



OKC Fairgrounds

EVENT HANDBOOK

OKLAHOMA STATE FAIR, INC.
3001 GENERAL PERSHING BLVD.
OKLAHOMA CITY, OK 73107

PHONE: 405-948-6700
FAX: 405-948-6828
WWW.OKCFAIRGROUNDS.COM



OKC FAIRGROUNDS IN OKLAHOMA CITY, OK

OKC Fairgrounds (“OKCF”) is a 435-acre, 21st-century entertainment complex owned by the City of Oklahoma City located at the crossroads of OKC just a few miles west of downtown. OKCF offers an 8,000-seat modern arena and six traditional trade show buildings with perfectly suited outdoor space for the potential expansion of large equipment and other similar shows. The Bennett Event Center featuring a 201,000 square foot, single level trade show floor, a 12,000 sq. ft. lobby and full-service catering kitchen is the highlight of property and opened in January 2017.

OKC Fairgrounds, considered to be the “Horse Show Capital of the World,” plays host to more national and international equine events annually than any other location in the world. To accommodate these events, OKCF also boasts seven indoor riding and exhibition arenas, two large outdoor riding arenas, ten exercise pens and outstanding private show office/meeting spaces in and around nine beautiful barns with more than 3,200 stalls, making it the largest contiguous stalling facility in North America.

OKCF is conveniently located to Will Rogers World Airport, a multitude of quality hotels and restaurants, downtown Oklahoma City and the Bricktown Entertainment District.

OKLAHOMA STATE FAIR, INC.

Oklahoma State Fair, Inc. (“OSF”) is a 501(c)3 not-for-profit organization contracted by the City of Oklahoma City to manage the OKC Fairgrounds. The company’s mission is to serve the people of Oklahoma by continuing the heritage of education, entertainment and economic development through the operation of OKCF and the annual Oklahoma State Fair. To accomplish that, Oklahoma State Fair, Inc. receives no operating funds from the City of Oklahoma City. Oklahoma State Fair, Inc. commits proceeds of the Fair and its rental management activities back to the property and, thus, to the City of Oklahoma City in order to leave a legacy of which this community and its guests can be proud. The City of Oklahoma City, through hotel/motel tax and Metropolitan Area Projects (MAPS), provides the capital construction resources that have funded the most aggressive modernization period in OKC Fairgrounds history. That transformation continues, making OKC Fairgrounds the premier equine and multi-use facility that it is today.

DIRECTIONS

Gate 5 (off May Avenue) and Gate 6 (the light at Del Mar Gardens off Reno Avenue) are the “main” gates and should be the entrances generally published for event access at OKCF. The general public, depending on which buildings are in use by an event, can be directed to any parking lots at OKCF – however, some gates are not accessible for driving into the facilities. They should be considered “park and walk in” gates only. To access OKC Fairgrounds:

- From I-40, going westbound: Exit Agnew/Villa/May Avenue, turn north.
- From I-40, going eastbound: Exit Portland Ave., turn north toward Reno Avenue, turn east on Reno
OR
Exit I-44 East, exit NW 10th Street eastbound, stay on NW 10th to May Avenue
- From I-44, going northbound: Exit I-44 East, exit NW 10th Street eastbound, stay on NW 10th to May Avenue
- From I-44, going west/southbound: Exit NW 10th Street eastbound and proceed to May Avenue

WELCOME

Oklahoma State Fair, Inc. welcomes you and your guests. Our goal is to provide you the most professional service, quality space and equipment, and friendly hospitality of any event facility. Outlined in this Handbook is the information your event will need to have the best experience possible. Our team will be with you all the way. Let us know how we can serve you, and, again, welcome to OKC Fairgrounds.

Annual updates to this information are highlighted in yellow until the next Handbook revision for Licensee’s convenience.

OKC FAIRGROUNDS CONTACT LIST

OKC Fairgrounds offers modern amenities including:

- Full-service box office and ticketing taking services, inclusive of online ticket sales
- Concessions, adaptable in scope and menu for any occasion
- Full-service catering and bar service
- Full-service marketing and advertising assistance
- Broadband Internet and Wi-Fi
- Closed-Circuit TV
- Video boards with dynamic live video and static graphic capabilities in the Jim Norick Arena, Bennett Event Center and Performance Arena of Barn 6

Please visit the OKCF website for current information about all of our booking policies, rules and venues:
www.okcfairgrounds.com.

The specific contacts for all services are listed below.

SALES:

Adam Call, Senior Manager
405-948-6830
acall@okstatefair.com

BOOKING:

Kayliana Cox, Manager
405-948-6750
kcox@okstatefair.com

BOX OFFICE:

David Vorwald, Director
405-948-6827
dvorwald@okstatefair.com

EVENT MANAGERS (EVENT SERVICES):

Isaac Nations, Manager
405-948-6749
inations@okstatefair.com

Lauren Moore, Manager
405-948-6708
lmoore@okstatefair.com

Hayley Nath, Manager
405-948-6732
hnath@okstatefair.com

Jennifer Nath, Manager
405-948-6725
jnath@okstatefair.com

CONCESSIONS:

Michael Crissup, Concessions Director
405-948-6792
dbotkins@okstatefair.com

CATERING:

Sarah Whyman, Catering Sales Sr. Manager
405-948-4101
swhyman@okstatefair.com

MARKETING & ADVERTISING SERVICES:

Scott Munz, Executive Vice President
405-948-6737
smunz@okstatefair.com

SECURITY:

Eric Richardson, Director Safety & Security
405-948-6756
erichardson@okstatefair.com

EXECUTIVE MANAGEMENT TEAM:

405-948-6700

Kirk Slaughter, President & CEO

David Reeves, Executive Vice President, Fairgrounds Events, Sales & Operations

Gina Burchfiel, Executive Vice President, Oklahoma State Fair

Scott Munz, Executive Vice President, Marketing

Jason Eddy, Senior Vice President, Information Technology

Joe Guthrie, Senior Vice President, Impact Catering

Kevin Rogers, CFO

Chris Tucker, Senior Vice President, Human Resources

Jonathan Fisher, Vice President, Fairgrounds Events & Operations

Stephen Harris, Vice President, Sponsorship & Business Development

EVENT PLANNER CHECKLIST

This timeline is intended to be a helpful reminder for navigating the primary deadlines for the planning of an event at OKCF. Additional information, useful forms and examples can be found at www.okcfairgrounds.com.

Each contracted event is a separate, independent event. All required documents, services/equipment that are needed and any variances desired must be secured, ordered, requested and/or granted for each individually contracted event.

SUGGESTED TO DO LIST AT LEAST 6 MONTHS PRIOR

| | |
|--------------------------|--|
| <input type="checkbox"/> | Schedule a site visit to review and finalize required space. |
| <input type="checkbox"/> | Make contact with your Event Manager to begin to coordinate equipment and services needed. |

SUGGESTED TO DO LIST 2 – 6 MONTHS PRIOR

| | |
|--------------------------|--|
| <input type="checkbox"/> | Notify the OKC Fire Marshal of the event using the Special Event Notification Form. |
| <input type="checkbox"/> | Send floor plans to both the OKC Fire Marshal and your Event Manager for preliminary discussion and approval. |
| <input type="checkbox"/> | Secure all other required licenses and permits. |
| <input type="checkbox"/> | Begin to finalize food & beverage requirements and requests for variances with the Concession & Catering Departments. All food/beverage vendors (sampling and/or selling) must be approved, in advance, by OSF Food & Beverage management. |
| <input type="checkbox"/> | Present a move-in / move-out plan, inclusive of all hours anyone representing the event will be on property. |
| <input type="checkbox"/> | Present a certificate of proof of general liability coverage for Licensee and anyone providing show decorating or rigging services and/or amusement rides/inflatables. Please submit to Booking Manager. It is recommended to start this process early. Events with certificates not correctly presented at least 30 days out may be required to enroll in a group insurance plan presented through OSF at Licensee's cost, as determined by OSF, in its sole discretion. Hourly charges for OSF personnel to assist with the procurement of proper insurance may also be incurred. |
| <input type="checkbox"/> | Begin to finalize equipment, labor and service needs with your Event Manager. |
| <input type="checkbox"/> | If a fully executed facility rental contract is on file, make sure OSF has the correct information on the OKCF website and website calendar. A form is available on the OKCF website to assist in providing OSF marketing information about your event for use as applicable in OKCF digital media. |
| <input type="checkbox"/> | If not already established, all ticket sales pricing information and on sale needs should be finalized with OKCF Box Office. |

NOT LESS THAN 30 DAYS PRIOR TO FIRST OCCUPANCY DATE

| | |
|--------------------------|--|
| <input type="checkbox"/> | Floor plans and event notifications should be final and on file with the OKC Fire Marshal and OSF. |
| <input type="checkbox"/> | All equipment, labor and services should be ordered with your Event Manager by no less than 30 days prior to move-in to secure the best pricing. Anything ordered less than 30 days out, if available, may be subject to a higher rental rate. |
| <input type="checkbox"/> | General liability insurance should be correct and on file at OSF with the Booking Manager. Failure to do so may incur penalty fees or fees for registration in the Tenant User Insurance Program, if the event so qualifies. |
| <input type="checkbox"/> | Requests for food & beverage exhibitors and concession and catering requirements/requests should be finalized with OSF and OKC-County Health Department. |
| <input type="checkbox"/> | Move-in deposits and equipment/services payments paid by check may be required 14 days in advance. To pay on move-in day, payment by credit card or cash may be required. |
| <input type="checkbox"/> | All move-in, event operation and move-out information should be finalized and on file with your Event Manager. |

TABLE OF CONTENTS

| | |
|--|----|
| ADVERTISING | 6 |
| AMERICANS WITH DISABILITIES ACT / ACCESSIBILITY | 7 |
| AMUSEMENT RIDES | 7 |
| ANIMALS | 8 |
| ANNOUNCEMENTS | 8 |
| ASSIGNMENT | 8 |
| ATMs | 8 |
| ATTACHING TO SURFACES | 9 |
| AUDIO / VISUAL / DIGITAL MEDIA | 9 |
| AUTHORIZED AGENTS | 9 |
| BARN FACILITIES | 9 |
| BENNETT EVENT CENTER (Special Guidelines) | 9 |
| BROADCAST RIGHTS / RECORDING | 10 |
| BUSINESS CENTER | 11 |
| CANNABIS EVENTS and VENDORS | 11 |
| CAPACITY | 11 |
| CHANGEOVERS / RESETS | 11 |
| COMPLIANCE WITH LAWS | 12 |
| COMPRESSED GASES | 12 |
| CONTROL OF THE PREMISES | 12 |
| COPYRIGHTS | 12 |
| DAMAGES | 13 |
| DECORATING | 13 |
| DIRT CHARGES | 13 |
| DRONES / UNMANNED AIRCRAFT | 14 |
| ELECTRICAL SERVICES | 14 |
| EQUIPMENT RENTAL AND SERVICES | 14 |
| EXCLUSIVE SPONSORS / SUPPLIERS | 14 |
| EXPIRATION OF CONTRACT | 15 |
| FEED AND BEDDING | 15 |
| FIREARMS / FIREARMS SHOWS (see also WEAPONS) | 15 |
| FIRE MARSHAL | 16 |
| FIRST AID / EMT | 16 |
| FLOOR PLANS | 17 |
| FOOD & BEVERAGE: No food & beverage vendors, whether sampling only or selling, may be part of Licensee's event without the advance approval of OSF Food and Beverage senior management and the subsequent adherence to all guidelines below and any local, state or federal laws. | 17 |
| FORCE MAJEURE | 20 |
| FREIGHT / SHIPPING / DELIVERIES (See Also STORAGE) | 20 |
| GIVEAWAYS | 21 |
| HANDLING FUNDS | 21 |
| HAZARDOUS MATERIALS (See also MEDICAL / HAZARDOUS WASTES) | 21 |
| HEALTH DEPARTMENT | 22 |
| HOUSEKEEPING | 22 |
| INDEMNITY | 22 |
| INSURANCE | 23 |
| INTERMISSIONS | 23 |
| INTERNET / Wi-Fi / TELECOMMUNICATIONS | 23 |
| KEYS | 23 |
| LABOR | 24 |
| LOADING DOCKS | 24 |
| LOBBY / PRE-FUNCTION / PUBLIC SPACE | 24 |

| | |
|---|------|
| LOST AND FOUND | 24 |
| MEDIA | 24 |
| MEDICAL / HAZARDOUS WASTES | 25 |
| MISCELLANEOUS | 25 |
| MORALS | 25 |
| MOTORIZED VEHICLES/EQUIPMENT/GOLF CARS..... | 25 |
| MOVE-IN / MOVE-OUT | 26 |
| NOVELTIES..... | 27 |
| OBJECTIONABLE PERSONS | 27 |
| OBSTRUCTIONS | 27 |
| OCCUPANCY DISRUPTION | 28 |
| OUTDOOR SPACE (LAWN SPACE)..... | 28 |
| PARKING | 28 |
| PETITIONERS..... | 29 |
| PYROTECHNICS AND SPECIAL EFFECTS DEVICES..... | 29 |
| SALES TAX | 30 |
| SATELLITE DISH / CABLE / WIRED SERVICES | 30 |
| SCHEDULING OF EVENTS | 30 |
| SECURITY..... | 30 |
| SMOKING..... | 32 |
| SOUND LEVELS | 32 |
| STALLS | 32 |
| STALL MATS..... | 32 |
| STORM WATER QUALITY / STORM SEWER | 33 |
| STORAGE (See Also FREIGHT / SHIPPING / DELIVERIES)..... | 33 |
| TAPE / DECALS / STICKERS (See also ADVERTISING and ATTACHING TO SURFACES) | 33 |
| TENTS..... | 33 |
| TICKETED EVENTS..... | 333 |
| TRASH REMOVAL | 33 |
| UTILITIES AND UTILITY CONNECTIONS | 34 |
| VENDOR REMINDERS | 3433 |
| WEAPONS (see also FIREARMS / FIREARMS SHOWS) | 35 |

RULES AND REGULATIONS

This Handbook and these Rules and Regulations are considered a part of and incorporated by reference into all OKC Fairgrounds Facility Rental Contracts (“Contract”). The term “Contract” shall mean the applicable Facility Rental Contract and other applicable documents, including this Handbook. Rules and regulations are listed herein to assist rental clients (“Lessee” or “Licensee”) in the successful and safe promotion of their respective events and shows. OSF has attempted to be as thorough as possible; however, we recognize that all situations cannot possibly be covered and that Licensees may need additional guidance. Each Licensee is responsible for evaluating its need for additional guidance and ensuring such additional guidance has been sought. Rules and regulations may be added, deleted or amended at any time in OSF’s sole discretion. Effort will be made to electronically notify the primary contact for Licensee as listed in the Contract; however, it is the responsibility of Licensee to be aware of all guidelines, regularly check the OKCF website and stay in contact with OSF for any updates that could affect Licensee’s event. Additionally, it is the responsibility of Licensee to ensure that its subcontractors, exhibitors, staff or other related parties are also aware of and in compliance with these Rules and Regulations. Any questions regarding an event at OSF should be directed to the Sales or Event Manager Departments; they will be glad to assist.

Licensee is responsible for awareness of and adherence to the Rules and Regulations herein and also on the OKCF website, including but not limited to Booking Policies and Fire Marshal and Health Department Regulations. A Contract indicates the Licensee’s acceptance of these and all other posted or otherwise distributed rules, regulations and operating procedures. All interpretations made by OSF are final. Licensee is responsible for compliance with this Handbook by its affiliates, officers, directors, managers, employees, shareholders, members, agents and assigns.

ACCESS TO LICENSED SPACE (See MOVE-IN / MOVE-OUT)

ADHESIVES (See ATTACHING TO SURFACES)

ADVERTISING

1. Licensee shall identify OKC Fairgrounds and its building, barn and arena facilities using the **proper names and addresses** as identified and licensed to Licensee on the Contract (“Licensed Premises”).
2. The property shall be recognized as **OKC Fairgrounds or OKC Fairgrounds in Oklahoma City (OKC), OK**. No other name for the entire OKC Fairgrounds may be used in print, audio or video advertising.
3. Licensee shall use the correct address for the Licensed Premises in any advertising for its event. Licensee shall NOT use the address of the administration building. Addresses can be found on the face of Licensee’s Contract.
4. OSF will not advertise Licensee’s public event on its website or other on-site or off-site opportunities unless a correctly executed Contract is on file, providing for such advertisements, and all required payments have been made. If Licensee’s event is private, it may request that the event is excluded from any website or other on-site or off-site advertising opportunities.
5. Additionally, Licensee can assist in the proper promotion of its event by providing up-to-date information about its event in a timely manner, using the marketing information form available on the OKCF website or from the OSF Marketing Department.
6. Placement of Licensee’s event on any OSF digital or other media is at the sole discretion of OSF and is not guaranteed.
7. Licensee shall not distribute or circulate or permit to be distributed or circulated any advertising matter or programs on any part of OKC Fairgrounds except such advertising or programs as may pertain to the immediate event for which Licensee’s Contract is granted and **only** at the Licensed Premises designated.

8. Handbills, flyers, business cards or other materials may not be placed in bathrooms, concessions or other general/common areas of building facilities which remain under the control of OSF (even if located within the Licensed Premises) or on any vehicles parked at OKCF.
9. OSF reserves the right to require Licensee to cease and desist the posting or distribution of any materials that, in OSF's sole discretion, do not relate to Licensee's event, are objectionable or create a trash or other hazard.
10. Licensee, its designees, exhibitors or attendees may not adhere or attach any materials or equipment to any surface or structure of OKCF or cover directional, informational or graphic signs of the facilities, permanent or temporary, without the express, written consent of OSF.
11. In some places, clear acrylic structures exist on entry/exit doors which may be available for messages regarding Licensee's event. Use of these structures must be coordinated with an Event Manager and may require Licensee pay a usage charge as determined by OSF. Any structures broken during Licensee's event will be charged as damages.
12. Signs, banners or other materials identifying the event are strictly limited to the immediate space identified in Licensee's Contract and the reasonable surrounding and immediately adjacent/attached outdoor space. Unless outdoor space is specifically contracted, outdoor activities/booths/vendors/sponsors/etc. without the express, written consent of OSF is prohibited.
13. Any signs, banners or other materials creating a trash concern or placed in prohibited spaces, as determined by OSF, will be required to be removed at Licensee's expense.
14. City of Oklahoma City Municipal Code relating to Advertising and Signs prohibits portable signs on public property. Violations of this ordinance, or any other, may result in the termination of Licensee's Contract and the forfeiture of future Contracts at OKC Fairgrounds.
15. All marks of Oklahoma State Fair, Inc. are the property of OSF and may not be used in any way without the express, written consent of the OSF Executive Vice President of Marketing.

ALCOHOL (See FOOD & BEVERAGE)

AMERICANS WITH DISABILITIES ACT / ACCESSIBILITY

OKC Fairgrounds offers both services and amenities to accommodate the needs of our guests with disabilities.

1. Relay calls for the hearing impaired can be accepted at the Administration Office at 405-948-6700, the Jim Norick Arena at 405-948-6704 or by calling Relay Oklahoma at 800-722-0353 for English and 800-662-4955 for Spanish.
2. More information can be found on the OKCF website.
3. Licensee must provide accommodations in areas under its control in accordance with the Americans with Disabilities Act. In no instance shall access or other accommodations be blocked or limited by Licensee.

AMUSEMENT RIDES

1. Licensee may not grant space at the Licensed Premises to any provider offering paid or free amusement activities/rides without the advance, written consent of OSF.
2. Amusement activities/rides include but are not limited to mechanical rides (carnival style, mechanical bulls, simulators, etc.), inflatables, rock walls, jungle gyms, ropes courses, trackless trains etc.
3. Activities/rides that are approved by OSF will be required to:
 - a. Provide a certificate of general liability insurance not less than 30 days in advance of the event with
 - i. Limits of not less than \$1,000,000 combined single limit
 - ii. 10-day written notice to OSF prior to cancellation or any modification
 - iii. Oklahoma State Fair, Inc., the City of Oklahoma City and the City of Oklahoma City Public Property Authority named as additional insureds.

4. Activities/rides that fall under the governance of the Oklahoma Department of Labor for certification and inspection will be required to
 - a. Show, prior to set up, the appropriate and current Oklahoma Department of Labor certificate of inspection and/or proof of registration (i.e. inspection sticker).
 - b. Provide and maintain, on-site at the activity/ride for all operating hours, at least one qualified staff per activity/ride, from the owner/operator of the activity/ride. The owner/operator may not leave its activity(ies)/ride(s) in the care of Licensee or any other third party or volunteer.
 - c. OSF reserves the right to close outdoor ride activities at its sole discretion under certain weather conditions. Operator is required to know and adhere to manufacturer and State of Oklahoma guidelines regarding operations under inclement weather conditions.
5. Shows that operate with amusement rides not following these guidelines may be fined up to \$1,000.

ANIMALS

1. Trained service dogs are permitted at OKC Fairgrounds.
2. Live animals for sale or on exhibit during an event which is not licensed or recognized by OSF as an "animal" event OR species of animal(s) for sale or on exhibit not related to the species for which OSF has granted an event license/contract may be prohibited or have other regulations and/or costs associated. Licensees that desire to have live animals for sale or on exhibit at a primarily "non-animal" event should notify OSF of this desire not less than 30 days in advance of event move-in. OSF reserves the right, in its sole judgment, to prohibit or exclude any/all animals.
3. Other animals are not welcome in trade show buildings, food service areas or the Jim Norick Arena seating and concourse areas unless they are duly entered in a competition occurring at the Licensed Premises or are otherwise preapproved through the express, written consent of OSF.
4. City of Oklahoma City Municipal Code, relating to animals, prohibits animals from running at large or without lead or leash.
5. Animals in competition, on exhibit or part of approved entertainment provided or arranged for by Licensee should be free of infectious, communicable or contagious disease and have an associated health certificate or certificate of veterinary inspection in accordance with the animal's species and the Oklahoma Department of Agriculture's Animal Industry – State Veterinarian requirements. Animals found not to be in compliance may be barred or removed from OKCF and/or reported to the State Veterinarian in OSF's sole discretion.
6. All animals must be supervised at all times. Animals kept in the trade show buildings overnight must have an overnight attendant.

ANNOUNCEMENTS

1. OSF reserves the right to make announcements within the event or show as it deems necessary at any time. Licensee agrees that it will cooperate with OSF and assist in making announcements as requested.

ASSIGNMENT

1. Neither Licensee's Contract nor any of the rights of Licensee hereunder may be assigned, transferred or sublet without the express, written consent of OSF.

ATMs

1. ATMs are provided by OSF and/or its exclusive providers. Licensees may not bring additional ATMs to OKC Fairgrounds, whether inside its Licensed Premises or otherwise.

ATTACHING TO SURFACES

1. Licensee, its designees, exhibitors or attendees may not adhere or attach any materials or equipment to any surface or structure of the OKC Fairgrounds, permanent or temporary, without the advance, express, written consent of OSF. Licensee is responsible for all damage caused by its designees, exhibitors or attendees. In no instance shall the wrought iron, parking posts or permanent bollards be used for signs or banners.

AUDIO / VISUAL / DIGITAL MEDIA

1. OSF offers state-of-the-art video production in the Jim Norick Arena, the Bennett Event Center and the Performance Arena (Barn 6). Reaching the customer through the OSF digital media network also is available. OSF can provide additional information as to how OSF equipment and services can enhance the presentation of any event. Opportunities for broadcasting Licensee's event, promoting Licensee's sponsors and reaching Licensee's guests can be explored through the IT and/or Marketing/Sales Departments.
2. OSF reserves the exclusive right to project its own content on any/all digital devices at OKCF during Licensee's event inclusive of OSF's sponsors, other events on OSF property and the annual Oklahoma State Fair.

AUTHORIZED AGENTS

1. Unless restricted in writing, in advance by Licensee, the on-site agent will be considered an authorized agent of Licensee.

BANNERS (See ADVERTISING and ATTACHING TO SURFACES)

BARN FACILITIES

Licensees that are contracted to use barn facilities, including Jim Norick Arena, barns, show rings, outdoor arenas, round pens and/or temporary spaces converted for other purposes such as cattle storage or tie outs are subject to the following additional facility operating guidelines:

1. Animals and/or equipment shall not arrive prior to the contracted time without prior, written consent from OSF.
2. The trafficking of livestock, equine and other animal species is regulated by USDA as well as the State of Oklahoma. It is the responsibility of Licensee to understand and comply with such regulations including the necessary health requirements and certificates required to travel, show or sell within the State of Oklahoma. Events not adhering to these guidelines may be closed to activity and any further acceptance of animals on the property, and Licensee's Contract may be terminated, in OSF's sole discretion.
3. Animals, unless exempted in writing in advance by OSF, must be stalled when at OKC Fairgrounds. In no case may temporary stalls, pens or arenas be made in OSF parking lots or any part of OKCF property without express, written consent by OSF.
4. Overnight parking and camping is allowed only in the designated OKC Fairgrounds RV lots. In the event of an overflow situation, trailers will be directed to specific areas for overnight stay as determined by OSF. Additional fees are required for overnight stays.

BENNETT EVENT CENTER (Special Guidelines)

1. All rigging, signage placement and decorator plans must be submitted to OSF in advance for approval. No rigging, hanging or placement of signs (indoors or outdoors) or décor may begin without the advance, express, written consent of OSF. Only D-rings and ceiling beams (using beam clamps) may be used for rigging. No other structures or materials are permitted for rigging. Plans must be submitted not less than 30 days in advance to the appropriate Event Manager.
2. Absolutely no materials may be adhered to any surface by tape or other means without the advance, express, written consent of OSF.

3. Fire extinguishers are located on the north and south walls of the trade show floor and on the south side of each column in buildings. Access to the extinguishers must be maintained at all times.
4. Floors may only be marked by chalk (NOT chalk paint) or decorator's or painter's tape. Any tape or tape residue must be removed by Licensee **using approved chemicals/equipment** at move-out or additional fees may apply.
5. Vendor move-in and move-out is prohibited through any glass lobby doors. All equipment, carts, dollies, etc. must come through an approved overhead door. Licensees may be fined for not protecting these spaces from vendor or subcontractor use. Vendors hand-carrying materials for move-in or move-out or show restocking may come through "person" doors for that purpose, that are **not glass**, designated by OSF, which may vary event to event.
6. Unattended, emergency exit doors should NOT be propped open during show hours for any reason.
7. Lobby/pre-function space is not included in the Licensed Premises and use of such space may require additional fees. Event access begins at the doors to the trade show floor. The Box Office must be accessible to OSF's ticket buying public, except during pre-approved, special functions.
8. Access to the trade show floor from the north side of the building, including loading docks and drive-through doors and any portion of the north service hallway, is restricted. Loading dock access must be prearranged with OSF, and any approved usage by Licensee's vehicles is limited to the specific times identified by OSF for load in and load out only.
9. Licensee's equipment and materials may not be placed anywhere other than on the trade show floor or in the space identified as the facility "show office" without the express, written consent of OSF. Special area access must be approved **for each unique event**; no permissions carry over from one event to the next.
10. Outside security must be pre-approved by OSF. OSF reserves the exclusive right, in its sole discretion, to provide, at Licensee's expense, security for any purpose in this facility.
11. Ticket takers and door attendants will be provided solely by OSF at Licensee's expense. Any variances must be granted in advance, in writing.
12. Phone lines are Voice Over Internet Protocol and limited in number. Orders not made at least 30 days in advance will be subject to late fees, and orders not made at least seven business days in advance may not be able to be accommodated. Equipment not properly returned to OSF personnel is subject to a loss/damage fee of not less than \$200 per line. Phone lines are limited to Licensee show office use. No lines are available for Licensee's exhibitors or vendors.
13. Security cameras are in use throughout the building. Licensee must make event participants, vendors and third parties aware.
14. LED screens on the trade show floor and lobby columns will be programmed for content by OSF. Content is at the sole discretion of OSF and may include but not be limited to digital graphics and calendar listings of upcoming OSF events, OSF sponsors and other advertisers who may be in conflict with the nature of or sponsors for Licensee. Licensee may inquire about the opportunity to purchase content time for its event and/or event sponsors on trade show floor columns through the OSF Marketing Department.
15. Licensee or its agents, vendors, etc. may not erect structures or sell space that blocks LED screens or security cameras without the express written consent of OSF.

BOX OFFICE (See TICKETED EVENTS)

BROADCAST RIGHTS / RECORDING

1. No performance or event presented on the Licensed Premises shall be broadcast or in any manner recorded without notice to OSF and approval of OSF relating to the permitting of such broadcast, transmission or reproduction.
2. Any broadcast and/or recording rights granted may be subject to a percentage of Licensee's broadcasting/recording being payable to OSF.

3. OSF reserves the right to videotape and record events for its own records, publicity and promotional purposes. Security cameras are in use in most buildings and at many gates, parking lots and other ancillary areas.
4. OSF reserves the exclusive right to prohibit or limit recording of any activities on OSF property for any reason at any time. Licensee, its exhibitors, vendors or guests may not temporarily or otherwise install security or other cameras or recording devices without the express, written consent of OSF.

BUSINESS CENTER

1. OSF does not have an official Business Center available for Licensee use; however, on the rare occasion minor assistance with photocopies or fax transmissions might be required, Licensee may make a request to an Event Manager. Fees apply.

CANNABIS EVENTS and VENDORS

1. Marijuana or any cannabis product containing greater than 0.3% THC, in any form, is prohibited on the licensed premises.
2. The sale of marijuana, in any form (seed, plant, finished consumable etc.), or any sales activity relating to the sale of marijuana, including the soliciting of sales of marijuana to be picked up at a licensed dispensary, is prohibited.
3. Approved cannabinoid events must be advertised to require that minors be accompanied by a legal guardian. Licensee will not promote or advertise the event in any manner which would reasonably be expected to induce minors to purchase or consume marijuana or medical marijuana products.
4. Licensee will ensure that any booth exhibiting or selling approved cannabinoid product properly secures and displays all required local, state or federal permits (e.g. temporary food service license). Failure to display required documentation will require the booth remove any applicable offending product (whether for sale or display only) and/or result in the closure/removal of the booth.
5. Licensee will make every reasonable effort to ensure that its vendors, exhibitors and participants are aware of and abide by the aforementioned special guidelines and any other laws governing this activity as required by local, state and federal authorities.
6. Smoking or vaping, by any means, of marijuana or medical marijuana, whether indoors or outdoors, is prohibited on OKCF property in accordance with City of Oklahoma City ordinance.

CAPACITY

1. Capacities for the Licensed Premises must be agreed to in advance with OSF and adhere to OKC Fire Marshal regulations.
2. OSF reserves the right to a reasonable number of reserved seats in the Licensed Premises without charge as required by OSF.
3. Licensee shall not sell or distribute or permit to be sold or distributed tickets or passes in excess of the capacity of the Licenses Premises.
4. The use of standing room spaces is subject to the express, written consent of OSF.
5. OSF reserves the right to cease the ingress of any vendors, exhibitors, employees, volunteers, patrons or guests of Licensee in the event OSF has deemed the reasonable capacity of the Licensed Premises to be reached.

CATERING (see FOOD & BEVERAGE)

CHANGEOVERS / RESETS

1. Any changes to the initial setup provided by OSF or requests to reset the initial setup may be subject to additional labor and equipment charges.

CLEANING (see HOUSEKEEPING)

COMPLIANCE WITH LAWS

1. Licensee and its affiliates, officers, directors, managers, employees, shareholders, members, agents and assigns shall comply with all laws, ordinances, rules and regulations of the United States, the State of Oklahoma, the County of Oklahoma and the City of Oklahoma City and any government agency and shall not do or permit to be done anything in violation of such laws, ordinances, rules or regulations.
2. Licensee shall be aware of and obtain all permits and/or licenses and compel its vendors/exhibitors to do the same as required by the laws, ordinances, rules or regulations of OSF and/or any applicable city, county, state or federal governing body.
3. Licensee may be required at OSF's sole discretion to immediately cease its operations and vacate the Licensed Premises if Licensee's event, exhibits or operations or the conduct of its agents, employees or assigns should be found to be in violation of any such laws, ordinances, regulations or rules.

COMPRESSED GASES

1. Licensee, its designees, agents or exhibitors may not use, display or store compressed gases, flammable liquids or dangerous chemicals without the express, written consent of OSF.
2. Approved appliances should have tanks less than one (1) pound in size.
3. All liquid petroleum (LP) gas tanks must be removed or emptied if permanently installed from trailers and mobile homes unless otherwise approved in writing by OSF and the OKC Fire Marshal.

CONCESSIONS (see FOOD & BEVERAGE)

CONTROL OF THE PREMISES

1. The Licensed Premises, including any key thereto, shall be at all times under the control of OSF. OSF shall have the right to enter any areas at all times during the Contract term.
2. Spaces such as lobbies, vestibules, concourses, ticket sales/taking areas, bathrooms, storage rooms, janitorial closets, loading docks, identified concession and seating areas, etc. remain under the control of OSF.
3. Licensee will honor OSF identification credentials or uniforms worn by OSF personnel or sub-contractors.
4. Entrances of Licensed Premises shall be locked and unlocked at such times as may be required for Licensee's contracted use of the spaces, but Licensee, at its own expense, shall maintain proper watch and is responsible for the security of all entrances and exits whether locked or unlocked.
5. Licensee is solely responsible for ensuring that the Licensed Premises is locked/secured during the Contract term and upon its move-out.
6. Licensee will be charged for lost keys or keys returned late.

COPYRIGHTS

1. Licensee is responsible for securing the proper licensing and paying any applicable fees for any music, artistic work or other property protected by copyright performed, displayed or otherwise exhibited in conjunction with its event.
2. Licensee shall indemnify, defend and hold harmless Oklahoma State Fair, Inc., the City of Oklahoma City and the Oklahoma City Public Property Authority including their officers, directors, employees, agents, subcontractors, successors and assigns from and against any and all third party claims arising out of any unauthorized use, performance, display, or exhibit of any content, music, artistic work or other property protected by copyright.

DAMAGES

1. Licensee is responsible for all damages and/or loss, exclusive of normal wear and tear, to OKC Fairgrounds property or equipment caused by it or its vendors, exhibitors, decorators, employees, volunteers, guests or other agents.
2. Licensee may designate a representative to conduct a pre/post event damage walkthrough with a OSF Event Manager. Failure to do so does not relieve Licensee of any damage responsibilities. Licensee is liable for any damages occurring after the post event walkthrough if Licensee has any employees, vendors, decorators, exhibitors, volunteers or other agents that have not fully vacated the facilities.
3. Damages may be assessed at event settlement or post-event via invoice depending on the unique nature of each situation.
4. Licensee shall pay damages within 30 days of receiving an invoice from OSF.
5. Consequential Damage Waiver: Licensee waives any claims that it may have against OSF for any incidental, special, punitive or consequential damages, including but not limited to lost profits, loss of use or loss of business reputation.

DECORATING

1. Licensees or anyone acting on behalf of Licensee may not access the Licensed Premises prior to the contracted date/time for any reason without the advance, express, written consent of OSF.
2. Licensee's decorator and/or anyone providing rigging services must provide proof of general liability insurance to OSF under the same terms and in the same manner as Licensee (see Insurance Requirements).
3. Licensee, its designees, exhibitors or attendees may not adhere or attach any materials or equipment to any surface or structure of OKC Fairgrounds or cover directional, informational or graphic signs of the facilities, permanent or temporary, without the express, written consent of OSF. Where possible, rigging points should be used to hang all materials. If using a beam, beam clamps should be used or another alternative must be approved by OSF in advance. In no instance should anything hang from fire suppression systems or pipes.
4. All materials used for decorative purposes must be flame retardant and adhere to all rules and regulations of the Oklahoma City Fire Marshal.
5. **Helium-filled, mylar balloons are prohibited for any purpose.**
6. **Helium-filled, non-mylar balloons may be used for decoration only.**
7. **Balloons of any kind may not be distributed for any purpose.**
8. Licensee will be charged for the cost of retrieving any balloons from ceilings or other structures.
9. Open flames are not permitted in any capacity without advance approval and any applicable permit from OKC Fire Marshal and OSF.
10. Decorations and/or exhibit booth structures may not be set up in any place that covers critical utility panels necessary for building operation, emergency exits or associated signage, fire extinguishers or other life safety and building critical operating structures/devices.
11. Décor may not be hung from or adhered to any structures or surfaces without OSF's prior written consent. Licensee will be charged for any equipment used to hang (wires, string etc.) or adhere (tape etc.) that is not acceptably removed by Licensee or its decorator.
12. Residue from any approved adhesives for carpet or other flooring must be removed upon move-out. Charges will apply for any residue left behind.

DIRT CHARGES

1. Licensee will be responsible for all charges associated with moving dirt in and out of the Licensed Premises as well as any services provided by OSF in the maintenance of said areas during Licensee's event.
2. Licensee must notify, in advance, OSF of its intended use of dirt on property for OSF's prior approval, to be granted or withheld in OSF's sole discretion.
3. Where possible, dirt charges will be prorated between events.

DRONES / UNMANNED AIRCRAFT

1. Licensee, its agents, designees, exhibitors and guests may not fly drones or other unmanned aircraft over OKC Fairgrounds (including grassy areas and parking lots) without the express, written consent of OSF.
2. In no event may drones fly over the event space while vendors, participants or the public are present.
3. If permission is granted, all local, state and federal laws, rules, regulations, ordinances and guidelines apply. It is the responsibility of Licensee to be aware of and abide by all rules including licenses, permits and any fees that may apply.
4. If OSF deems any aerial activity to be a safety risk or nuisance, permission may be revoked.

ELECTRICAL SERVICES

1. OSF has an official electrical services contractor. No other company may perform such services at OKC Fairgrounds. Applicable charges will be billed back to Licensee by the hour, with 1.5 hours being the minimum billed.
2. In no instance may the Licensee or its exhibitors, vendors or guests access or open or perform any work in any electrical panels or boxes.
3. Licensee should provide electrical needs, inclusive of maps, not less than 30 days prior to move-in.
4. The electrical services contractor, at OSF's discretion, may setup up, pull or otherwise provide the electrical equipment in advance of Licensee's arrival to OKCF in order to assure service is prepared and ready for Licensee and its associated vendors in a timely manner. Accurate maps and portrayal of usage is required in advance. Deviation or changes from the map or instructions provided at the time of setup will result in additional hourly cost if changes can be accommodated.
5. If time permits, Licensee may request a specific time for the official electrical services contractor to meet onsite with Licensee to receive initial or additional instruction. This is billable time.
6. Licensee is responsible for and may be assessed fees relating to any damage to or alteration or misuse of electrical equipment.
7. Charges may be incurred for the rental of, damage to or failure to return any electrical equipment provided, including lifts and like equipment used by the on-site contractor as required.

EQUIPMENT RENTAL AND SERVICES

1. Equipment and services offered by OSF and desired by Licensee should be ordered well in advance of the event. Equipment and services ordered 30 or more days prior to move-in will be at the Advance Pricing; equipment and services ordered less than 30 days to move-in will be at the Standard Pricing as found on the Equipment & Services Price List on the OKCF website.
2. Equipment and services offered by OSF but ordered less than 30 days to move-in may not be available.
3. All equipment and service orders must be made in writing.
4. Equipment and services ordered but not used will not be refunded.
5. Third party equipment/services handled/ordered by OSF may be subject to a 12% service charge.
6. OSF may require Licensee to order its own third party equipment for items such as heavy equipment and other motorized vehicles.

EXCLUSIVE SPONSORS / SUPPLIERS

1. In addition to the exclusive rights as otherwise listed in this publication, OSF has entered into exclusive and non-exclusive arrangements with sponsors or suppliers.
2. Exclusive or non-exclusive sponsors or suppliers to OSF are subject to change without notice. Exclusive sponsors include:
 - a. PEPSI Co. has the exclusive right to distribute, sell and market all non-alcoholic beverages, including all water, vitamin drinks, sports drinks, energy drinks or the like.

- i. Licensee may not distribute (for free or for sale) or permit to be distributed by its vendors, exhibitors, employees, volunteers or guests **any beverage** unless approved in advance, in writing, by OSF.
 - ii. Licensee may not market or promote or permit to be marketed or promoted any beverage or brand that directly competes with beverages distributed by the exclusive sponsor via signage, display of logos, menu boards or sponsorship materials or any other means.
- b. OSF has the exclusive right to provide ATM services at OKC Fairgrounds. Licensee may not bring or hire a third party ATM.
3. Non-exclusive sponsors may be engaged by OSF at any time without notice. Licensee should inquire as to whether or not any are currently contracted that may cause a conflict.
4. Indoor or outdoor space may be granted by OSF to OSF's sponsors which changes facility floor plans without notice. Licensee must submit floor plans for approval to ensure no conflicts arise.

EXPIRATION OF CONTRACT

1. At the expiration of the time of occupancy set forth in Licensee's Contract, Licensee shall vacate the Licensed Premises and return to OSF all equipment and property procured from OSF in a like condition and state of repair as when first occupied and accepted.

FEED AND BEDDING

1. OSF reserves the exclusive right to sell or dispense at OKC Fairgrounds straw and/or coarse shavings as bedding and Alfalfa hay, Bermuda grass hay, Prairie grass hay and an assortment of Purina and Nutrena or other brand bagged feed.
2. Absolutely no bedding or shavings may be brought in by Licensee or its exhibitors. **A \$5.00 per bag fee will be charged to the exhibitor or show promoter for any outside bedding brought on the grounds to cover the clean-up expense following the event.**
3. Third party feed providers may not take orders or deliver on-site; however, individual exhibitors may bring in their own feed.

FIREARMS / FIREARMS SHOWS (see also WEAPONS)

1. **Per Oklahoma State and Oklahoma City statutes/codes, NO firearm** of any kind (loaded or unloaded, concealed or unconcealed) may be carried in buildings at OKC Fairgrounds. Exceptions for **unloaded, unconcealed firearms** are made only for shows with fully executed contracts who have been approved specifically for the sale or exhibition of firearms/weapons or with firearms/weapons approved as part of a show that meets all other Licensee requirements.
 - a. This restriction extends to any vendor, exhibitor, guest or other person regardless of their professional licensing **–even those with CLEET certification or who may be a law enforcement professional in another jurisdiction require the advance approval of OSF which, except in the most unusual of circumstances, will not be granted.**
2. The Licensed Premises must be monitored by an authorized representative of Licensee and OSF Security (at licensee's expense) while weapons are present during occupancy. During event hours, security will be required and provided by OSF at Licensee's expense.
3. All approved firearms/weapons must be adequately secured and/or monitored by the vendor or exhibitor to safeguard persons attending the event and prevent theft.
4. Theft or loss of any firearm/weapon is a serious matter and **must** be reported to law enforcement in a timely manner.
5. Individuals or vendors who fail to comply with OSF firearm and weapon policies, have recurrent or persistent theft issues or refuse or fail to report theft appropriately may be required to leave OKC Fairgrounds and/or be prohibited from participating in future events at OKCF.
6. Licensees whose events fail to comply with OSF firearm and weapon policies or incur persistent firearm/weapon theft may be subject to any number of penalties including but not limited to increased security measures at Licensee's cost and/or loss of future events.

7. Licensee may not provide its own armed security. All security must be coordinated thru OSF, Director of Security & Safety at least 30 days in advance of each event. Approval for security of any kind is at OSF's sole discretion.

FIRE MARSHAL

1. It is the responsibility of Licensee to understand the requirements and restrictions of the Oklahoma City Fire Marshal. A separate document providing the guidelines and regulations is available on OKCF's website. It is not meant to be all-inclusive with regard to all topics; thus, Licensee should review the event floor plan and its operating procedures with the OKC Fire Marshal to ensure its event is in compliance prior to moving in.
2. The OKC Fire Marshal requires that all events file a Special Event Notification (form can be found on the OKCF website with other pertinent information and order forms). It should be completed and delivered to the OKC Fire Marshal not less than 30 days prior to the event along with a final floor plan. OSF makes no, and specifically disclaims, any representation of warranty concerning the accuracy of web links or other information related to the requirements of law, rule, ordinance or regulation provided in this Handbook.
3. Approval by the Fire Marshal alone is not sufficient for OSF. OSF also must receive and approve all event layouts and may, in some instances, be more stringent than the minimum requirements of the Fire Marshal.
4. Approved floor plans by both the Fire Marshal and OSF are subject to final inspection during move-in or anytime during the event. Any changes in actual layout from the approved layout or any changes to the event itself, such as last minute vendor/activity moves/additions or larger than originally anticipated attendance etc., can be grounds for requiring adjustments to any previously approved layout.

FIRST AID / EMT

1. In OSF's discretion, depending on the nature, size and/or location of Licensee's event, Licensee may be required to arrange and/or pay for the services of certified emergency response personnel.
2. Requirement for EMT Coverage:
 - a. Events with an expected daily attendance of over 1,000 attendees and/or a higher likelihood of incidents are required to have a minimum of one EMT.
 - b. All sporting events, regardless of attendance, are required to have a minimum of one EMT during all practices and event hours for participants. Higher risk sports including rodeos will require a minimum of two EMTs.
3. EMT Service Options:
 - a. Event organizers have the option to either:
 - i. Provide Their Own EMT: The event organizer may arrange and provide their own EMT services, ensuring that the EMT is appropriately certified and meets all relevant local regulations.
 - ii. Request EMT Services from OSF: If the event organizer does not provide their own EMT, OSF will arrange for EMT services at the prevailing rates.
 - iii. Multiple Show Weekends: OSF may permit an EMT to cover 2-3 adjacent non-sporting events with the expense shared equally.
4. Notification and Arrangement:
 - a. Event organizers must notify OSF of their intent to provide their own EMT or request EMT services from us no later than 30 days prior to the event.
 - b. In the event any required EMT services are not secured (14) days prior to move-in, the OSF reserves the right to secure the required medical services, and such services will be billed to Licensee.
5. Compliance and Safety:
 - a. The EMT provided must comply with all local and state regulations and maintain current certification.

- b. The EMT's responsibilities include providing emergency medical care, assisting with medical emergencies, and coordinating with local emergency services if needed.

FLOOR PLANS

1. Floor plans should be submitted to OSF not less than 30 days in advance of Licensee's event or earlier if requested by OSF as necessary to effectively identify the placement of equipment or services (such as electrical) required from OSF.
 - a. Floor plans should use the scale drawings provided by OSF noting entries, exits, utilities, reserved concession space etc. Plans not submitted accordingly could result in on-site changes as deemed necessary by OSF or the OKC Fire Marshal at the sole expense of Licensee.
 - b. Floor plans should include measurements to assist in the proper placement of equipment provided by OSF. Floor plans not reflecting accurate measurements that result in the resetting of any equipment may result in additional charges.
2. Floor plans should be presented to the OKC Fire Marshal for approval, noting aisle spacing, exhibits etc., not less than 30 days in advance of the event. It is the responsibility of Licensee to present the floor plan to the Fire Marshal and show proof of an approved plan to OSF.
3. Approval by the Fire Marshal does not supersede approval by OSF. OSF has final approval and approval can be withdrawn upon move-in or during the event if actual set up does not represent the floor plan or if the floor plan was submitted with markings or notations not accurately rendered or if other event conditions change or so require for the purposes of safety or OSF operations.
4. Any changes to the floor plan(s) must be resubmitted to the Fire Marshal and OSF such that the most current version is on file.
5. Decorations and/or exhibit booth structures may not be set up in any place that covers critical utility panels necessary for building operation, emergency exits or associated signage, fire extinguishers or other life safety and building critical operating structures/devices.

FOOD & BEVERAGE: No food & beverage vendors, whether sampling only or selling, may be part of Licensee's event without the advance approval of OSF Food and Beverage senior management and the subsequent adherence to all guidelines herein and any local, state or federal laws.

1. General

- a. OSF has the exclusive right to provide or assign its agents to provide all food and beverage distributed on the Licensed Premises whether sampled (given away), sold, catered or donated.
- b. OSF will determine the appropriate mix and quantity of concessions, including staffing and operating hours for said concessions, based on expected attendance and other applicable factors of Licensee's event.
- c. No outside food or beverage of any kind, for any purpose, whether for sale or giveaway, sample or full size, may be distributed at OKC Fairgrounds without prior, written permission from OSF.
- d. Licensee may not sublicense any of the Licensed Premises to any exhibitor who samples or sells food or beverages, pre-packaged or to be consumed on-site, without prior, written permission from OSF.
- e. Outside alcohol for individual or public consumption is prohibited. OSF is in control of all beer and alcohol distribution at the Licensed Premises.
- f. Variances for food or beverage to be sampled, sold, catered or donated by another entity must be approved in writing by OSF no less than 30 days (unless otherwise stated) in advance of a contracted event date.
- g. Variances must be requested anew for each contracted date.
- h. Variances granted may require the payment of fees or a percent of sales to OSF Food & Beverage.
- i. No beverage that directly competes with any beverage distributed by OSF's exclusive sponsor will be sold, given away or otherwise dispensed at OKC Fairgrounds at any time.

- j. Licensee must coordinate the applications of all food and beverage exhibitors, wineries or caterers to OSF. OSF will not work with exhibitors, wineries, caterers, etc. directly on behalf of Licensee.
 - k. Licensee is responsible for ensuring any approved food and beverage exhibitors, wineries or caterers understand and adhere to all OSF requirements and guidelines.
 - l. Licensee and its approved exhibitors are responsible for obtaining the required permits and licenses from and adhering to all the requirements of the Oklahoma City/County Health Department and OKC Fire Marshal.
 - m. Licensee must be in good standing, with signed contracts and all applicable required payments on file in order to apply for any variances.
2. **Exhibitor Food Service (Sampling or Selling)**
- a. OSF retains the exclusive right to provide all food and beverage at OKC Fairgrounds.
 - b. Licensees desiring to sell exhibit space to any vendor for the purpose of sampling or selling food or beverages must apply for permission to OSF for each individual location using the Food and Beverage Authorization Request Application (via link on the OKCF website).
 - c. Exhibitors falling under the Homemade Food Freedom Act will not be granted permission to operate at the OKC Fairgrounds.
 - d. Exhibitors selling bulk or packaged food items which compete with OSF concessions will not be granted permission to operate at the OKC Fairgrounds. In general, this includes items intended to be or easily consumed at the event and examples of items not permitted include freeze dried candy, nuts, fudge, jerky, cookies, individual cakes, etc. Exceptions may be granted on a case-by-case basis when similar items are not being offered at a particular event by OSF.
 - e. Applications for food and beverage exhibit space must be submitted not less than 30 days in advance of the Licensee's event. Applications submitted less than 30 days out may not be considered.
 - f. Exhibitors must be approved for every individual event, submitting the proper request, notice and paperwork for each separate event. Approval for an exhibitor at a prior event does not guarantee approval for any future events.
 - g. If an exhibitor application is approved for sampling or selling, it is the responsibility of Licensee to ensure the following requirements are met. Failure to do so will prevent the affected exhibitors from opening for business, and excessive issues may result in the revocation of food & beverage vendor privileges at Licensee's future events.
 - i. Exhibitor must show, in plain sight, the applicable, current authorization form issued by OSF Food & Beverage.
 - ii. Exhibitor must have a valid, current license from the Oklahoma City-County Health Department or a receipt showing proof of application (pending inspection) or other governing agencies as applicable.
 - 1. Exhibitor must be aware of and adhere to all Oklahoma City-County Health Department requirements and deadlines as applicable.
 - iii. Exhibitor, if sampling, must provide proof of valid, **general and product liability insurance, not less than 14 days in advance of Licensee's event**, with no less than \$1 million in coverage (including product liability) listing the following as additional insureds:
 - 1. Oklahoma State Fair, Inc.
 - 2. City of Oklahoma City
 - 3. Oklahoma City Public Property Authority
 - iv. Exhibitor, if approved for sampling, must limit sample sizes to 2 oz. for beverages or 1 oz. ("bite size") for foods. Samples may NOT be combined into a single, larger serving.
 - h. Licensee may be charged additional clean up fees for exhibitors who do not properly maintain sanitary service conditions or improperly dispose of bulk wet trash, grease, wastewater or other refuse.
3. **Alcoholic Beverages**

- a. OSF, or its subsidiaries, retains the exclusive right to serve beer and other alcoholic beverages.
- b. Craft Beer vendors will not be permitted as individual participants in a Licensed event. Wineries are subject to approval as below.
- c. Outside beer or alcoholic beverages are prohibited at OKC Fairgrounds.
- d. Events desiring to have alcohol served will be required to use OSF's subsidiary, Impact Catering.
- e. If alcohol other than beer is desired to be served, notice of 90 days is required. Licensee shall make requests directly to the OSF VP of Food & Beverage.
- f. Valid ID for all patrons wishing to sample or purchase alcoholic beverages is required.
- g. For events where alcoholic beverage service is approved, Licensee may be required, at its own expense, to do any or all of the following:
 - i. Apply for a special event license via the Oklahoma ABLE Commission and the City of Oklahoma City Licensing Division.
 - ii. Submit proof of liquor liability insurance with no less than \$1 million in coverage listing the following as additional insureds:
 1. Oklahoma State Fair, Inc.
 2. City of Oklahoma City
 3. Oklahoma City Public Property Authority
 - iii. Utilize OSF security and door attendants, as required by OSF at OSF posted rates. The quantity of officers, attendants and any other related labor necessary will be determined by OSF based on the number of locations sampling or serving alcohol (wine, liquor, or strong beer), the number of buildings/facilities rented and anticipated event attendance.

4. Wineries as Licensee's Exhibitors

- a. As required by the Oklahoma Beverage Laws Enforcement Commission (ABLE), service and sales by a winery will be limited to those festivals or trade shows which are in some way related – as determined by the ABLE Commission – to Oklahoma wine production.
- b. Any Licensee desiring to have winery participation at its contracted event must FIRST file for permission and receive written confirmation (email acceptable) from ABLE. To ensure ABLE has time to consider the request, OSF suggests starting this process 90-120 days prior to the scheduled event. Licensee should make contact with Lt. Greg Bynum of the Trade Practices Unit of ABLE at Jon.Bynum@able.ok.gov or 405-521-3484.
- c. This approval must be acquired separately for each independent event. Prior approval does not transfer to future approval.
- d. If written confirmation from ABLE is granted, forward that information to the OSF Senior VP of Food & Beverage not less than 30 days in advance of the contracted event date. Approval by ABLE does not automatically indicate approval by OSF. OSF retains the right to decline any request even if Licensee's festival or trade show is granted confirmation by ABLE.
- e. If OSF grants permission for winery participation. Licensee must file a Food and Beverage Authorization Request Application (found on OKC Fairgrounds website for each properly licensed winery that Licensee desires to engage. Applications will include:
 - i. The electronic request form.
 - ii. Proof of general, product and liquor liability insurance for each winery with no less than \$1 million in coverage listing the following as additional insureds:
 1. Oklahoma State Fair, Inc.
 2. City of Oklahoma City
 3. Oklahoma City Public Property Authority
- f. Only samples may be served. Sample sizes will be limited to 2 oz. and may not be combined into a single, larger serving.
- g. All wineries must be located in a combined area that can be identified clearly and secured, prohibiting samples from leaving that general area. All samples must be consumed within this general area.
- h. Wineries must check for valid ID for all patrons wishing to sample or purchase bottles.

- i. While OSF will provide the security labor to assist with securing the area and prohibiting samples from leaving the area, it is still the responsibility of the winery to ensure that only eligible patrons are allowed in the serving area, that patrons are of legal age and informed that samples may not leave the area and that no bottles or other wine products are to be opened at OKC Fairgrounds.
- j. OSF reserves the right to allow/disallow the participation of a winery(ies) at Licensee's event, in its discretion.
- k. OKC Police, administered through OSF payroll, will be required at posted hourly rates at Licensee's sole cost. The quantity of officers necessary will be determined by OSF based on the number of locations sampling or serving wine, the number of buildings/facilities rented and anticipated event attendance.

FORCE MAJEURE

1. Neither party shall be liable to the other, nor be deemed to have defaulted under or breached the Licensee's Contract, for any actual delay or failure in performance caused solely by any act of God, fire, flood, severe weather, earthquake, strike, or other labor problem not caused by the employees of either party, terrorism, war, governmental actions, embargoes, blockades, civil disturbances (whether war is declared or not), pandemics, epidemics, quarantines or other health crises, national or regional emergency, and shortages of labor, power, transportation or materials as a result of any of the foregoing (collectively, "Force Majeure"). Unless otherwise expressly provided to the contrary, delay or non-performance due to Force Majeure shall be excused. Force Majeure does not include financial distress of either party and this provision shall not excuse non-payment or late payment by either party. Notwithstanding anything in the Licensee's Contract including this Event Handbook to the contrary, neither party shall be deemed in breach of the Licensee's Contract due to an inability to perform a non-monetary obligation under this Agreement as a result of government orders, legal requirements, events, or incidents arising as a result of the Coronavirus pandemic (COVID-19). The parties each acknowledge that COVID-19 presents unique issues and novel safety concerns worldwide and for the local community and that, as a result, the parties must be flexible in their response, availability, and utilization of resources. COVID-19 has created and may result in further extraordinary unanticipated governmental orders and regulations, financial complications, restrictions on travel and congregation, quarantines, self-quarantines, or other extraordinary or special measures. In the event of a Force Majeure event affecting any part of OKC Fairgrounds, not just the facilities/area licensed to the Licensee, OSF has the right to relocate the Licensee to another building or space at OKC Fairgrounds or cancel the Licensee's Facility Rental Contract.

FREIGHT / SHIPPING / DELIVERIES (See Also STORAGE)

1. OSF does not have the ability or the space to accept event-related freight. Licensee and its exhibitors must make arrangements with their general services contractor (decorator) or drayage company to handle all freight.
2. OSF may refuse deliveries and freight arriving at OKC Fairgrounds prior to or after contracted times.
3. If freight is scheduled to be delivered, it should be guaranteed to deliver DURING the contracted days/times and be addressed to include: INTENDED RECEIVER, NAME OF EVENT, EXHIBITOR NAME & BOOTH NUMBER (if applicable), BUILDING LOCATION AND CORRECT ADDRESS OF BUILDING (not OSF administrative offices). The recipient or authorized agent for the recipient should be on-site to accept the delivery.
4. In the event that OSF agrees to accept show management-related materials for Licensee, it must be arranged in advance and may be subject to labor, equipment and potential storage fees.
5. OSF will not have labor or equipment available to assist with any freight or deliveries for Licensee's exhibitors or subcontractors.
6. In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to OKCF, either prior to, during or subsequent to the use of OKCF facilities by Licensee, OSF shall

not be liable for any loss, damage or injury to such property. The removal of move-in/move-out packing material is the sole responsibility of Licensee.

7. OSF will not accept COD deliveries at any time.

GIVEAWAYS

1. Balloons, regular or mylar helium-filled, and adhesive items (e.g. stickers) are not permitted as giveaways by Licensee or its exhibitors or vendors. Mylar, helium-filled balloons are not allowed on the property. Standard balloons may be used as décor with advance, written consent of OSF. Other items not listed herein may not be permitted if they create trash (e.g. pamphlets) or cause damage to the facilities.

HANDLING FUNDS

1. OSF will not handle, store or otherwise keep in its custody any funds of Licensee except those received when OSF is acting on behalf of Licensee (for example: OSF Box Office).

HAZARDOUS MATERIALS (See also MEDICAL / HAZARDOUS WASTES)

1. Hazardous chemicals and materials are not permitted at OKC Fairgrounds without the express, written consent of OSF. Licensee shall comply with all Environmental Laws.
2. Licensee is responsible for all costs associated with safe handling and safety sheets, insurance, clean up etc. for any approved materials.
3. Licensee agrees to indemnify and hold harmless Oklahoma State Fair, Inc., the City of Oklahoma City, the Oklahoma City Public Property Authority and their affiliates, respective officers, directors, stockholders, partners, members, employees, agents and representatives (“OSF Indemnified Persons”) from and against any and all injuries, losses, expenses, fees, penalties, demands, claims, actions, causes of action, judgments, assessments, damages, obligations, liabilities and costs, including all costs incurred in connection with any claim for indemnification hereunder (e.g. legal fees, accounting fees and all other costs of investigation) of every nature and description (collectively, “Losses”) incurred or suffered by OSF Indemnified Persons and shall pay or reimburse, on demand, each OSF Indemnified Person for the full amount of such Losses relating to, arising out of or resulting from any Environmental Condition or Environmental Claim relating to Licensee’s use of the Licensed Premises, presence at OKC Fairgrounds or its acts or omissions.

“Environmental Condition” means a condition of the soil, surface waters, groundwater, stream, sediments, air and/or similar environmental media, including any Release or threatened Release of Hazardous Materials resulting from any activity, inactivity or operations occurring at OKC Fairgrounds, that by virtue of Environmental Laws, (a) requires investigatory, corrective or remedial measures, (b) comprises a basis for claims against, demands of and/or liabilities of OSF Indemnified Persons, Licensee or OKC Fairgrounds or (c) requires reporting to a governmental authority.

“Environmental Claim” means any claim, action, cause of action, investigation or notice by any person alleging potential liability arising out of, based on or resulting from (a) the presence, or Release, of any Hazardous Materials at OKC Fairgrounds, (b) any Environmental Condition or (c) any other circumstance forming the basis of any violation, or alleged violation, of any Environmental Law with respect to OKC Fairgrounds.

“Environmental Laws” means any and all federal, state, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, guidelines, policies or requirements of any governmental authority regulating or imposing standards of liability or of conduct (including common law) concerning air, water, solid waste, Hazardous Materials, worker and community right-to-know, hazard communication, noise, resource protection, subdivision, inland wetlands and watercourses, health protection or other environmental, health, safety, building and land use concerns as might now or at any time hereafter be in effect.

“Hazardous Materials” means any petroleum, petroleum products, fuel oil, derivatives of petroleum products or fuel oil, explosive, reactive materials, ignitable materials, corrosive materials, pollutants, contaminants, hazardous chemicals, hazardous wastes, hazardous substances, extremely hazardous substances, toxic substances, toxic chemicals, radioactive materials, asbestos-containing materials, black mold stachybotrys chartarum (toxic mold)-containing materials, urea formaldehyde foam insulation, transformers or other equipment that contain polychlorinated biphenyls and radon gas, medical waste, biomedical waste, infectious materials and any other element, compound, mixture, solution or substance that might pose a present or potential hazard to human health or safety or to the environment, including any material regulated by or subject to regulation under any Environmental Law.

“Release” means any release, threatened release, spill, emission, leaking, pumping, pouring, emitting, emptying, escape, injection, deposit, disposal, discharge, dispersal, dumping, leaching or migration of Hazardous Material in the indoor or outdoor environment, including the movement of Hazardous Material through or in the air, soil, surface water, groundwater or property.

HEALTH DEPARTMENT

1. OKC – County Health Department Regulations relating to temporary food service establishments and food sampling are posted on the OKCF website and available from the OKC – County Health Department. Regulations exist for both temporary food establishments and sampling whether distributed for free or for sale.

HOUSEKEEPING

1. OSF provides housekeeping/event cleaning services in the general public areas only. At no time will OSF personnel be allowed or directed to enter Licensee’s designated office or other private spaces or any exhibitor or vendor spaces without the express, written consent of OSF. OSF personnel will not clean Licensee or Licensee’s vendor’s equipment. If consent is given, additional fees may apply.
2. OSF does not provide cleaning supplies or materials to Licensee or its exhibitors for any reason.
3. Minimum required housekeeping is included with rent in most cases. Labor charges may apply to events of a certain nature (e.g. youth or sporting/concert events), with extremely large potential attendance or with other factors which require that OSF provide additional personnel in its sole discretion. Licensee will be notified if additional personnel is required.
4. Additional charges may be incurred by Licensee if, in the opinion of OSF, Licensee has created or left behind areas that require excessive cleaning by OSF not normally considered part of the normal rental fees. This could be applicable to move-in, event days or move-out and include labor expense and/or dumpster fees.

INDEMNITY

1. Licensee agrees to conduct its activities upon the Licensed Premises in compliance with all laws, orders, rules and regulations and so as not to endanger any person thereon. Licensee agrees to indemnify, defend and hold harmless OSF (Oklahoma State Fair, Inc., the City of Oklahoma City and the Oklahoma City Public Property Authority) including their officers, directors, employees, agents, subcontractors, successors and assigns against any and all claims or losses of any kind for loss, injury or damage to persons or property including claims of employees of Licensee, its agents, members or guests arising from or relating to the Contract, breach of these Rules and Regulations, Licensee’s act or omission or its presence at the Licensed Premises or OKC Fairgrounds.
2. Licensee will not do nor permit to be done anything in or upon any portion of OKC Fairgrounds or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the building or on property kept there.

INSURANCE

1. Licensee shall furnish to OSF, not less than 30 days in advance of its occupancy date, a certificate showing there is in force a policy of general liability insurance in which the following terms are met. A sample certificate is provided as a reference in the Attachments section of this Handbook.
 - a. Licensee as named on Licensee's Contract and W-9 is named as insured
 - b. Limits are not less than \$1,000,000 combined single limit
 - c. OSF must be certificate holder, with the correct mailing address, such that 10 days written notice to OSF prior to cancellation or any modification is guaranteed
 - d. Oklahoma State Fair, Inc., the City of Oklahoma City and the City of Oklahoma City Public Property Authority are named as additional insureds.
2. Licensee shall maintain Workers' Compensation Insurance and Employer's Liability Insurance to the extent and in the manner required by the State of Oklahoma or any government agency.
3. Licensee may be required, in OSF's discretion, to provide OSF proof of participant accident policy and promoters' liability coverage, in addition to general liability coverage, for some activities and events at OKCF.
4. In the event Licensee does not provide proof of acceptable insurance by published deadlines, OSF may require Licensee to enroll in a Tenant User Program group insurance at OKC Fairgrounds at Licensee's expense, be assessed administrative penalties and/or have the Contract cancelled without refund. Fees for enrollment may be required prior to move-in or be billed upon event settlement. Proof of acceptable insurance after enrollment will not result in a refund of any premiums and associated fees charged. Enrollment in this program only will provide coverage according to the information provided by Licensee. OSF will not be held responsible for inaccurate or false information provided by Licensee about Licensee's event resulting in termination, cancellation or forfeiture of coverage offered through this program.

INTERMISSIONS

1. Licensee agrees that for programs lasting one hour or more, excepting religious services or other engagements specifically excluded in writing by OSF, an intermission of not less than fifteen (15) minutes may be required, as determined by OSF.

INTERNET / Wi-Fi / TELECOMMUNICATIONS

1. OSF can provide Internet connectivity via hardwire and Wi-Fi in most locations facility-wide. There is no charge for standard Wi-Fi. Rate sheets for all other needs are available at the OKCF website.
2. Phone lines are available in limited quantities and locations for Licensee only. No phone lines are available for Licensee's exhibitors or vendors. All orders must be placed according to the terms and deadlines outlined on order forms, and payment is required in advance.
3. Any equipment damaged or not returned post event will be billed to Licensee.
4. Credit card or other devices may not work reliably, or at all, if they use 3G (or older) technology or are unable to navigate a Wi-Fi "captive portal" (which is the source of FREE Wi-Fi at OKCF).

KEYS

1. Up to three sets of keys for contracted spaces will be issued at no charge to Licensee. Keys in excess of three sets may be issued with a non-refundable charge.
2. Physical keys not returned at the expiration of Licensee's Contract will be charged at the rate of \$75 each. Hex keys will be charged at the rate of \$20 each. There will be no refunds on fees assessed for lost keys.
3. Cardkeys for the Bennett Event Center not returned may be charged at the rate of \$30 per card.
4. Licensees who receive keys will be responsible for unlocking and locking licensed space. OSF can assist in the opening of panic door hardware as able. Depending on event hours and requirements, access to shared spaces within the Licensed Premises may be required by OSF departments such as food and beverage and housekeeping.

LABOR

1. Licensee shall provide at its expense any and all labor necessary in the promotion and presentation of Licensee's event.
2. OSF may bar from OKC Fairgrounds any of Licensee's personnel whom OSF deems objectionable, in its sole discretion.
3. OSF will provide labor as it deems necessary, in its sole discretion, at the expense of Licensee, in the areas including but not limited to ticket sales, ticket takers, attendants, ushers, facility cleaning/housekeeping, parking/traffic control in public areas, electrical services, security etc.
4. Licensee may provide its own labor, in some instances, in the areas of ticket taking, door attendants, general security etc. Licensee should notify the Event Manager of any labor the event desires to utilize or provide on its own.
5. If armed security personnel is required for the event by OSF or desired for the event by Licensee, Licensee must use personnel provided by OSF. Charges for that labor will be applied to Licensee's services and equipment order. No outside armed personnel may be used at OKC Fairgrounds without the express, written consent of OSF.
6. Employees of OSF may not act as an employee of any Licensee while at OKC Fairgrounds.
7. All labor needs should be determined not less than 30 days prior to Licensee's event.
8. All labor provided by OSF is subject to a 4-hour minimum.
9. Labor cancellations, if allowed, may be subject to penalty.
10. If OSF mandates a category of required labor, that labor will be on the payroll of OSF and billed to Licensee accordingly. "Actual" hours will prevail and be billed. Ordered hours are simply for scheduling purposes. The actual bill could be more or less than ordered.
11. The presence of police, fire, inspectors or City of Oklahoma City or OSF staff shall in no manner diminish or affect the duties, obligations or responsibilities of Licensee.

LOADING DOCKS

1. Use of loading docks requires coordination with OSF. Loading docks at the Bennett Event Center are by appointment only.
2. No trailers can stay parked on docks during event/show days. They must be relocated to a trailer lot as designated by OSF.
3. Empty trailers may not stay parked at any dock space at OKC Fairgrounds.
4. Licensee may not block access to loading docks.

LOBBY / PRE-FUNCTION / PUBLIC SPACE

1. All lobby, pre-function and/or otherwise designated public space is to be used for ingress/egress only. Use of these areas for registration, exhibits or any other activities must be approved in advance, in writing by OSF and, if approved, is subject to additional rental rates.
2. At no time should these spaces be used for move-in, move-out or storage of materials without the express, written consent of OSF.

LOST AND FOUND

1. OSF or its designee reserves the sole right to collect and have the control of articles left at the Licensed Premises by any persons without interference by Licensee.

MEDIA

1. Licensee must notify the OSF Vice President of Marketing/Sales of any scheduled, on-site media activity whether print, radio, television or otherwise. Notifications of scheduled on-site media should be made as far as possible in advance of the event and are subject to approval by OSF.

Scott Munz, VP, Marketing/Sales
Office: 405-948-6737
Mobile: 405-520-3531
Email: smunz@okstatefair.com

MEDICAL / HAZARDOUS WASTES

1. Licensee must declare and receive approval for any event that requires, as part of its planning or production or as a by-product, hazardous material.
2. Additional fees may apply for events using or generating hazardous materials.
3. Licensee, its designees, agents and exhibitors shall properly manage and dispose of needles or other sharps/sharp objects.

MISCELLANEOUS

1. Any action in this Handbook requiring OSF's consent shall be interpreted to allow OSF to grant or withhold any such consent in its sole discretion.
2. This Handbook, OSF Booking Policies, any other OSF rules/regulations/policies provided and the Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma applicable to contracts made and performed entirely therein.
3. Any claim, controversy or dispute arising out of or relating to this Agreement shall, except as set forth herein, be settled by arbitration in Oklahoma City, Oklahoma, in accordance with the rules of the American Arbitration Association. This agreement to arbitrate shall survive the termination of this Agreement. Any arbitration shall be undertaken pursuant to the Federal Arbitration Act, where applicable, and the decision of the arbitrators shall be final, binding and enforceable in any court of competent jurisdiction. In any dispute in which a party seeks in excess of \$500,000 in damages, three arbitrators shall be employed. Otherwise, a single arbitrator shall be employed. All costs relating to arbitrators shall be borne equally by the parties, other than their own attorney's fees. The arbitrators shall not award punitive damages. Discovery depositions shall not be taken in the arbitration proceedings.
4. Licensee accepts the Licensed Premises AS-IS, WHERE-IS AND WITHOUT ANY WARRANTIES OF ANY NATURE, EXPRESS OR IMPLIED, IN FACT OR BY LAW, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF HABITABILITY, SUITABILITY, MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE CONTAINED IN OR CREATED BY THE UNIFORM COMMERCIAL CODE OR OTHER LAWS IN THE STATE OF OKLAHOMA.

MORALS

1. No performance, entertainment or exhibit which is illegal, indecent, obscene, lewd, immoral or publicly offensive, as determined by OSF in its sole discretion, shall be given or held at OKC Fairgrounds. Should any such performance, entertainment or exhibit, or any part thereof, be deemed such by OSF in its sole discretion, OSF may cancel said activity or any part thereof and any monies paid by Licensee as rental or claimed as damages will not be refunded or paid.

MOTORIZED VEHICLES/EQUIPMENT/GOLF CARS

1. Licensee, its designees, agents or exhibitors, are permitted to operate motorized carts or other mechanical/motorized equipment rented from a third party on the Licensed Premises. Proper insurance must be maintained on all equipment in use at OKC Fairgrounds at Licensee's cost.
2. All drivers **MUST BE LICENSED** to operate any motorized vehicle, including personal carts, golf cars or other similar vehicles, at OKC Fairgrounds. Vehicles or personal carts shall not be in service corridors, utility areas or public spaces during show hours without permission from OSF.
3. Motorized vehicles such as golf or utility vehicles may not be stored or operated in any lobby or vestibule spaces.
4. All equipment in use by Licensee must be in good operating condition. Licensee will be held responsible for any damage caused by equipment under its control or the control of its designees or exhibitors. **All equipment must have rubber tires-** no tracks or similarly belted vehicles/equipment.

5. Motorized equipment in use and/or to be on display must comply with OKC Fire Marshal requirements which include but are not limited to: fuel tank levels at or below ¼ tank or five (5) gallons whichever is less; taped or locking gas caps and disconnected battery cables.
6. Motorized vehicles/equipment may not be parked/stored indoors except during move-in and move-out, and only during those times while Licensee's personnel are on-site.
7. OKC Fire Marshal requires a permit for any fueled vehicles that must be on display during Licensee's event.
8. Motorized equipment may not be stored in areas not rented by Licensee and may not arrive to or depart from OKC Fairgrounds prior to or later than the contracted dates without the express, written consent of OSF. Fueled or other service equipment (i.e. lifts, golf carts) may be required to be stored outside when not in permitted use.
9. Fore Wheeler Gold Cars is "The official golf cart supplier for both OKC Fairgrounds and Oklahoma State Fair". All golf cars needed to support an event or rental to event attendees must be contracted through Fore Wheeler Gold Cars (<https://forewheelergolfcars.com/>, 405.682.8444).

MOVE-IN / MOVE-OUT

1. Licensee shall not be allowed to occupy, for any purpose, any building or area contracted or otherwise prior to
 - a. checking in with the appropriate Event Manager or Sales or Booking Manager of OSF.
 - b. the contracted date/time of move-in.
 - c. providing any required payments in full.
 - d. providing a correct copy of a general liability insurance certificate for all activities as required by OSF.
2. In no case will contractors or exhibitors of Licensee be allowed to access the Licensed Premises in advance of Licensee checking in with and receiving approval to access the Licensed Premises from the appropriate event staff of OSF. Licensee must be on premises to allow its exhibitors, vendors or agents into the Licensed Premises. OSF will not grant access to a Licensed Premises on behalf of Licensee. Once Licensee has control of the Licensed Premises, it is Licensee's responsibility to maintain control over ingress/egress of its exhibitor, vendor, third-party move-in or move-out.
3. OSF may require that OSF event management personnel be on-site during all move-in and move-out hours. Excessive and/or overnight hours will be billed to Licensee. Licensee should ensure OSF is aware of its exhibitor move-in and move-out hours and plans and any hours where Licensee's agents (e.g. decorator, etc) may also be on-site.
4. Key(s) or access to Licensed Premises will only be released or granted access control at the stated occupancy time on the Contract under the condition that proper payments and insurance are on file with OSF.
5. All articles, exhibits, fixtures, materials, displays etc. shall be brought into or out of the Licensed Premises only at such doors/routes as may be designated by OSF. Requirements may vary by building. It is Licensee's responsibility to clear a move-in/out plan with its Event Manager.
6. At no time does Licensee have the right to arrange for third party service to occur at OKC Fairgrounds that would engage permanent or temporary structures, services or utilities, such as cable/satellite service, fencing, portable toilets, etc. All such services whether for Licensee or its exhibitors must be approved and arranged in advance with the written consent of OSF.
7. OSF will make every effort to keep HVAC at the most cost effective, reasonable setting during move-in, move-out and still days; however, OSF reserves the right to adjust according to current or forecasted conditions such that a reasonable and/or desired temperature is maintained during non-event hours and/or attainable by show hours. Only OSF personnel may adjust HVAC settings.
8. Floors may only be marked by chalk (NOT chalk paint) or decorator's or painter's tape. Any tape or tape residue must be removed by Licensee at move-out or additional fees may apply. Spray paint is prohibited for marking on any concrete surface and must be approved for marking on any asphalt.

9. Stakes may not be used on any surface made of concrete. On asphalt or grass surfaces, permission is required and in some instances may require advance notice to have an underground services locator company engaged. Only OSF may engage such services at OKC Fairgrounds.
10. Construction of exhibit booths resulting in dust or other similar material, requiring sawing, chopping, painting/varnishing or other potentially, excessively dirty or damaging action must be done outdoors on appropriate surfaces. Licensee will be held responsible for damages/residue and any cleaning required to address such situations.
11. Exhibit booths that incorporate dirt, sod, peat moss, shavings, concrete/concrete blocks, etc. are required to put **thick Visqueen** or similar material down first.
12. Licensee, its designees, agents, exhibitors, and vendors are not permitted to alter any physical structure or space at OKC Fairgrounds. For example, tree limbs may not be cut, buildings may not be drilled into, and vents and emergency equipment may not be blocked.
13. Upon the expiration time of occupancy as set for in Licensee's Contract, Licensee shall have the premises completely vacated of any and all equipment whether that of the Licensee, its decorator, vendors, guests, or other third parties.
14. Licensee may request a move-in or move-out facility walk-through to identify damages for which Licensee may be held responsible. Lack of facility walk-through(s) does not release Licensee from responsibility for damages assessed. Ideally, walk-throughs should happen prior to and after any activity by Licensee, its contractors, exhibitors and guests.
15. Shows that have vendors who require restocking during show hours may be required to designate an area for trailers only. Empty trailers may be required to be parked in a designated area or removed from the property after load-in.
16. In general, trailers should not be parked in prime areas where the general public is expected to park, and **absolutely should never be parked in front of the Bennett Event Center during show hours. Trailers should fit in marked spaces and never block drive lanes. Oversized trailers should, if not otherwise instructed, park as far from the main event parking as possible and fit (parallel if needed) such that no drive lanes or ingress/egress is blocked. Licensee is responsible for assisting OSF in the management of this policy.**

NOVELTIES

1. OSF reserves unto itself or its assigned agents the exclusive right to sell or dispense from locations as designated by OSF all programs, periodicals, books, magazines, candies, food & beverage, novelties (such as CDs/DVDs, artist recordings, T-shirts or other entertainer promoted items) or other related merchandise commonly sold or dispensed in auditoriums and other public entertainment events.
2. If Licensee is granted permission to sell such items on-site, a predetermined percentage agreement payable to OSF may be required.
3. OSF reserves unto itself or its assigned agents the sole right to take and/or sell photographs.
4. OSF reserves unto itself or its assigned agents the sole right to operate the parking lots, valet, coat check and other similar services. Proceeds from such operation will be the property of OSF.

OBJECTIONABLE PERSONS

1. OSF reserves the right to eject or cause to be ejected from OKC Fairgrounds any person or persons it deems objectionable or in violation of any applicable laws, rules or regulations in its sole discretion.

OBSTRUCTIONS

1. No portions of the sidewalks, entries, passage vestibules, halls, elevators or ways of access to public utilities of the Licensed Premises shall be obstructed or caused to be obstructed by Licensee, nor shall same be caused or permitted to be used for any purpose other than ingress and egress to and from the Licensed Premises.

2. Doors, skylights, stairways and openings that reflect or admit light into any portion of the facilities shall in no way be obstructed by Licensee without the express, written consent of OSF.
3. Utility and supply closets of any kind shall not be used for any purpose other than that for which they were constructed and no rubbish or storage shall be placed therein. These spaces are not part of the Licensed Premises.

OCCUPANCY DISRUPTION

1. In the event any part of the Licensed Premises is destroyed or damaged by any cause, or if any portion of the Licensed Premises covered by Licensee's Contract becomes scheduled to be or is under construction, renovation, maintenance, repair or improvement, or if any casualty or unforeseen occurrence including but not limited to the reacquisition of the Licensed Premises by any arm or instrumentality of the United States, state or municipal government or labor dispute shall render the fulfillment of Licensee's Contract by OSF impossible or unreasonable, OSF may a) substitute reasonably equivalent premises or b) terminate Licensee's Contract.
2. In the event any part of the OKC Fairgrounds is destroyed or damaged by any cause, or if any part of OKC Fairgrounds becomes affected, destroyed or damaged in anyway as a result of government orders, legal requirements, events, or incidents arising as a result of the Coronavirus pandemic (COVID-19) or any similar health emergency then OSF has the right, but not the obligation, to relocate Licensee to another facility or space at OKCF or offer Licensee an alternative date. If Licensee does not wish to be relocated or select an alternative date or if those options are not given to Licensee, then Licensee as its sole remedy will be entitled to a refund of all amounts it has paid to OSF for the event listed in its Facility Rental Contract.
3. Any determinations made by OSF in good faith will be final, and Licensee hereby waives any claim against OSF for damages or compensation should the Licensed Premises be substituted or Licensee's Contract be terminated.

OUTDOOR SPACE (LAWN SPACE)

1. Use of lawn space, for other than reasonable and pre-approved signage, is not permitted unless specified in the Licensee's Contract.
2. Licensee may not place exhibits or materials on any outdoor space without the express, written consent of OSF.
3. Licensee does not have the right to allow, extend or grant privileges for the advertising or placement of materials or exhibits of other Licensees or third parties on any contracted or non-contracted associated outdoor space.
4. Stakes may not be used on any surface made of concrete. On asphalt or grass surfaces, permission is required and in some instances may require advance notice to have an underground services locator company engaged. Only OSF may engage such services at OKC Fairgrounds.

PARKING

1. OSF may implement charging for parking at its sole discretion.
2. OSF reserves unto itself or its assigned agents the sole right to operate the parking lots, valet, and other similar services. Proceeds from such operation will be the property of OSF.
3. Licensee may not designate or identify any part of OKC Fairgrounds as exclusively reserved for the parking or trailer storage of its event staff, exhibitors or guests without the express, written consent of OSF. If granted, additional fees/rent may apply.
4. Only passenger vehicles may be parked in lots immediately adjacent to trade show facilities. Trailers, whether empty or needed for restocking, may be directed to specific areas (see MOVE IN/OUT).
5. Vehicles may not stay overnight unless they are storage trailers or otherwise pre-approved vehicles associated with Licensee's event and on-site or in place only during the days/times and in the locations identified in Licensee's Contract or by the express, written consent of OSF.

6. Overnight camping or sleeping is restricted to OSF RV Lots or designated overflow areas and is subject to nightly fees.
7. No vehicle shall derive any utilities from any source other than that provided in designated RV parking areas or areas identified in Licensee's Contract.
8. Access for emergency vehicles must be left during move-in and move-out. Parking along red curbs, as long as emergency vehicle access is possible, is permitted ONLY during move-in and move-out for vehicles associated with Licensee's event in the immediate areas of the contracted space. Vehicles/trailers should vacate these spaces as soon as unloaded.
9. There is no parking along red curbs during event hours.
10. Unauthorized or illegally parked vehicles may be towed. Licensee will be responsible for any towing charges incurred. Towing charges may be shared or pro-rated across events as applicable.
11. OSF, at its sole discretion, will place personnel and/or equipment for the purpose of coordinating and controlling traffic flow and parking. If OSF deems that additional personnel or equipment are required due to the unique nature of Licensee's event, the cost incurred for said personnel and equipment will be charged to Licensee. Where possible, OSF will prorate these costs among concurrent events as/if applicable.

PETITIONERS

1. Petitioners may request signatures in non-ticketed, non-rented areas of OSF so long as they do not interfere with access to buildings or interfere with pedestrian or vehicular traffic flow in any manner. OSF may identify areas acceptable for this activity.
2. If Licensee desires to allow petitioner activity at its Licensed event, Licensee should coordinate this effort in advance. In general, petitioners may not use amplified sound equipment or use tables or other large signage/visual displays in any public areas of OSF. At no time shall materials be distributed at OSF from public areas or from any areas within the Licensed premises that is not under Licensee control (i.e. bathrooms, concession areas etc.) or adhered to any OKCF temporary or permanent structure.

PYROTECHNICS AND SPECIAL EFFECTS DEVICES

1. The use of pyrotechnics and smoke or other similar devices must be approved in advance by OSF and the OKC Fire Marshal; permits and licenses or licensed personnel may be required.

RECREATIONAL VEHICLES (RV)

1. Guests may make a reservation up to one year in advance at <https://www.roverpass.com/c/ok-state-fairgrounds-oklahoma-city-ok/booking/?d=4c8f169d-edb9-42f0-8264-09c70d684823>.
2. Oklahoma State Fair, Inc. reserves the right to assign spaces to any or all guests entering the RV Park. There are NO pull-through sites.
3. Park permit must be visible through vehicle's windshield at all times. Vehicles with expired or non-visible permits are subject to impoundment and recovery of fees from the owner.
4. Oklahoma State Fair, Inc. is not responsible for acts of god, fire, theft, injury, power surges or loss of personal property.
5. Garbage must be placed in dumpsters.
6. ABSOLUTELY NO OPEN FIRES ALLOWED.
7. Checkout time is noon. Vehicles that remain in the RV Park after this time will be charged an additional night's rental fee.
8. Unruly or boisterous behavior will not be tolerated and is grounds for immediate ejection from the RV Park with NO REFUNDS.
9. Bicycles, motorcycles, and golf carts may only be used for transportation into or out of the RV Park.
10. The washing of automobiles or RVs is not allowed.
11. Children must stay within their space and are not allowed to play with electric boxes, water faucets or sewers.

12. The 5 MPH speed limit must always be observed.
13. ABSOLUTELY NO FREE ROAMING PETS. All pets must be on a leash or in pens.
14. Owners are responsible for cleaning up after their pets.
15. Horses and/or livestock are not allowed in RV Park. These animals are restricted to the barn area only.
16. Restroom, shower & laundry facilities are accessible by security code at the discretion of Oklahoma State Fair, Inc. management. You will receive the code upon check-in at the RV office.
17. Small children must be accompanied by an adult at all times.
18. Pets are not allowed in restrooms or laundry.
19. SMOKING IS NOT ALLOWED IN RESTROOMS OR LAUNDRY.
20. Do not empty porta-potties in the restroom. Use the sanitary dump station.
21. Please remove items from the laundry promptly. We have other patrons eager to use the facilities.
22. OPEN DUMPING OF WASTE MATERIALS IS PROHIBITED UNDER CITY ORDINANCE #1966-10.1204. VIOLATORS WILL BE PROSECUTED.
23. Two sanitary dump stations are located on the South RV Park premises for the disposal of waste material. This includes incidental (gray) water.
24. In the full hook up lots, you must be connected to the sewage system before dumping any waste material, including incidental (gray) water.

SALES TAX

1. Sales tax in Oklahoma City, OK is 8.625% as of January 1, 2018 and must be charged on all applicable sales.
2. Licensee and its exhibitors are responsible for collecting and remitting to the Oklahoma Tax Commission any sales tax derived from the sale of items under their direct control. Licensee should work directly with Tax Commission for all applicable forms and requirements.
3. OSF will collect and remit all sales tax associated with any sales under its direct control during Licensee's event including but not limited to ticket sales, OSF concessions, OSF catering etc.

SATELLITE DISH / CABLE / WIRED SERVICES

1. Licensee must notify OSF and arrange for satellite, cable or other wired service for itself, its designees and exhibitors in advance. **At no time may Licensee or its designees, vendors, employees, exhibitors or guests adhere to, attach to or alter OKCF property to obtain such service.** Use of such services not arranged for and approved in advance may be subject to fees, fines and/or immediate termination of service.

SAMPLING (see Food & Beverage)

SCHEDULING OF EVENTS

1. OSF reserves the right to schedule other similar events before, during and after the dates specified in Licensee's Contract as it sees fit for the best operating practices of these facilities without notice to Licensee.

SECURITY

1. Licensee is responsible for securing the Licensed Premises and for its own loss prevention including closing and locking the doors of its rented facilities. If assistance from OSF is required to secure any space(s), Licensee should wait for OSF to arrive to assist before vacating the premises, even on move-out. OSF is not responsible for the security of any items left behind, post event, by Licensee or its vendors, exhibitors, guests, staff, etc.
2. Licensee will be responsible for the cost of any security of facilities and traffic/parking areas as required by and at the discretion of OSF.

3. Licensee must make OSF aware of any security it needs/desires for its event whether armed or not. ALL SECURITY is subject to approval by OSF. No outside services or individuals acting in a security capacity are allowed without prior authorization from OSF.
4. Any security required by OSF will be on the payroll of OSF and billed to Licensee accordingly.
5. If armed security personnel is required for the event by OSF or desired for the event by Licensee or its vendors or exhibitors, Licensee **MUST** use personnel provided by OSF. Charges for that labor will be applied to Licensee's services and equipment order at the prevailing rate on the current year Equipment & Services price list found on the OKCF website. **No outside armed personnel may be used at OKC Fairgrounds without the express, written consent of OSF.**
 - a. **Per Oklahoma State and Oklahoma City statutes/codes, NO firearm** of any kind (loaded or unloaded, concealed or unconcealed) may be carried in buildings at OKC Fairgrounds. Exceptions for **unloaded, unconcealed firearms** are made only for shows with fully executed contracts who have been approved specifically for the sale or exhibition of firearms/weapons or with firearms/weapons approved as part of a show that meets all other Licensee requirements.
 - i. This restriction extends to any vendor, exhibitor, guest or other person regardless of their professional licensing –**even those with CLEET certification or who may be a law enforcement professional in another jurisdiction require the advance approval of OSF which, except in the most unusual of circumstances, will not be granted.**
6. Upon booking, events will be assigned a Security Level based on information provided by the Licensee and our understanding of the event needs and requirements and threat level. If the event needs and requirements and/or threat level change from our original understanding, the Security Level may also change. If an event was not assigned a security level at the time of contracting, the Licensee can confirm with their Event Manager. The Security Levels are outlined below:
 - a. Security Level 1 (conference/meeting, small antique or consumer show without admission, meal event without alcohol)
 - i. Requires 0-1 officer during move-in, move-out and show hours.
 - ii. Requires 0-1 officer overnight.
 - b. Security Level 2 (single-arena equestrian/livestock show, banquet, smaller trade show or consumer show)
 - i. Requires 1-2 officers during move-in, move-out and show hours.
 - ii. Requires 0-2 officers overnight.
 - c. Security Level 3 (medium equestrian/livestock show, large consumer shows, sporting events and gun shows)
 - i. Requires 2-4 officers during move-in, move-out and show hours.
 - ii. Requires 1-3 officers overnight.
 - d. Security Level 4 (large equestrian/livestock show or major event using multiple buildings)
 - i. Requires 4+ during move-in, move-out and show hours.
 - ii. Requires 2+ officers overnight.
7. Athletic events/competitions, events with weapons and events with alcoholic beverage service (other than that provided from within standard OSF concession stands) require Oklahoma City Police personnel, as scheduled/ordered by OSF and paid for by Licensee, unless otherwise waived by OSF in writing.
8. Cameras are in use at OKC Fairgrounds. Licensee should be advised and notify its participants and agents accordingly. Any questions regarding cameras should be directed to OSF as per the contact page of this Handbook.
9. Additional security screening services may be available upon request. Inquire directly to OSF as per the contact page of this Handbook.

SHIPPING & RECEIVING (See Freight / Shipping / Deliveries)

SIGNS AND BANNERS (See ADVERTISING and ATTACHING TO SURFACES)

SMOKING

1. Oklahoma City Municipal Code, Chapter 30, Article XVIII, bans smoking or vaping (including e-cigarettes) in all buildings or within the boundaries of all property owned or operated by the City of Oklahoma City.

SOUND LEVELS

1. Sound levels will be set at the sole discretion of OSF so as not to interfere with other events on the Licensed Premises or at OKC Fairgrounds.
2. Certain events may be subject to obtaining permits for outdoor activities through the City of Oklahoma City. Permits must be presented to OSF on or before move-in or the Licensee's Contract and event may be subject to cancellation.

STALLS

1. Stalls may not be occupied at any other time or for any other purpose than the specific event licensed in a duly executed Contract.
2. Licensee will pay stall fees as per the current OSF price list according to its Contract.

STALL MATS

1. Elite Stall Mat Rental, LLC and Rent a Stall Mat are the exclusive stall mat providers for the OKC Fairgrounds. No other commercial stall mat providers are permitted to do business on the premises or solicit business from our customers.

STORM WATER QUALITY / STORM SEWER

1. Licensees must comply with Oklahoma City Municipal Code Chapter 57-178 "Illicit Discharge and Illegal Dumping" which states in part:
 - a. No person shall conduct, allow or permit the direct or indirect discharge of any material other than stormwater into the MS4 (Municipal Separate Storm Sewer System), the Communities Waters or Waters of the State. The following direct or indirect discharges are examples of prohibited discharges:
 - i. Sewage dumping or dumping of sewage sludge;
 - ii. Chlorinated swimming pool discharge;
 - iii. Discharge of any polluted household wastewater, such as but not limited to laundry washwater and dishwater, except to sanitary sewer or septic system
 - iv. Leaking sanitary sewers and connections;
 - v. Leaking water lines
 - vi. Commercial, industrial or non-exempt public vehicle wash or power wash discharge and commercial, industrial or non-exempt cosmetic cleaning;
 - vii. Garbage, rubbish or sanitary waste disposal;
 - viii. Dead animals or animal fecal waste;
 - ix. Non-stormwater discharges, except pursuant to a permit issued by the State and City;
 - x. Dredged or spoil material;
 - xi. Solid waste and commercial or industrial process by-products;
 - xii. Chemical waste; and
 - xiii. Wrecked or discarded vehicles, appliances or equipment.
2. The above is not a complete listing of illicit or illegal activities. Questions regarding this requirement may be directed to Storm Water Quality Offices at 405-297-1774.
3. Violations of the aforementioned code could result in administrative action and/or fines.

STORAGE (See Also FREIGHT / SHIPPING / DELIVERIES)

1. OSF does not have sufficient facilities to store Licensee's event materials, or the materials of its exhibitors. Licensee should make arrangements with UPS or FedEx (not USPS) to deliver directly to its Licensed Premises on a day licensed under Licensee's Contract.
2. On the few instances when OSF does accept a shipment for Licensee, it will be arranged in advance and subject to handling and storage fees. Any shipments that arrive with no prearranged agreement, in writing by OSF, may be refused.
3. OSF, the City of Oklahoma City or the Oklahoma City Public Property Authority will not be responsible for damage, loss or theft of Licensee's materials, whether prearranged or not, or for the receipt, handling, care or custody of property of any kind, shipped or otherwise.
4. Licensee may not store flammable, combustible or otherwise hazardous materials or waste at OKC Fairgrounds.

TAPE / DECALS / STICKERS (See also ADVERTISING and ATTACHING TO SURFACES)

1. Items with adhesive surfaces (i.e. stickers) are prohibited without the express, written consent of OSF.
2. Licensee will be held responsible for any damage caused by adhesives during its event.

TENTS

1. Outdoor tents must be secured using water barrels unless otherwise approved by OSF.
2. Tents larger than 225 sq. ft. require a permit and inspection by the OKC Fire Marshal.
3. See Fire Marshal rules for additional information.

TICKETED EVENTS

1. OSF reserves the exclusive right to sell all tickets. Licensee shall not sell any tickets unless otherwise approved by OSF in writing. Licensee shall notify OSF with the number of and methodology for any tickets it intends to give away, in advance.
2. Ticketed events will include a minimum of a \$1.00 facility fee in the advertised price of each daily/session, paid admission unless otherwise agreed to in writing. Proceeds are payable to or retained by OSF. The minimum facility fee is \$250.
3. Ticketed events will pay a fee per ticket issued (in 2021 the prevailing rate is \$.03/ticket).
4. Facility fees and sales tax will be part of the advertised ticket price to the public. Sales tax will be retained and remitted by OSF.
5. OSF Box Office will provide all equipment and labor to sell tickets at the published rates unless otherwise specified. Labor, box office, ticket and other processing fees will apply and be payable to OSF.
6. Credit card sales will be accepted and Licensee will pay 3% processing fees to OSF.
7. Licensee, upon request, shall provide to OSF a minimum of twenty (20) complimentary admission credentials/tickets to the event for the exclusive use of OSF.
8. If a ticketed event is cancelled, refunds (along with any convenience fees) will be available from the customer's original point of purchase. Licensee will be responsible for any costs incurred by OSF including but not limited to credit card/merchant account fees from refunded tickets, ticket printing costs, etc.
9. If a ticketed event must be rescheduled, tickets purchased for the original date will be honored on the new date. Refunds, if necessary, will be available from the customer's original point of purchase up until the event date has passed.
10. Credit card fees paid by Licensee to OSF will be retained by OSF for any refunds.

TRASH REMOVAL

1. OSF provides trash removal during move-in, event hours and move-out.
2. Excessive or extremely heavy trash during any of these periods may result in additional charges. Licensee can mitigate additional charges by requiring that its employees and/or exhibitors assist in trash removal by properly using dumpsters and compactors placed at OKC Fairgrounds.

UTILITIES AND UTILITY CONNECTIONS

1. Licensee shall pay the metered rate for HVAC, water and electrical usage on file in OSF offices. Costs will be according to the demand rate set by the utility companies.
2. Meter readings, if applicable, will be made by OSF upon move-in and after move-out.
3. Unless otherwise authorized by OSF in writing, all plumbing, electrical, landscaping, carpentry, utility or other similar work to be done on the Licensed Premises in connection with Licensee's use thereof shall be done or furnished by OSF at Licensee's cost.

VENDOR REMINDERS

1. Shows/show vendors may not arrive prior to or stay longer than the contracted dates without the expressed written consent of OSF.
2. **Nothing may be adhered, attached, hung or otherwise applied to ANY surface or structure of OKCF without the advance, expressed written consent of OSF.**
3. No physical structure or space may be altered (i.e. tree limbs may not be cut, etc.)
4. Third party service (i.e. cable/satellite service) must be pre-approved by OSF. No vendor may conduct work on the physical utilities at OKCF without prior authorization.
5. Construction of exhibit booths/materials that require sawing, chopping, painting/varnishing or will result in dust or other airborne byproduct or potentially cause excessively dirty or damaging effects must be performed OUTSIDE of building structures on appropriate surfaces leaving no residue or damage to said surface.
6. Exhibit booths that incorporate dirt, sod, peat moss, shavings, water, concrete/concrete blocks etc. are required to put **thick Visqueen** or similar material down first.
7. Exhibits that incorporate water for display (such as pools, spas) may not leave hoses or pumps unattended when filling or draining.
8. Dressing rooms should provide a "roof/cover" structure as security cameras are in play in the facilities.
9. Stakes may not be used on any surface made of concrete. On asphalt surfaces, permission is required and in some instances may require advance notice to have an underground services locator company engaged. Only OSF may engage such services on this premises.
10. Shows that have vendors who require restocking during show hours may be required to designate an area for those trailers only. Empty trailers may be required to be parked in a designated area or removed from property after load in. Arrangements will be made directly with show management as needed. Absolutely NO trailers may be parked in parking spaces in front of the Bennett Event Center during shows. See also MOVE IN/OUT for more information on trailer parking.
11. Handicap parking spaces are reserved for vehicles with proper permits at ALL times. Trailers may not park in these spaces.
12. All rigging, signage placement and decorator plans must be submitted to OSF in advance for approval. No rigging, hanging or placement of signs (indoors or outdoors) or décor may happen without the advance, expressed written consent of OSF.
13. Emergency exit doors may not be propped open during show hours.
14. Floors may only be marked by chalk (NOT chalk paint) or decorator's or painter's tape. Any tape or tape residue must be removed using approved chemicals/equipment at move-out or additional fees may apply.
15. Outside food and beverage, whether sampled, sold, catered or donated is prohibited without the advance, expressed written consent of OSF VP of Food & Beverage. Requests for variances require the proper paperwork and 30 days notice for the request. Not all requests are granted and approval must be secured for each event.
16. **Helium-filled mylar balloons are prohibited for any purpose.**
17. **Helium-filled non-mylar balloons are acceptable for decoration only if approved by the show management – no giveaways. Charges apply for the retrieval of any loose balloons.**
18. **Items with adhesive backing may not be given away on property.**

19. Utility panels, fire extinguishers and other critical operating structures may not be blocked by vendor space/materials.
20. Drones/unmanned aircraft are prohibited without the advance, expressed written consent of OSF.
21. Overnight camping is allowed only in the designated OSF RV lots.
22. Only rubber-tired vehicles are permitted in buildings – no “tracks” or similarly belted vehicles/equipment.
23. Credit card or other devices may not work reliably or at all if they use 3G (or older) technology or are unable to navigate a WiFi “captive portal” (which is the source of FREE WiFi at OKCF).

WEAPONS (see also FIREARMS / FIREARMS SHOWS)

1. Firearms, concealed or unconcealed, are prohibited in any building or structure at OKCF. This policy is in compliance with Oklahoma State Law, Oklahoma City Municipal Code and the City of Oklahoma City’s policy of banning firearms in City-owned facilities. City of Oklahoma City Municipal Code prohibits weapons inside buildings owned or operated by the City of Oklahoma City.
2. Licensee must notify OSF and be approved in advance by OSF, to be granted or withheld in its sole discretion, for the display, demonstration, giveaway, sale or presence of potentially dangerous weapons, including any firearms, at Licensee’s event whether by Licensee, its designees or exhibitors.
3. OSF, in its sole discretion, may disapprove, approve or approve with stipulations any conditions or terms relating to any potentially dangerous weapons at Licensee’s event.
4. Events where weapons are approved will be required to hire, at Licensee’s expense, security personnel through OKC Fairgrounds in quantities as deemed sufficient by OSF in its sole discretion.
5. Theft or loss of any firearm/weapon is a serious matter and **must** be reported to law enforcement in a timely manner.
6. Individuals or vendors who fail to comply with OSF firearm and weapon policies, have recurrent or persistent theft issues or refuse or fail to report theft appropriately may be required to leave OKC Fairgrounds and/or be prohibited from participating in future events at OKCF.
7. Licensees whose events fail to comply with OSF firearm and weapon policies or incur persistent firearm/weapon theft may be subject to any number of penalties including but not limited to increased security measures at Licensee’s cost and/or loss of future events.

ATTACHMENT: SAMPLE - SUBMIT A PROPER INSURANCE 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).

| | | |
|--|-------------------------------|----------------|
| PRODUCER | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| INSURED Name & Address of Licensee (This MUST match the company name on the SFP Contract.) | INSURER A : | |
| | 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.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-------------------------------------|--------------------------|-----------------|--|---|--|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Policy # | Must include first date on property in any manner | Must include last date on property in any manner | EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | <input type="checkbox"/> | <input type="checkbox"/> | | | | COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ PROPERTY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | <input type="checkbox"/> | <input type="checkbox"/> | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> | <input type="checkbox"/> | | | | WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

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

The following are listed as Additional Insured:

Oklahoma State Fair, Inc.
City of Oklahoma City
Oklahoma City Public Property Authority

| | |
|---|--|
| CERTIFICATE HOLDER | CANCELLATION |
| Oklahoma State Fair, Inc. P.O. Box 74943 Oklahoma City, OK 73147 | 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 |

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD