



T u l s a
STATE FAIR

Flying High!

OCT 1-11, 2009

COMMERCIAL SPACE

RULES AND REGULATIONS HANDBOOK

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2009 Tulsa State Fair Dates

October 1 – 11, 2009

Tulsa State Fair Mission

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

Tulsa State Fair Values

- To provide a safe, clean and friendly environment.
- To promote education and awareness.
- To provide a competitively priced entertainment option.
- To provide convenient outstanding customer service.
- To provide a revenue generating environment.
- To provide a variety of quality attractions.
- To creating a memorable and positive experience.
- To provide a stimulating, positive and ethical work environment where individuals are valued and recognized for their contribution to Expo Square and The Tulsa State Fair.

Administration

Mark Andrus, *CEO / President*

Amanda Blair, *Fair Manager*

Marilyn Denny, *Commercial Space Sales Supervisor*

Mailing Address

Tulsa State Fair
PO Box 4735
Tulsa, OK 74159

Phone Number

(918) 744-1113 ext. 2100

Fax Number

(918) 748-0051

Tulsa State Fair Operating Hours

Date	Start Time	End time
Thursday, October 1	5pm	10pm
Friday & Saturday, October 2 & 3	10am	11pm
Sunday, October 4	10am	10pm
Monday thru Thursday, October 5 – 8	11am	10pm
Friday & Saturday, October 9 & 10	10am	11pm
Sunday, October 11	10am	9pm

Tulsa State Fair Midway Operating Hours

Date	Start Time	End Time
Thursday, October 1	5pm	11pm
Friday & Saturday, October 2 & 3	11am	Midnight
Sunday, October 4	11am	11pm
Monday thru Thursday, October 5 – 8	12pm	11pm
Friday & Saturday, October 9 & 10	11am	Midnight
Sunday, October 11	11am	11pm

IMPORTANT DATES

DECEMBER 1:	Renewal invitations will be mailed.
JANUARY 1:	Applications available online for new applicants; please note space offered to new applicants will require full payment at time of offer.
JANUARY 16:	Renewal invitations postmarked by January 16, 2009, are due with signature and any corrections/requests. Any space without a signed complete renewal form will forfeit their space requests. Tulsa State Fair will review renewal requests for additional space, new products, and change in location according to the order received.
FEBRUARY 3:	You will be informed of the decision regarding your renewal request by mail.
MAY 1:	Lease Agreement Packets with Service Order forms will be mailed.
JUNE 1:	Signed Original Lease Agreements are due with 50% deposit. Please note, copies and faxed copies, corrections or additions written on Lease Agreement will NOT BE ACCEPTED. Any corrections to the Lease Agreement need to be on a separate sheet of paper and submitted for review in the Commercial Space Sales Office.
JUNE 2:	Any space without an original signed Lease Agreement and 50% deposit will be released and made available to renewal requests and/or to new applicants. Cancellation fee of \$200.00 will be assessed for any written request of refund between June 2, 2009, and August 2, 2009. Refunds will not be processed until after the 2009 Tulsa State Fair.
AUGUST 3:	Balance is due in full on Lease Agreement. All Lease Agreements and Addendums must be in the Commercial Space Sales Office by this time. To secure your leased space you must submit the following: <ol style="list-style-type: none">1. Original signed Lease Agreement2. Addendum if applicable3. Payment in full4. Proof of General Liability insurance coverage of \$1000,000.00 listing Tulsa County Public Facilities/Tulsa State Fair as additional entities insured; or completed General Liability order form5. Worker's Compensation Certificate of coverage, exemption form, or completed Worker's Compensation order form Failure to submit all of the above may result in cancellation of leased space and forfeiture of any monies paid. Service Order Form(s) are due with payment(s) in full. After this date there will be no refund of monies paid on Space cancellations or services ordered. There will be no changes allowed in product listing or menu prices after this date.
SEPTEMBER 1:	Payments must be in the form of a money order, cashier's check, cash or credit card for additional services, tickets and/or last minute space assignments. NO EXCEPTIONS WILL BE MADE.
SEPTEMBER 25:	Exhibitor move-in begins for space outside.
SEPTEMBER 27:	Exhibitor move-in begins for space inside the facilities.
SEPT. 25 – OCT. 1:	Exhibitor Packets will be available for pick-up between the hours of 8:00 am – 6:00 pm; October 1, packets must be picked up by 12:00 pm.
OCTOBER 1 – 11:	2009 TULSA STATE FAIR
OCTOBER 11 – 14:	Exhibitors may begin tear down at 9:00 pm (no vehicles allowed in buildings until cleared of public) Central Park Hall and Exhibitor Tent vendors must be moved out by 8:00 am, October 12, QuikTrip Center Upper, Ford Truck Exhibit Hall, Exchange Center and Midway vendors must be moved out by 5:00 pm, October 13, and QuikTrip Center Lower Level vendors must be moved out by 12:00 pm, October 14.
OCTOBER 12:	All exhibitors on percentage rental must report final day sales and settle accounts no later than 12:00 pm, October 12, 2009.

LEASE AGREEMENT/DEPOSIT

- The lease agreement for exhibitor space must be signed and the original copy returned by the date specified, June 1, 2009, with a 50% deposit or it may be declared null and void by the Authority. Please note; copies and faxed copies, corrections or additions written on Lease Agreement will NOT BE ACCEPTED. After the lease agreement has been received in the Tulsa State Fair office and signed by an official, a copy will be mailed to the exhibitor for his/her files.
- It is the Exhibitor's responsibility to read and comply with the terms of the Tulsa State Fair lease agreement including the additional provisions and the Rules and Regulations Handbook.
- Additions of new items or changes in items to be exhibited must receive prior approval from the Commercial Space Sales Office.
- Any items in an exhibitor's space not authorized per his lease agreement are subject to removal at the Authority's discretion.
- Exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted, nor exhibited therein, nor permit any other party to exhibit therein, any goods or advertising matter other than those manufactured, distributed or sold by the exhibitor in the regular course of his business, nor permit any representative of any firm or company not exhibiting to solicit business or take orders in his space, except as listed on the lease agreement.
- Any item found to be objectionable by the Authority, whether advertised or offered for sale by an exhibitor, shall be immediately withdrawn and removed from the premises at the request of the Authority. If same is not removed immediately, the Authority may close said leased space and remove exhibitor without liability.
- The Authority reserves the right to regulate the commodities and services offered by exhibitors, and the type and location of price signs exhibitors post for the benefit of patrons. Exhibitors further agree to honor all distributors of products or services as required for use of sale at the Tulsa State Fair.
- In order to keep our Tulsa State Fair records and account information correct, it is imperative that exhibitors notify us immediately of any changes in company name, address, phone numbers or change of management that are currently indicated on their lease agreement.
- If, at any time subsequent to the signing of the lease agreement, the Authority deems it in the best interest of the Authority to cancel or change the dates of the Tulsa State Fair as set forth in the lease agreement, the exhibitor accepts such action without claim for loss or damage except the right to make written request for return of monies paid on lease agreement(s), which request must be made within fifteen (15) days of the mailing of notice to exhibitor. If request for refund is not received by Authority within fifteen (15) days, exhibitor shall be deemed to have accepted and agreed to such change.

FINAL PAYMENT

Balance is due in full August 3, 2009, on Lease Agreement. All Lease Agreements and Addendums must be in the Commercial Space Sales Office at this time. To secure your leased space you must submit the following:

- Original signed Lease Agreement
- Addendum if applicable
- Payment in full
- Proof of General Liability insurance coverage of \$1,000,000.00 listing Tulsa County Public Facilities/Tulsa State Fair as "additional entities insured"; or completed General Liability order form
- Worker's Compensation Certificate of coverage listing Tulsa County Public Facilities/Tulsa State Fair as "additional entities insured"; exemption form, or completed Worker's Compensation order form

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

REFUND POLICY

If an exhibitor is unable to participate in the Tulsa State Fair, a written request for refund must be submitted to the Commercial Space Sales Office.

- Cancellation fee of \$200.00 will be assessed for any written request of refund between June 2, 2009, and August 2, 2009.
- After August 3, 2009, there will be no refund of monies paid on Space cancellations and/or services ordered.

- Any refund granted will be processed after the 2009 Tulsa State Fair.

FOOD CONCESSIONAIRES

- The rental rate for concessionaires selling food and beverage is governed by the space rental fee against a percentage of gross sales, less county, city and state sales tax, whichever is the greater.
- This condition and percentage is specifically stated on the Tulsa State Fair lease agreement.
- Concessionaires pay twenty percent (20%) or twenty five percent (25%) depending upon location.
- A Concessionaire Sales Record book will be included with your Exhibitor Packet. A report of each day's sales receipts must be given to authorized Fair personnel at the Exhibitors Office. A final report of total gross receipts must be submitted to the Exhibitor Office by noon on Monday, October 12, 2009.
- Concessionaires must submit a menu listing with price of each item they wish to sell prior to the Tulsa State Fair; this form will be included in your lease agreement packet.
- It is the concessionaire's responsibility to read and comply with the Tulsa City/County Health Department regulations included with your lease agreement packet.
- It is required that each concessionaire post a menu with prices for each item being sold, (no hand written signs).
- A laminated identification sign will be included in your exhibitor packet; it must be posted in a conspicuous area, as required by the Tulsa State Fair and Tulsa City/County Health Department for identification purposes.
- Concession trailers must have professional vinyl skirting. Trailers should have removable hitches or professional skirting to conceal hitch.
- Equipment stored outside behind trailer/stand must be concealed with professional tent/canvas screening or attractive fencing. (No stock trucks or vehicles are allowed behind trailer/stand).
- Grease disposal barrels will be placed strategically on the grounds, usually near the dumpsters. Under NO circumstances is grease to be poured into trash barrels, dumpsters or drains.
- Recycling bins for cardboard disposal will be on site.
- It is mandatory that propane bottles be secured and in an upright position.
- It is mandatory that any person cooking on grills or with deep fryers have in their trailer or stand a 20lb dry chemical fire extinguisher.
- There is a mandatory concessionaire meeting prior to the fair to receive licensing from the Tulsa City/County Health Department. This information will be included in your lease agreement and exhibitor packets.

The Authority reserves the right to audit sales of any exhibitor with a percentage lease. The Authority may use any form of audit technique it deems necessary. Such audits will not unduly harm or hinder exhibitor's normal sales activity.

INDEPENDENT RIDES, GAMES AND NOVELTIES

- The rental rate for Independent games, rides and novelties (with the exception of Extreme Rides) is governed by the space rental fee against twenty percent (20%) of gross sales, less county, city and state sales tax, whichever is the greater.
- The rental rate for Extreme Rides is governed by a straight percentage of twenty percent (20%) for gross ride sales and fifteen percent (15%) of gross merchandise sales less county, city and state sales tax.
- Sales are to be reported daily to the Exhibitor Office located in the Security Building. A Sales Record book will be included with your Exhibitor Packet. A final report of total gross receipts must be submitted to the Exhibitor Office by noon on Monday, October 12, 2009.

COMMERCIAL BOOTH/INDEPENDENT MIDWAY SPACE REGULATIONS

- Booths must be staffed during operating hours of the Tulsa State Fair.
- Exhibitor must confine their business, promotion and advertising of business to the space assigned. Failure to comply will subject exhibitor to forfeiture of space without reimbursement.
- Any item or structure placed upon an area of leased facility, (TCPFA/Tulsa State Fair) for display or sale, shall be operated in compliance with requirements of the Authority, Public Health Agencies and all other Local, State and Federal laws, rules and regulations.

- No signage or advertisements may hang from the ceiling without prior approval from the Commercial Space Sales Office. The cost to hang a banner is \$250.00.
- No advertising or display material may extend higher than ten feet (10') above floor level.
- Height restrictions are flexible in areas of bulk space and booths that line the wall, but require prior approval from the Commercial Space Sales Office.
- Any part of the display of an exhibit will not extend beyond the space allotted.
- Signs and partitions are permitted to extend one half (1/2) of the depth of the exhibit area from the back wall with a ten foot (10') height limitation. The remaining front portion of the exhibit area may not extend over four feet (4') in height.
- Height limitations have been set to avoid undue competition between exhibitors.
- Tables used in booths should be professionally draped and /or skirted on all sides exposed to the public.
- Boxes shall be stored under the table or behind the curtain if applicable.
- Professional signage is required. No hand lettered signage allowed.
- Costumed personnel and/or other individuals hired for advertising/promotional purposes by the exhibitor must remain in the assigned exhibit space, must not be in direct competition with an exhibitor of similar product and must receive prior approval from the Commercial Space Sales Office.
- Exhibitors considering using any size of inflated balloons for decorative purposes must receive prior approval from the Commercial Space Sales Office.

ADVERTISING

- All items including food and beverage to be sold, displayed, advertised, demonstrated, or promoting services must be individually listed on the lease agreement.
- Solicitation by exhibitors or agents of exhibitors of written materials, promotional items, services or merchandise to the fair patron outside of or away from leased location is not permitted. Nor any solicitation of these items to the Tulsa State Fair patron unless requested by the patron.
- Obstructing of fair patron's passageways, misuse of public address systems, recorders, gongs, loud music or methods of attracting attention shall not be permitted.
- The Authority has the right to remove any advertising matter or product deemed objectionable without liability or damage therefore by the Authority.
- The Authority has the sole discretion to what is objectionable; all such decisions shall be final.

PROMOTIONAL ITEMS

- Any promotional item to be handed out must receive prior approval from the Commercial Space Sales Office. The form is included in the Lease Agreement packet.
- Non-approved items to give-away are; blown-up balloons, noise-making items, caps, or any type of sticker.

MERCHANDISE RESTRICTIONS

- Any type of laser pointer, drug related items, t-shirts and other products with obscene/ offensive pictures and /or writing, martial arts items (excluding clothing), rubber band guns, cross bows, no weapon related products. (Fair management will be the sole authority as to what is objectionable.)

SOUND EQUIPMENT

- Prior approval from the Commercial Space Sales Office.
- Microphone, televisions, radios, speakers, musical instruments or other sound equipment must be kept at a reasonable volume in order not to disturb or distract normal business transactions in nearby exhibitor's space or adjacent public space.
- If the provisions stated in the rule for the use of sound equipment are not observed, Tulsa State Fair management reserves the right to revoke permission to use such equipment.

SOLICITATION OF FUNDS

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

PRIZE DRAWINGS

- Prior approval from the Commercial Space Sales Office, the form is included in your lease agreement packet.
- Exhibitor is required to provide a copy of printed form used in registration, any rules or regulations to eligibility to participate in drawing, merchandise or item to be given away and approximate value of merchandise or item.
- The registration slip required for day of the drawing will be included in your Exhibitor packet.
- Drawing will be held Sunday, October 11, 2009 at 8:00pm at the QuikTrip Center on the Upper Level in the Media room located west of the South Lobby Entrance. Fair personnel will conduct the drawing.
- Bring your registration slip, this slip will be returned to you after each drawing after a copy is made for our records, it will list the winner and the alternate winner.
- It is the exhibitor's responsibility to notify the winner and arrange for delivery of the prizes.
- Raffles of any kind are not permitted.
- The TCPFA and/or Commercial Space Sales Office reserve the right to approve or deny approval of any drawing to be conducted during the Tulsa State Fair. Exhibitors or personnel who do not comply with these rules are subject to forfeiture of future leases as the Tulsa State Fair may elect.

SERVICE ORDER FORMS

Will be included in your exhibitor packet and made available on line at www.tulsastatefair.com; click on Commercial Sales. All service order forms are due August 3, 2009, with payment in full, with the exception of Worker's Compensation and General Liability which are due July 1, 2009. After August 3, 2009, no monies will be refunded on service order forms.

ELECTRIC

Exhibitors requiring electricity will be charged a usage fee payable prior to the Tulsa State Fair. Any additional wiring or special requirements needed for hook-up will be made at exhibitor's expense at the time service is provided. Labor and material supplied by the Tulsa State Fair's designated electricians and plumbers shall be paid for at the time service is provided according to the rates that have been established. Exhibitors are responsible for supplying UL-approved extension cords for electrical equipment and displays.

PHONE

Phone service can be ordered for \$105.00 per line.
Phone service ordered on site is \$150.00 per line.
Long distance an additional \$25.00 per line.
Call forwarding, call waiting, call hunting are each an additional \$5.00 per line.

COMPLEX WI-FI

Several packages are available to fit your needs.
More information is available on the website under service order forms.

EXHIBITOR/ SERVICE TICKETS

Tickets distributed to exhibitors are recorded by number and can be traced to specific exhibitors. These tickets are for personnel working an exhibitor's booth only; therefore, the Authority expressly prohibits resale of these tickets by the exhibitor. Violation of this privilege can result in forfeiture of future participation in the Tulsa State Fair. Ticket allotment and order form will be included in Lease Agreement Packet. Additional tickets can be purchased in increments of five (5) at \$5.00 each until August 3, 2009. After August 3, 2009, additional tickets can be purchased in increments of five (5) for \$7.00 each. All tickets will be in Exhibitor Packet.

GENERAL LIABILITY INSURANCE

- Exhibitor is required to have public general liability insurance of \$1,000,000.00.
- Provide the Tulsa State Fair with certificate from insurance carrier verifying coverage.
- Purchase this coverage through Tulsa State Fair's group policy with Tedford Insurance.

- Exhibitor is to name Tulsa County Public Facilities Authority/Tulsa State Fair as an additional entities insured.
- Due July 1, 2009.

WORKER'S COMPENSATION INSURANCE

- Oklahoma State Law requires all employers to have in effect a policy covering all their employees (full or part time) in the event an employee is injured or becomes ill from a job related condition.
- Provide the Tulsa State Fair with certificate from insurance carrier verifying coverage.
- Purchase this coverage through Tulsa State Fair's group policy with CompSource Oklahoma.
- Exhibitor is to name Tulsa County Public Facilities Authority/Tulsa State Fair as an additional entities insured.
- Sign an exemption form include a letter as to why your business qualifies for exemption status:
 - a) That Employer has no employees, and will continue to have no employees for the duration of the Tulsa State Fair.
 - b) That all Employers' employees are related to Employer by blood or marriage.
- Independent Contractors do not fall under the exemption act.
- Due July 1, 2009.

GOLF CART RENTAL

- Golf carts are available for rental on site.
- You must have a valid driver's license.
- Current proof of Automobile insurance must be on file in the Commercial Space Sales Office.
- Coverage available for purchase through Tulsa State Fair's group policy with Tedford Insurance.
- Exhibitor is to name Tulsa County Public Facilities Authority/Tulsa State Fair as an additional insured.

GOLF CART PERMIT

- May be purchased prior to the Tulsa State Fair for \$75.00.
- Current proof of Automobile insurance must be on file in the Commercial Space Sales Office.
- After August 3, 2009, permits can be purchased via mail or in the Electrical/Plumbing Office for \$125.00.
- All golf carts must have a permit.
- Rules and designated golf cart path will be included in your Exhibitor Packet, please adhere to these instructions.

HOLD HARMLESS

The exhibitor agrees to save and hold harmless the Authority from any debt, liability or judgment incurred for any cause of action, claim or damage, liability, cost or expense to persons or property, resulting directly or indirectly from the acts, or omissions, merchandise sold, presence or operation of said exhibitor, its agents or employees, on the premises of the Tulsa County Public Facilities Authority (Authority) before, during or after the Tulsa State Fair.

The Authority shall not be responsible for any injury to the person or persons of the exhibitor, its' employees or agents, from any cause whatever arising from the performance of their lease agreement. The exhibitor in signing the lease agreement expressly releases Authority from any and all claims for such loss, damages, or injuries.

OKLAHOMA SALES TAX COMMISSION

- Exhibitors making merchandise sales will be required by the Oklahoma Tax Commission to collect, county, city and state sales tax; current taxes are 8.517%.
- Exhibitors that have an Oklahoma Tax Commission Sales Tax Permit number can include Tulsa State Fair sales with regular monthly reports.
- Other exhibitors will be issued a temporary Oklahoma Sales Tax Permit number by the Oklahoma Tax Commission.
- The Oklahoma Tax Commission will contact you by mail, please turn the paperwork into them

- directly.
- The Oklahoma Tax Commission employees will visit your booth during the fair.

EXHIBITOR PARKING

There will no designated exhibitor parking for the 2009 Tulsa State Fair. The reserved lot has been opened up to the public and will become Preferred Parking at \$10.00 upon entrance into the lot. Exhibitors are welcome to park in this lot. There are three (3) locations of Preferred Parking located on the Tulsa State Fairgrounds; all other parking is free.

RE-STOCKING HOURS

- QuikTrip Exhibitors are allowed to park curbside only on the South side of the QuikTrip Center Lower Level prior to 10:00 am daily to unload.
- Commercial Building booths may be restocked an hour before opening.
- Independent Midway exhibitors must have area clear of vehicles by 10:00 am daily.
- If earlier access is needed to prepare for the day please contact the Commercial Space Sales Office.

VEHICULAR TRAFFIC

- All vehicular traffic must be off the fairgrounds by 10:00 am daily.
- Golf carts must be out of the buildings 30 minutes prior to opening.
- Any vehicle needing access within the fairgrounds before 10:00 am must obtain a delivery sticker from the Commercial Space Sales Office.
- Two wheeled transportation will not be permitted on the grounds.
- Only Service vendors will have vehicular access throughout the day with proper identification and approval from the Commercial Space Sales Office.

ACCESSIBILITY TO BOOTHS

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

RV RESERVATIONS

During the Tulsa State Fair, reservations will be accepted for a minimum of eleven (11) days, reservation form must accompany deposit. Please mail form directly to the RV Park. A reservation form and a copy of the RV park rules will be included in your packet. Further information may be obtained from the RV Park Office, 918.744.1113 ext. 2154. Reservations will not be accepted after August 31, 2009.

PETS

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

SMOKING POLICY

By order of the State Fire Marshall, there is to be no smoking inside the Commercial buildings on the Tulsa State Fairgrounds.

JANITORIAL SERVICES

Exhibitors, their agents or employees shall sweep all refuse from their booths to the aisles after closing, where it will be picked up to by janitors proved by the Authority. Please take advantage of our cardboard recycling program. These containers will be located outside of the Commercial Buildings.

SECURITY

- All night security will begin at 5:00 pm in the QuikTrip on Saturday, September 19, 2009.
- All other night security will begin at 9:00 pm Tuesday, September 29, 2009, and run continuously through the duration of the Tulsa State Fair.
- Night security will begin at 8:00 pm Sunday, October 11, 2009.
- Security officers are assigned to the buildings during specified hours to patrol the entire area; it is not possible for them to watch each exhibitor's booth. It is the responsibility of the exhibitor to staff their booth upon opening of the building each morning for restocking and have staff remain in the booth until closing that night until the public has been cleared of the building.

CHANGE BANK (Security Building)

- Hours of Operation:
 - 12:00 pm – 6:00 pm Thursday, October 1
 - 9:00 am – 6:00 pm Friday – Sunday, October 2 – 11
 - 2:00 pm – 3:00 pm Closed daily for lunch

EXHIBITOR WINDOW (Security Building)

- Report daily sales.
- Pick up exhibitor packets.
- Purchase service tickets.

ELECTRIC/PLUMBING OFFICE (Security Building)

- Check in for service to be hooked up.
- Report any interruptions in service.

EXHIBITOR PACKETS

Exhibitor packets will not be mailed, but must be picked up at the Exhibitor's Window (Security Building) at the following times:

- 8:00 am – 6:00 pm Friday, September 25, 2009
- 8:00 am – 6:00 pm Saturday, September 26 and Sunday September 27, 2009
- 8:00 am – 6:00 pm Monday – Wednesday, September 28, 29, and 30, 2009
- 8:00 am – 2:00 pm Thursday, October 1, 2009
- Exhibitor Packets must be picked up before Move In.
- No exhibitor packet will be released without full payment on lease agreement and services and proof of General Liability insurance and Workman's Comp insurance or exemption.
- Any purchases made at this time must be in the form of a money order, cashier's check or cash.
- No checks will be accepted after September 1, 2009.

RETURNED CHECKS

If for any reason a check is returned by the designated bank, a fee of \$25.00 will be assessed to the account of the exhibitor. Upon receiving notification, failure to comply will automatically cancel the lease agreement unless other arrangements have been approved by the Commercial Space Sales Office.

FREIGHT OFFICE

- Packages will not be accepted at the PO Box address; NO EXCEPTIONS.
- The address label on the package must read; Exhibitor's name/Company, Tulsa State Fair, Commercial building or outside location /space number, 4000 E 15th Street (Warehouse), Tulsa, Oklahoma 74112.
- No facilities are available on the Tulsa State Fairgrounds for storage of equipment and/or merchandise.
- Please specify exact location.
- No shipments will be accepted before Monday, September 28, 2009.
- C.O.D. shipments will not be accepted.

Freight will be delivered to the Warehouse located on the North side of the fairgrounds east of the supply

truck parking area. This office is accessible from 15th street and by a designated golf cart path included in your Exhibitor packet. Please have your hand stamped by a ticket taker when exiting the grounds. Packages will be delivered as time allows.

EXHIBITOR MOVE-IN

Commercial Buildings

- 8:00 am – 10:00 pm Tuesday, September 29, 2009
- 8:00 am - 12:00 am Wednesday, September 30, 2009
- 8:00 am - 4:00 pm Thursday, October 1, 2009

Bulk space exhibitors may move-in earlier with prior approval from the Commercial Space Sales Office.

INDEPENDENT MIDWAY

- Exhibitors may begin placing units or stands in their designated locations September 25, 2009.
- Earlier arrival must have prior approval from the Commercial Space Sales Office.
- **Exhibitor must be ready for operation by 5:00 pm, Thursday, October 1, 2009.**
- Any space not staffed and decorated by the stated opening time is subject to cancellation, the Authority has no obligation to refund any monies paid on lease agreement or services and space can be resold.

EXHIBITOR MOVE-OUT

Exhibitors may begin tearing down at 9:00 pm, Sunday, October 11, 2009, (no vehicles allowed in buildings until cleared of public).

- Central Park Hall and Exhibitor Tent space unoccupied by 8:00 am, Monday, October 12, 2009.
- QuikTrip Center Upper Level, Ford Truck Exhibit Hall, Exchange Center and Independent Midway, space unoccupied by 5:00 pm Tuesday, October 13, 2009.
- QuikTrip Center Lower Level space unoccupied by 12:00 pm, Wednesday, October 14, 2009.

DISPUTES

The Authority shall be the final arbiter of disputes between exhibitors. No promises, representations, agreements or conditions have been made or agreed to which are not stated fully on the Commercial/Concessionaires Lease Agreement, Additional Provisions and in the TSF 09' Commercial Space Rules and Regulations Handbook.

DECORATOR SERVICE

Included in your booth rental, the Tulsa State Fair provides you with one eight foot (8') back curtain and two three foot (3') side curtains. Any additional items; skirting, tables, chairs, drapes, curtains, etc are available through the decorator service at your expense. They are located on the Lower Level of the QuikTrip Center on the North wall. This information will be included in your Lease Agreement Packet. Please send payment for items ordered along with form to them.

VENDOR AWARDS

There are eleven (11) vendor award categories:

- Most Outstanding Commercial Building Display
- Most Outstanding Independent Midway Display
- Best First Year Commercial Exhibitor
- Best First Year Concessionaire
- Most Unique Commercial Exhibit Product and Presentation
- Most Unique Concessionaire Product and Presentation
- Outstanding Customer Service
- Favorite Fair Food
- Most Educational Display
- Most Interactive Display
- Tasty Tuesday – Fair Patrons Pick

The first ten (10) categories will be judged according to category and the following:

- Friendliness

- Promptness
- Cleanliness
- Bright and Inviting
- Organized
- Informative
- Fun

RENEWAL PROCEDURES

- Commercial Space Sales Department will mail renewal applications to approved Commercial and Concession exhibitors December 1, 2009.
- Renewals must be returned by January 16, 2010.
- Requests for change of location, menu items and merchandise items must accompany renewal.
- Any renewal not returned by due date is subject to cancellation.
- Exhibitor will be contacted by mail in February concerning requests.

NEW SPACE APPLICATIONS

The Tulsa State Fair is always looking for a unique product.

- Applications are available at www.tulsastatefair.com
- Application is neither an offer nor a guarantee of space.
- A photograph must be submitted with application.
- Applications will be reviewed according to the following guidelines: product diversity, product presentation, quality, and previous experience.
- Applications will be reviewed in March of each calendar year.
- Please visit our website for a complete list of instructions for completing the application.

ADDITIONAL INFORMATION

- ATM's are located in the Commercial buildings and on the Independent Midway.
- Emergencies, emergency messages, lost children, information on lost, found and stolen articles should be reported to the Tulsa County Sheriff or the Tulsa State Fairgrounds Security.
- EMSA is located on the Tulsa State Fairgrounds with supplies and personnel to handle minor medical needs.
- Contact the Tulsa State Fairgrounds Security Office for information concerning towed vehicles.
- If you as an exhibitor need assistance or information during move-in or during the Tulsa State Fair please contact your Building Manager or Midway Manager, they will assist you or direct you to the proper personnel.
- Logo of the Tulsa State Fair is a Registered Trademark and may not be used under any circumstances without prior written permission of the Tulsa State Fair.

Upon signing your Lease Agreement you agree to abide by the Commercial Space Sales Rules and Regulations Handbook.