

Oklahoma State Fair, Inc.
3001 General Pershing Boulevard Oklahoma City, OK 73107
Phone: 405-948-6739 | Fax: 405-948-6828 | okstatefair.com

UPDATED: MARCH 2023

Please provide this sample certificate to your insurance agent or broker
Certificates must mirror this sample



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
CURRENT DATE

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).

PRODUCER	CONTACT NAME: Insurance Agent Name	PHONE (A/C No, Ext): 999-867-5309	FAX (A/C, No):
	INSURANCE name and address here	E-MAIL ADDRESS: JEN@STACEINSURANCE.COM	
INSURED	Company name or DBA and address here	INSURER(S) AFFORDING COVERAGE	NAIC #
	*Company name must match the contracted name	INSURER A: UNDERWRITER AT ABCD	1234
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

Insurer(s) affording coverage

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
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			POLICY NUMBER	9/01/23	9/30/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						

Type of insurance and included coverage

Policy Limits must be same or greater than required in the contract

Policy coverage dates must include the entire month of September

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

The Following are listed as Additional Insured:
 A. Oklahoma State Fair Inc.
 B. City of Oklahoma City
 C. Oklahoma City Public Property Authority

IMPORTANT NOTE:
 IF dates are listed in this field, they MUST cover the month of September.

CERTIFICATE HOLDER	CANCELLATION
Oklahoma State Fair, Inc 3001 General Pershing Boulevard Oklahoma City, OK 73107	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 AGENT Signature

The COI must meet ALL mandatory requirements listed on this Sample COI to exhibit at The Oklahoma State Fair

OKLAHOMA STATE FAIR

2023 Service Order Form

Orders received AFTER August 2, 2023, will be subject to LATE fees and may not be approved.
Please refer to THE HANDBOOK for specific rules & guidelines regarding each service offered

Indicate ALL additional services required.

A separate form must be submitted for each location/contract.

Contracted Company Name: _____

Booth Number: _____ **Location Number:** _____

RESTOCKING SPACE IS CONSIDERED A SEPARATE LOCATION.

Please use the restocking space reservation form to reserve space(s) and order related electrical supply, if required.

1. ELECTRIC (See rate sheet on reverse side - LATE rates apply after August 2)

Service #1: _____ LATE? \$ _____

Electric Service: _____ LATE? \$ _____

NOTE: City Electrical Inspection fee (outdoor booths only) will be paid directly to on-site electrical contractor upon connection during move-in. CASH ONLY.

\$ _____ **ELECTRIC TOTAL**

2. PLUMBING

Plumbing/water fee is **\$100.00**. Any exhibitor utilizing water for their business operation must pay the plumbing service fee.

\$ _____ **PLUMBING TOTAL**

3. INTERNET

You **must** pay the **LATE** rate if submitting request **AFTER August 2**.

Wired Access (inside): # of lines _____ x \$450.00 (\$500.00 LATE)= \$ _____

\$ _____ **INTERNET TOTAL**

4. GATE ADMISSION & PARKING

**TO ORDER, PLEASE SEE THE
PARKING AND OUTSIDE GATE ADMISSION FORM.**

\$ _____ **TOTAL SERVICES**

2022 Oklahoma State Fair Inc.

Application and Enrollment Form for Workers' Compensation and Employers' Liability Insurance

Association Program underwritten by CompSource Mutual Insurance Company

SECTION 1: GENERAL APPLICATION INFORMATION

Business Name:		Contact Person:	
Mailing Address:		City/State/Zip:	
Phone #:	Fax#:	Email:	
Entity Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:			FEIN/SSN:
Additional Locations:			
Description of Operations:			

SECTION 2: POLICY INFORMATION

2a: Is the applicant a subsidiary of another entity?	<input type="checkbox"/> NO <input type="checkbox"/> YES
2b: Is this entity operating under an additional DBA or separate business name? If YES, complete a separate application for each business and a fee will be charged for each business name.	<input type="checkbox"/> NO <input type="checkbox"/> YES
2c: If YES to either 2a or 2b, please list all other businesses.	
2d: If YES to either 2a or 2b, does each business have its own workers' compensation insurance?	<input type="checkbox"/> NO <input type="checkbox"/> YES

SECTION 3: OWNERSHIP INFORMATION

Please complete the following section. Percentage of ownership should total 100%.

NAME	DUTIES/OFFICE TITLE	% OWNERSHIP	SSN

SECTION 4: CONTRACTORS

Do you have any subcontractors/independent contractors who perform work at your location(s)?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If YES, please list individuals below. Please indicate if Certificates of Insurance (COI) are obtained.	

Title 85A Workers' Compensation statute requires employers to obtain coverage if they hire one (1) or more employees. Anyone who is a sole proprietor, partner, corporate officer owning 10% or more of corporate stock, or an LLC member owning 10% or more of stock, is excluded under this policy unless specifically requesting coverage. All other employees and family members must be covered under this policy.

The master policy is written to cover concessions and exhibitors **only**. Premium per entity name is **\$175**. A separate application must be completed for each additional entity name and premium will be charged for each entity. Coverage is not provided for volunteer workers. No amusement ride operations will be written on this policy.

Failure to properly complete the application may result in non-issuance of coverage. No premium refunds are allowed **after** opening day. **This application is contingent upon validation of information and good standing with CompSource Mutual Insurance Company.**

If you have an active Oklahoma Workers' Compensation policy, it is not necessary to purchase this coverage. (Please furnish certificate of insurance to the Oklahoma State Fair.)

I hereby authorize CompSource Mutual Insurance Company to issue Workers' Compensation & Employer's Liability Insurance coverage for my employees engaged in concessions and exhibit operations pertaining to the Oklahoma State Fair Inc. Coverage will be effective for the individual vendor application after approval from CompSource Mutual, but in no event earlier than 12:01 AM on September 1, 2022 and shall continue through October 1, 2022.

Signature of Applicant (owner or officer only)

Title

Date