



# VENDOR/PARTICIPANT HELPFUL HINTS & REMINDERS

While this document is not meant to serve as a complete list of all the do's and don't's at State Fair Park (SFP), it will hopefully be a helpful reminder of the most common issues to be aware of for show exhibitors and participants while here. The SFP Handbook is available [online](#) for additional, and more complete, information. Requests for variances should be routed to the show manager/promoter, who will then determine whether or not to make the request directly to SFP. Fines may be assessed or shows/show vendors may be asked to vacate the property for failure to adhere to SFP policies/guidelines. These guidelines are subject to change without notice and all determinations by Oklahoma State Fair, Inc. are final.

1. Shows/show vendors may not arrive prior to or stay longer than the contracted dates without the expressed written consent of SFP.
2. Nothing may be adhered, attached, hung or otherwise applied to ANY surface or structure without the advance, expressed written consent of SFP.
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 SFP. No vendor may conduct work on the physical utilities without prior authorization from SFP.
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 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 a similar material, down first.
7. 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 SFP may engage such services on this premise.
8. Shows with 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.
9. Handicap parking spaces are reserved for vehicles with proper permits at ALL times. Trailers may not park in these spaces.
10. All rigging, signage placement (indoors or outdoors) and decorator plans must be submitted to SFP, in advance, for approval before any rigging, hanging or placement of signs (indoors or outdoors) or décor may happen.
11. Emergency exit doors may not be propped open during show hours.
12. Floors may only be marked by chalk (NOT chalk paint) or decorator's tape. Any tape or tape residue must be removed using approved chemicals/equipment at move-out, or additional fees may apply.
13. Outside food and beverage - whether sampled, sold, catered or donated - is prohibited without the advance, expressed written consent of SFP Food & Beverage. Requests for variances require the proper paperwork and 30 days notice. Not all requests are granted, and approval must be secured for each event.
14. Helium-filled Mylar balloons are prohibited for any purpose. 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.
15. Items with adhesive backing may not be given away on property.
16. Utility panels, fire extinguishers and other critical operating structures may not be blocked by vendor space/materials.
17. Drones/unmanned aircraft are prohibited without the advance, expressed written consent of SFP.
18. Overnight camping is allowed only in the designated SFP RV lots.
19. Only rubber-tired vehicles are permitted in buildings – no "tracks" or similarly belted vehicles/equipment.

#### **Additional Bennett Event Center Guidelines:**

1. Carts, dollies and general load-in/load-out/set-up or restocking are prohibited from any of the glass-doored lobbies – no exceptions.
2. There is no show/vendor access from the north side of the building (side with loading docks and kitchen facilities opposite main entrance) without the advance, expressed written consent of SFP to the show manager/promoter.