

THE OKC
HOME
+OUTDOOR
LIVING
SHOW

EXHIBITOR KIT

March 18 – 20, 2016

Oklahoma State Fair Park
3001 General Pershing Blvd.
Oklahoma City, OK 73107

THE OKC HOME +OUTDOOR LIVING SHOW

Dear Exhibitor,

Welcome to the OKC Home & Outdoor Living Show at the State Fair Park, **March 18-20, 2016!**

We are pleased you are participating in the show this year! The exhibitor information manual has been provided to help you prepare for a successful Show.

Enclosed are show information sheets and order forms from our official service contractors. Please contact them in advance, so you may benefit from their advance discount prices.

We look forward to welcoming you personally to the **2016 OKC Home & Outdoor Living Show.**

Best regards,

RaeAnn Saunders
Show Manager
405-301-5525

Heather Newsom
Senior Office Manager
800-395-1350 x11

THE OKC HOME + OUTDOOR LIVING SHOW

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CALENDAR

MOVE-IN: The Fairgrounds will be open for installation of exhibits as follows:

Wednesday, March 16	8:00 am – 6:00 pm***
Thursday, March 17	8:00 am – 6:00 pm**
Friday, March 18	8:00 am – 10:00 am (NO vehicles allowed on the show floor)

***** If you need to set up after 6:00 pm, please inform show staff in the Show Office in the lobby at the East end of the Cox Pavilion.**

Installation of exhibits MUST be completed by 10:00 am on Friday.

**** After 5:00 pm on Thursday, absolutely NO vehicles will be allowed on the show floor as the aisle carpet will be installed.**

SHOW HOURS

Friday, March 18	NOON- 9:00 pm
Saturday, March 19	10:00 am - 9:00 pm
Sunday, March 20	10:00 am - 6:00 pm

ADMISSION PRICES

Adult Ticket	\$9.00
Children 12 and under	FREE

ALCOHOL POLICY

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

MOVE-OUT

No dismantling of exhibits may take place while the Show is in progress. Please cooperate and keep your exhibit intact until the show closes and visitors have departed. Breakdown of exhibits may not start until:

Sunday, March 20 - 6:01 pm – 10:00 pm

- Attendees will be in the building until the show closes at **6:00 pm**
- Any exhibitor who begins to tear down before 6:00 pm will be noted which will affect your renewal status for the 2017 show.

Cars or trucks will not be allowed in the buildings for move-out until all the aisle carpet is removed (This will take approximately one hour, so vehicles will be allowed to enter by or before 7:00 pm).

Your display must be entirely removed by NOON Monday, March 21, 2016.

GENERAL INFORMATION – Listed Alphabetically

BALLOONS

No balloons of any type or helium tanks will be allowed in the buildings.

BOOTH GUIDELINES

- **Floor Covering** is required in all exhibit spaces. Carpet, Tile or appropriate floor covering must be installed before exhibit is set-up. **NO EXCEPTIONS!**
- **Linear Booths** (10x10, 10x20, etc) may be built to maximum height of 8 ft. Any signage must be displayed **BELOW** the 8 ft height. **No signs may be hung or suspended above linear booths. Sidewalls may be 8ft. high, 5ft. from the back wall. The next 5ft. may not exceed 3ft high.**
- **Pipe & Drape** will be provided by show management in the linear booths only.
- **Bulk Spaces** (Islands) are open on all four sides. No pipe and drape included.
- Any **Pipe & Drape** used in **bulk space** is the financial responsibility of the exhibitor
- All **boxes, wires, storage materials, etc.**, must be kept out of sight. It is the responsibility of exhibitors to provide Pipe & Drape if needed to cover these items.
- **Tables** used in exhibits must be professionally draped to the floor.

FOR YOUR PROTECTION AND SAFETY OF THE ATTENDEES

Please add caution tape on steps. Please make them prominent and obvious. People get distracted at shows. It's crowded and they are not looking down and they can fall.

BUILDINGS AVAILABLE

The Show is held in two buildings on the Oklahoma State Fairgrounds: the Cox Pavilion and Centennial Building.

CARPET & BOOTH SET-UP INSTRUCTIONS

- Carpet or floor covering is required in all exhibits.
- Aisle carpet will be provided by Show Management, and will run through main aisles

CLEANING

Show management will arrange for sweeping and cleaning of the aisles, but exhibitors will be responsible for keeping their booth clean and vacuumed (see enclosed information sheet).

CREDENTIALS

- **Please pick-up exhibitor wallet cards at the Show Office located in the lobby at the East end of the Cox Pavilion when you arrive to set-up. These are valid for the entire length of the show.**
- 6 wallet cards will be issued for 10x10, 8 for 10x20 booths. Up to 10 wallet cards are available for larger space.
- Will-Call for wallet card pick-up/drop-off is located in the Show Office and HIGHLY recommended.
- Exhibitor wallet cards are to be used/worn **ONLY** by exhibitors working in booth, **not family or friends.**
- These Wallet Cards will be punched once per day as the exhibitor enters the Show and should be kept in wallets for that purpose. If an exhibitor plans to leave the building and return, he should have his hand stamped before leaving. The hand-stamp will get him back into the Show (since his card has already been punched for that particular day).
 - Should a booth worker not have or lose his Wallet Card or a one-time Guest Pass (which you can purchase ahead of time), he will have to purchase a one-time Guest Pass for \$5.00 in the Show Office.
- If an exhibitor anticipates more booth workers than his allotted number of Wallet Cards, order one-

time Guest Passes in advance of the Show for \$5.00 each. (See Exhibitor Discount Ticket Order Form).

- Additional wallet cards are available for \$15.00 each and are good for the entire length of the show.
- Additional Admission Passes for your clients may be purchased at (\$5.00) at the **Show Office in the lobby at the East end of the Cox Pavilion** or in advance by calling (800) 395.1350 x 11.

DECORATION

Included with your booth space, is an ID marker with your company name, an 8' back drape, and a 3' side drape. All materials used for decoration of displays must be flame proof. Please note: floor covering is required in all display areas and unfinished tables must be draped to the floor.

(Please do not use Duct Tape)

ELECTRICITY

- 500 Watts/110 Volt electricity is provided every 30 feet for linear exhibit spaces. **Exhibitors must provide a 16-gauge or larger extension cord (this is NOT a standard extension cord).**
- Exhibitors in 20 x 20 or larger bulk spaces may plug in to a nearby outlet if one is available. If requesting an electrical box for your space, the electrician will set it up at a charge on an hourly labor rate.
- **If you need to purchase electrical, please fill out the electrical form at the Show Registration desk upon check-in, located in the lobby at the East end of the Cox Pavilion.**

FIRE AND BUILDING REGULATIONS

Please observe the following safety rules:

- Parking on show floor is permitted only for loading and unloading. After unloading, remove your vehicle from the building and return to set up display.
- All draping materials, etc. **must be flame retardant.**
- All plantings, foundations, etc. should have waterproof plastic materials underneath.
- All sales of food items and novelties must be arranged through the facility's exclusive concessionaire.
- Exhibits are not allowed to block or obstruct any fire fighting equipment or emergency exits.
- Please refer to enclosed Fire Marshal Regulations for detailed information starting on page 23.
- **No balloons are allowed.**

FOOD SERVICE/HEALTH PERMITS

Please call James Johnson at Fairgrounds Food Service for information regarding rules and regulations for selling and sampling of food at the show. His number is: (405) 948-6740. *Fire Regulation Policy for cooking demo's – see page 4. **If cooking any type of food, butter or oils this will classify you as producing grease laden-vapors. This will require you to have a fire suppression system (hood or fire watch)***

- State Fair Park Food & Beverage has exclusivity with Oklahoma State Fair Park. All donated or sold food or beverage brought onto the property must receive prior written approval from State Fair Park Food & Beverage. To request approval, please contact James Johnson with **State Fair Park Food & Beverage** at (405) 948-6740.

FORKLIFT SERVICES

Forklifts can be rented from Hubbell Tyner. The Home Show does not have a forklift.

INSURANCE

In addition to policy requirements set forth in the Exhibit Space Contract, exhibitors should have a rider on their insurance policies covering the travel to and from the Show. Exhibitors should be aware that none of the following: the Show Management, the Security Contractor, nor the Fairgrounds are responsible for any losses incurred as a result of exhibiting at the Show.

LOCATION

State Fair Park of Oklahoma City is located at 333 Gordon Cooper, Oklahoma City, OK 73107.

- From I-44 west, take N.W. 10th Street eastbound exit. Follow the eastbound exit to the first stoplight. (89er Drive) and turn right. Turn left at the first sign and you will enter the fairgrounds at Gate 22.
- Take I-35 North into south Oklahoma City to the I-240 westbound exit. Follow I-240 westbound and it will curve to the right and change into I-44 westbound. Proceed on I-44 westbound until you reach the N.W. 10th Street eastbound exit. Follow the eastbound exit to the first stoplight (89er Drive) and turn right. Turn left at the first sign and you will enter the fairgrounds at Gate 22.

MANNING OF EXHIBIT

Every exhibitor is responsible for having his/her display staffed at all times. We suggest a member of your staff be present at your display area during move-out.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events, LLC, proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events, LLC, holds the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses.

PAGING POLICY

There will be **no paging** during Show hours. (We only page for emergencies and lost, small children.)

PARKING

Parking at Fairgrounds is free for exhibitors and guests on a first come first serve basis. There is no area designated for exhibitor parking.

PRESS OFFICE

During the Show Debbie Anglin, with Anglin Public Relations, our Public Relations firm will maintain a Press Office at the Fairgrounds. Exhibitors are urged to have press information there, and to report visiting VIP's, new products, or other newsworthy items. You may contact our PR firm in advance with new product information. Please contact Debbie Anglin, with Anglin Public Relations at (405) 840-2222.

PRODUCT SELLING & SALES RECEIPTS

Receipts should be given to customers purchasing items during the show. This is an additional security measure and will eliminate embarrassment to the customer who may be asked to present proof of purchase when leaving the Show.

SECURITY

While Show Management will exercise reasonable care in safeguarding your property, none of the Show Management, the Facility, or the Security Contractor assumes any responsibility for such property. Exhibitors are required to have insurance for any loss that may occur before, during or after the Show.

SERVICE DECORATOR

Hubbell Tyner, will be located **in the lobby at the East end of the Cox Pavilion next to the Show Office.**

Advance shipments should be sent to the Show contractor, Hubbell Tyner at:

OKC Home & Outdoor Living Show
Exhibiting Company Name/Booth# _____
Hubbell Tyner
8000 SW 15th St
Oklahoma City, OK 73128

Advance Freight Cut-off date: Friday, March 11, 2016

Shipments made directly to the Fairgrounds must arrive no earlier than the first day of the move-in (March 16, 2016), and the exhibitor must be present to accept delivery. All shipments must have the show name (OKC Home & Outdoor Living Show), company name and booth number; the Fairground is not responsible for accepting shipments for exhibitors. Exhibitors are responsible for providing a forklift when necessary to unload shipments. A forklift can be rented from Hubbell Tyner – contact them for availability and rates.

DECORATOR: Hubbell/Tyner, 2110 Old Highway 8, New Brighton, MN 55112, (651) 917-2632. Carpet, tables, chairs as well as carpentry work and labor for unpacking may be obtained from Hubbell/Tyner. Their exhibitor kit is available online at www.hubbelltyner.com/exhibitorservicekit.htm and the Passcode is **8590**. To avoid delay (and save money), call or write your orders before you move in. All orders with full payment (including tax) must be received by **Tuesday, March 8, 2016** to receive discount price.

SHOW OFFICE – LOCATION

Our experienced Show staff is available to assist you. If you need help during the Show, please visit the **Show office located in the lobby at the East end of the Cox Pavilion.**

SIGNS

- Signs in linear (Pipe & Drape) booths must not exceed the 8 ft. height of the Pipe & Drape.
- Exhibitors may not affix signs to drapery or any walls.
- Signs over the pipe and drape booths must be one-sided, and not face into another exhibitor's booth.
- **No handwritten signs are allowed – use professional signs only.**

TAX RATE

Tax rate on Fairground property is **8.375% (Subject to change)**

Every company is responsible for reporting your sales tax for both the state and city.

TELEPHONE SERVICE

Telephone service and HARD Wire Internet service for your booth can be ordered on page 10 of this kit.

GUEST PASSES

You are entitled to 10 FREE ADMISSION PASSES per 10x10 exhibit space (Limit 50 per exhibiting company).

These Guest Passes are for you to give to your special customers, family and friends. **You will receive your Guest Passes when your company booth is PAID IN FULL.**

Additional Admission Passes for your clients may be purchased at (\$5.00) at the show office or in advance by calling (800) 395-1350 x 11.

WIRELESS INTERNET

Wireless internet can be ordered from the Fairgrounds office, and is available in both buildings and RV Park. Please refer to order form on page 9.

EXHIBITOR CONTACT CHECK LIST

For your convenience, we have included this Exhibitor Contact Check List of items and their contacts that you may need for your booth. Some order forms have been included for these services. To take advantage of available discounts, please order in advance. Additionally, please keep copies of all your orders and bring them to the Show.

TO BE ORDERED

Service/Item

Supplier

**Booth Furnishings
(Carpet, Tables, Pipe & Drape, etc.)**

**Hubbell Tyner
(651) 917-2632**

Electric

Order on-site at Show Office

Forklift Service

**Hubbell Tyner
(651) 917-2632**

Telephone

**OKC Fairgrounds
(405) 948-6700**

General Fairgrounds Information

**OKC Fairgrounds
(405) 948-6700**

General Information / Health Permits

**State Fair Park Food &
Beverage
James Johnson
(405) 948-6740**

Fire Code Regulations

**Fire Marshall Office
Captain Rodney Houston
Captain Terry Winston
(405) 297-3584**

Wireless Internet

**OKC Fairgrounds
(405) 948-6700**



3001 General Pershing Blvd
 Oklahoma City, OK 73107
 Main Line: 405.948.6700
 Fax: 405.948.6826
wireless@okstatefair.com

STATE FAIR HOT SPOT WIRELESS INTERNET ACCESS ORDER FORM

Note: Only use this form if you wish to pay by check or order codes for multiple devices.

Otherwise, simply connect to the "State Fair" hotspot while onsite and purchase access directly online.

Business Name: _____
 Contact Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email (required): _____
 Wifi Account Start Date: _____ Wifi Account End Date: _____

WIRELESS INTERNET

Good for One Computer OR Wireless Device

Premium WiFi Descriptions

	Quantity		Unit Cost		
One (1) Day Pass @ \$15.00	_____	x	\$ 15.00	=	\$ _____
Four (4) Day Pass \$50.00	_____	x	\$ 50.00	=	\$ _____
One (1) Week Pass @ \$70.00	_____	x	\$ 70.00	=	\$ _____
Two (2) Week Pass @ \$135.00	_____	x	\$135.00	=	\$ _____
Three (3) Week Pass @ \$199.00	_____	x	\$199.00	=	\$ _____
TOTAL SERVICES					\$ _____

- To pay by check, mail payment with this form to the above address.
 - To pay by credit card
 - Single Device: Do not use this form if paying with a credit card. Purchase directly online, while onsite. Using the Wi-Fi feature on a mobile device, select "State Fair" from the available wireless networks.
 - Multiple Devices: fax (405.948.6826) or email (wireless@okstatefair.com) this form. Do not put any credit card information on this form. We will call you to process the payment.
 - Your account credentials will be emailed to you.
 - **To connect to the network, follow these steps:**
 - While onsite, in your list of available wireless networks, select 'State Fair'.
 - Wait 60-90 seconds for the network connection to complete.
 - Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
 - Click 'Sign In' next to 'Already have an account?'.
 - Enter your account username and password and accept the terms of use.
 - Click 'Log In'.
 - **The time starts running after you successfully log in.**
- For questions or problems, please email 'wireless@okstatefair.com' or call 405.948.6817.



3001 General Pershing Blvd
Oklahoma City, OK 73107
Main Line: 405.948.6700
Fax: 405.948.6826
phones@okstatefair.com

STATE FAIR PARK PHONE/WIRED INTERNET ACCESS SERVICE ORDER FORM

Contracted Client Name: _____
Contact Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____
Show: _____
Building: _____ Date (Required): _____

TELEPHONE

You **must** pay the **LATE** rate if submitting request less than 10 working days before the event.
(Using telephone lines for Internet access is **NOT** permitted.)

Telephone Service: No. of lines: _____ x \$125.00 (x \$150.00 LATE) = \$

INTERNET

You **must** pay the **LATE** rate if submitting request less than 10 working days before the event.

Wired Access: No. of lines: _____ x \$350.00 (x \$400.00 LATE) = \$

TOTAL SERVICES

\$

- To pay by check, mail payment with this form to the above address.
- To pay by credit card, fax (405.948.6826) or email (phones@okstatefair.com) this form.
 - We will call you to process the credit card information.
 - Do not put any credit card information on this form.

Note: Phone lines are touch tone lines, set up for local and toll free numbers only.
Credit card machines should be programmed to dial a "9" for an outside line.
Long distance calls can be placed if you use a calling card that has a toll free access number.

Exclusive Offer to Exhibitors...

Guest Passes

As a gesture of our appreciation, Marketplace Events offers exclusively to exhibitors, the right to purchase tickets at \$5.00 for your guests.

A great marketing tool, they can be used for:

- **A Thank-you for Good Customers**
- **Invitations to Hot Prospects**
- **Invoice/Statement Stuffers**
- **Gifts to Return Customers at the show**

Marketplace Events is committed to superior customer service and we want to make this as convenient and pleasant as possible. We would like to give you answers before you have questions.

- Credentials (wallet cards) you will receive during move-in (set-up).
- VIP Guest Passes will be mailed once your booth is **PAID IN FULL**.

If you'd like to order additional admission tickets at \$5.00,
or have any questions call

(800) 395-1350 x 11 for Heather

THE OKC HOME + OUTDOOR LIVING SHOW

Drawing Registration

If you plan to use a drawing for prizes during the OKC Home & Outdoor Living Show, you must register your drawing before the Show opens. Show Management must approve any and all drawings or contests conducted by an exhibitor. Such drawings or contests are subject to all laws and municipal restrictions. Prizes offered by exhibitors must be awarded by Show closing, and Show Management must be informed of the name, address and phone number of all winners at that time.

If contest entries will be used to generate contact lists, or if entrants will be contacted or solicited in any way by either mail or telephone, the entry blank must bear the disclaimer that contest or drawing participants will be contacted by mail and/or telephone to receive product or service information.

Any individual, organization or company not complying with the preceding rules may be subject to contract termination or losing any future invitations to the Home Show.

.....
COMPANY NAME: _____ BOOTH #: _____

ATTN.: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WHAT WILL DRAWING BE FOR AND HOW MANY: _____

DOLLAR VALUE OF EACH PRIZE: \$ _____

DATE OF DRAWING: _____

Mail or Fax form to: OKC Home & Outdoor Living Show
12900 N. Meridian Street, Suite 180
Carmel, IN 46032
PHONE: 317.705.8719
FAX: 317.705.8720

LOCAL HOTEL INFORMATION

To assist you in planning your accommodations for the Show, we're including a list of hotels in the area. Please make your reservations directly with the hotel.

Clarion Hotel

737 South Meridian Ave
Oklahoma City, OK
(405) 942-8511

AmeriSuites

1818 S Meridian
Oklahoma City, OK 73108
(405) 682-3900

Embassy Suites

1815 South Meridian
Oklahoma City, OK 73108
(405) 682-6000

Marriott (NW Expwy)

3233 NW Expressway
Oklahoma City, OK 73112
(405) 842-6633

Hampton Inn

1905 S Meridian
Oklahoma City, OK 73108
(405) 682-2080

Motel 6

820 S Meridian
Oklahoma City, OK 73108
(405) 946-6662

Residence Inn by Marriott

Crossroads Mall
1111 East I-240 Service Rd.
Oklahoma City, OK 73139
(405) 634-9696

Best Western

6101 N Santa Fe
Oklahoma City, OK 73118
(405) 848-1919

Holiday Inn Hotel & Suites

6200 N. Robinson Ave.
Oklahoma City, OK 73118
(800) 682-0049

**The hotels listed are within easy access of the Oklahoma City Fairgrounds.
A room block has not been secured with any of the above listed hotels.**

Signs, *Signs*...

Everywhere there are signs.

- Signs in linear (Pipe & Drape) booths must not exceed the 8 ft. height of the Pipe and Drape.

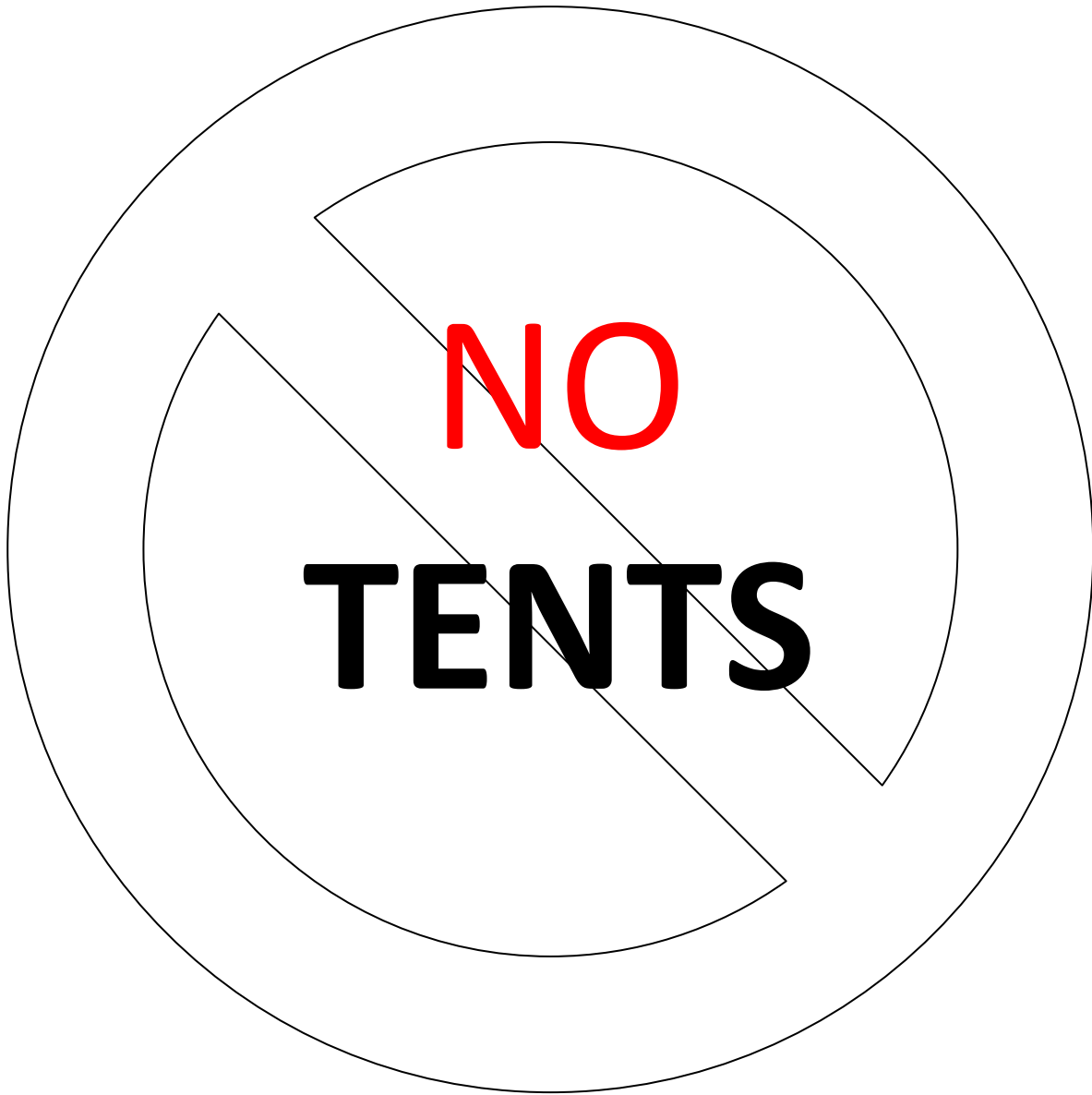
No Exceptions, Thank You!

- Exhibitors may not affix signs to drapery or any facility walls
- HELPFUL HINT: Bring S-hooks
- No handwritten signs are allowed –

Use professional signs only.

A Gentle Reminder...

- Sidewalls may be 8 feet high, 5 feet from the back wall. The next 5 feet, may not exceed 3 feet high.



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**NO INFLATABLE SIGNS
MAY BE USED ABOVE
EXHIBIT SPACE.**

**This includes ALL island
and peninsula exhibits.**

THE OKC
HOME
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LIVING
SHOW

NO

SIGNS

ABOVE

8'

(Excludes Bulk Island & Perimeter Wall booths)

How to Maximize Your Profits

Six Ways to Increase Traffic to Your Booth before the Show

1. Gear All Outside Business Contact to Show Promotion
–Show Name –Location –Dates –Booth Number –“See us at the...”
2. Send Press Releases/Literature to Media & Prospects or Show Management
3. Send Invitations to Clients & Prospects (5% - 10% respond!)
4. Phone Clients & Prospects (5% - 10% respond!)
5. Advertise in Show Program and Web Links
6. Offer a Service/Discount/Special Demo/Seminar Gift/ with any of the Above

The Pre-Show Meeting

1. Reiterate goals to staff – “This is why we are exhibiting and this is what we intend to accomplish.”
2. Go over scheduling of staff, travel, & accommodation, etc.
3. Discuss common question & problems
4. Nail down pricing, and be consistent
5. Handling leads – decide on box location, have computer-mailing system ready to go

Your Booth is Your Bait.

Some companies use new bait. Some use old bait. Some use fresh bait. Some use dead bait.

The 3–Second Rule:

In a glance, your exhibit should tell people three things in three seconds:

- Your Company Name
- Exactly what it is you do
- At least one benefit of your product or company

Ten Easy Ways to a Better Exhibit

1. Sell benefits, not just your product
2. Sell your company too
3. Have a professional, attractive sign
4. Select the proper setting for your product
5. Invite people into your exhibit
6. Build, buy, or rent a full backdrop
7. Carpet your exhibit – NO EXCEPTIONS
8. Some greenery in your exhibit
9. Involve people in your exhibit/product – Be interactive
10. Create a formal/informal closing area

The 6 Essential Qualifying Questions

1. Thank you for stopping, how are you familiar with _____?
 - a. or, what attracted you to our display?
 - b. or, what do you see that you like?
(Gives history of prospect, tells you where to start selling)
2. What is your situation now?
(Tells you if prospect has a need, begins to define degree)
3. What would you like to achieve/change?
(Further defines prospect's application of your product)
4. What are your concerns as to budget?
(Tells you if prospect has the money)
5. How does your timetable look on all of this?
(Gives you the prospect's timetable for buying or acting)
6. How would you like to proceed from here?
(Lets the prospect take over – and close him/herself!)

Does Your Exhibit Resemble a Crime Scene?

We are pleased that you are exhibiting in the OKC Home & Outdoor Living Show. Your company's presence will add to the value and excitement of this show for the thousands of Oklahoma City area homeowners attending.

Improving exhibit quality is one of our top priorities. Our goal is to help all exhibiting companies display at their best. We want to make sure that the thousands and thousands of consumers attending this event feel that they are among the finest and most reputable companies. It is both of our jobs to make certain that consumers feel confident that they are spending their valuable time and money in the right place. Let's work together and do our best to present the best home show in Oklahoma City.



Please **RESPECT** your Floor Manager-they are there to enforce all exhibiting rules and regs. Inspections:

*Wednesday, **March 16***

and

*Thursday, **March 17***

To avoid getting subpoenaed to the show office, please adhere to the enclosed show rules.

Looking forward to working with you towards a great show!

Sincerely,
RaeAnn Saunders
Show Manager

P.S. To promote exhibit quality and fairness to all participating exhibitors, please adhere to the enclosed exhibitor show rules.

Thank you



Requirements!

In an effort to improve the exhibit quality in the Show, we are asking all exhibitors to adhere to the following rules:



❖ *Carpet:*

- All exhibit booths must have some type of flooring: carpet, linoleum, tile, AstroTurf, etc. 100% of the exhibit booth floor must be covered.

❖ *Quick Tips:*

- If you bring your own flooring...make sure it is clean and very professional.
- For a professional look...please do not use electrical tape over the carpet, use double stick tape under the carpet.
- Size the carpet accurately...not too big...not too small.

❖ *Table Skirts:*

- All tables must be professionally skirted
- Skirting must be provided for all exposed areas of the table
- Skirting must go from the edge of the table to the floor.
- All skirting must be pressed and neat.

❖ *Signs/Banners:*

- All signs and banners must be professionally prepared. No handwritten signs are allowed. No wrinkled banners are allowed.

❖ *Quick Tip:*

- Hang banner up prior to show time – helps get the wrinkles out!

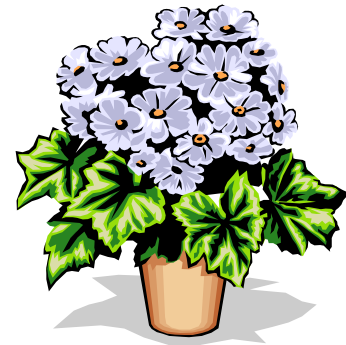
❖ *Finishing touches:* all exhibit booth walls are to be completely finished. No exposed wires, frames, wood etc. You will be expected to drape or cover areas in some way. Be prepared ahead of time.

❖ *Crates/cartons:* no empty crates or cartons should be stored in your exhibit area. Remove these from the building prior to show opening.

Exhibit Enhancers – Quick Tips

➤ ***Renew:*** Highlight all new products and all “hot” products in your exhibit. Utilize special lighting or unique signage.

➤ ***Refresh:*** Live plants, greenery, silk flowers or fresh flowers liven up displays. Soften the edges and welcome consumers.



➤ ***Restore:*** Take a good look at your staff. Do they represent your company well? Think about a unified look such as a company shirt or hat or color. Make sure your staff does not eat in the booth or read the newspaper in the booth. They represent *you!*

➤ ***Replace:*** Examine everything that is part of your exhibit. If anything is tired, tattered, worn, out of date or ratty, *please replace!* Don't forget to water your plants!

THE OKC
HOME
+OUTDOOR
LIVING
SHOW

Exhibitor Credentials Order Form

WALLET CARDS \$15.00 each (TO BE PICKED UP IN SHOW OFFICE)

10 20 40 Other _____

GUEST PASSES \$5.00 each

10 20 40 Other _____

~~~~~  
 PLEASE SEND MY GUEST PASSES TO:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE HOLD MY GUEST PASSES AT WILL CALL

I prefer to pay for the additional wallet cards/guest passes by:

Check # \_\_\_\_\_ /  VISA /  MASTERCARD /  AMEX /  DISCOVER

*(Checks payable to Marketplace Events)*

\_\_\_\_\_ Guest Passes @ \$5.00 each = \$ \_\_\_\_\_

\_\_\_\_\_ Wallet Cards @ \$15.00 each = \$ \_\_\_\_\_

\*Please provide payment information.

Credit Card Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Address on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2016 OKC Home & Outdoor Living Show

FAX to Heather Newsom 317-705-8720/ Please DO NOT fax after March 11, 2016



# ~URGENT!~

- Please carefully read the attached notice from the OKC Fire Marshal to ensure that your exhibit meets all fire codes.
- The Fire Marshal inspects exhibits during set-up and throughout the Show weekend. He will immediately dismantle any exhibit that does not meet code, so please prepare properly to avoid lost time and revenue.

\*\*\*\*\*

## **\*PLEASE NOTE THE ADDITIONAL NEW REGULATIONS\***

\*\*\*\*\*

### **LANDSCAPERS/GARDENS, etc.:**

- No Cut Trees will be allowed
- All trees/plants must pass a “dry test” or they will be removed immediately.
- Trees must be spaced a minimum of 3 ft. apart.
- Container must be large enough to safely support the size and height of the tree.

### **PORTABLE BUILDINGS, ENCLOSED STRUCTURES:**

- Any Building, Vehicle, Structure, etc having over 100 square ft. of roofed area shall be provided with smoke detectors and fire extinguisher.
- Anything under 1,000 sq ft does not need to have a sprinkler system.

### **QUESTIONS?**

**Call 405.297.3584**

**Capt. Rodney Houston**

**Capt. Terry Winston**



**The City of  
OKLAHOMA CITY**

**FIRE DEPARTMENT  
G. KEITH BRYANT  
FIRE CHIEF**

**By Order of the Fire Marshal:**

Date: May 26, 2009

Subject: Equivalency approved for demonstration cooking at Oklahoma State Fairgrounds for time period of the Oklahoma State Fair only each year.

The Oklahoma City Fire Marshal's Office has determined that an equivalency to provide for comparable fire and life safety while allowing cooking inside of buildings for demonstration purposes only during specified time periods at State Fair Park can be achieved when certain conditions are met. This equivalency applies only to vendors during the annual State Fair of Oklahoma and only for the duration of the State Fair during normal operating hours for buildings. This equivalency shall not apply to any other event at State Fair Park.

The following criteria shall be met to ensure the fire and life safety equivalency can be achieved:

1. On-site fire apparatus, and fire personnel while demonstration buildings are open to the public and cooking demonstrations are scheduled to occur.
2. Vendors performing any cooking for demonstration purposes shall provide a Class K fire extinguisher with current green inspection tags at each demonstration area.
3. All fire protection systems installed within any building where cooking demonstrations will occur must be operable and have current green inspection tags on the systems as verified by the Fire Marshal's Office.
4. Food prepared and cooked for demonstration purposes shall be limited to the minimum amount necessary for the demonstration and not be provided to the general public.
5. Under no circumstances will the use of devices producing grease laden vapors (i.e.; deep fat fryers, etc.) be allowed in any building for any purpose without being properly vented and protected by an automatic fire suppression system with current green inspection tags.

For additional information, please contact the Oklahoma City Fire Marshal's Office at 405.297.3584.

A handwritten signature in black ink, appearing to read "Bryan Heirston".

Bryan Heirston  
Deputy Chief/Fire Marshal

# CITY OF OKLAHOMA CITY SPECIAL EVENT REQUIREMENTS

Revised March, 2009

*No exhibit, concert, fair, festival or trade show shall occur in any structure in the City of Oklahoma City, without first having detailed plans of event reviewed and approved by the City Of Oklahoma City Fire Marshal's Office.*

Assistance in the compliance of the City of Oklahoma City's requirement policy is available and **encouraged** from the Oklahoma City Fire Marshal's Office. Phone: (405) 297-3584 or Fax: (405) 297-3330.

## **Notification and approval of event is also required when:**

- Conducting an event in which alterations are made to the existing exit configuration, character or use of the facility.
- When using a liquid or gas-fueled vehicle or equipment for display or competition inside an assembly occupancy.
- Separate permits are required for use of candles, open flame devices, flammable or combustible liquids or gases.
- Pyrotechnics/Special effects
- Cryogenics
- Any time a material, occupancy load or operation is introduced into an assembly occupancy that could possibly pose a hazard.
- Haunted Houses
- **All notifications and pre-plans of planned events will be submitted 30 days prior to scheduled event date, to the Oklahoma City Fire Marshal's office for approval.**

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## **Exhibits, Trade Shows,**

**Per International Fire Code 2003. 903.3.3 Obstructed locations. "Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot (914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers".**

- Effective March 1, 2009, a variance may be allowed to requirements of the code specified above in places of public assembly where no other hazards exist AND all of the following requirements are met:
  - 1. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler contractor.
  - 2. When the obstruction is temporary in nature and the area of obstruction is equal to 1,000 square feet or less. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less.

This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect.

Non-Fixed components in assembly venues will meet these requirements as a minimum. Aisle width shall be 10ft., exit access aisles 15ft., **exit access area, minimum 25ft.** (see example 1)

No display or exhibit shall obstruct the view of any exit light, exit, or exit access including pipe and drape. All exits shall be unlocked to permit egress at all times. The travel distance to an exit access aisle shall not be greater than 50ft.

Set up of seating utilizing 200 Chairs or more shall be secured together in groups of not less than three and not more than 14 chairs in a row to maintain aisle access and egress. i.e., **hose cabinets, pull alarm devices, electrical panels and fire extinguishers shall remain accessible and shall not be obstructed in any manner.**

**Tents inside sprinkled buildings-** See Tents

**Natural cut trees shall be prohibited inside any building where the public is admitted or invited without prior approval from Fire Marshal's Office. Live trees with root system, i.e. balled, planted or potted are permitted, provided they are spaced no closer than 3ft from limb to limb and do not interfere with the means of egress or fire protection systems. Due to various tree types and sizes, all live tree set-ups shall have prior approval from The Oklahoma City Fire Marshal's Office.**

Vehicles, boats, trailers and similar exhibited products having over 100 sq. ft. of roofed area shall be provided with **operational smoke detectors** and **properly tagged fire extinguishers.** (See fire extinguishers)

**Exhibit Booths**, curtains, drapes, or **Decorative Materials** shall be constructed of limited combustible material, or treated with a flame retardant. Flame retardant treated materials shall be documented and will be verified by the Fire Marshal's Office. No hay, straw, shavings, or similar combustible materials are permitted within any facility unless they have been treated in **ACCORDANCE WITH NFPA 701** to make them flame retardant and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal's Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. **Material that is being treated by user must be done in the presence of an Inspector from the City of Oklahoma City's Fire Marshal's Office.** Combustible trash shall be removed at least once a day during the period the exhibit is occupied.

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#### **Fairs/Carnivals/Livestock Shows:**

**Fire lanes:** A fire lane(s) with a minimum width of 20 feet must be provided to access all areas of the event.

**Barns:** Livestock stalls in barns shall not be utilized for anything other than their intended purpose without prior approval from the Oklahoma City Fire Marshal's Office.

**Vendors:** See Cooking, Merchandise

**Tents and Canopies:** See Air-supported Structures

**Stage/Platforms :** See Stage placement

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#### **Concerts, Festivals, Large Fairs (All Public Assembly Events)**

**Merchandise/ Booths:** The Fire Marshal's Office shall review the following: Merchandising sales locations in order to ensure that fire lanes and/or exits are not obstructed and/or blocked. Items to be distributed/give-a-ways will be looked at in order to review any item that may cause harm to either performer or members of the audience. Those items deemed hazardous may be denied/banned.



**Stage placement:** Subject to review by the Fire Marshal's Office. **Stages and or platforms in construction or design will not violate any established Fire Code, and should not be of a size and or placed in such a way as to obstruct or block fire lanes or exits from any buildings or fenced areas where the public might be present.**

**Special Effects:** Any special effect using hazardous materials requires review and approval by the Fire Marshal's Office. For fireworks, see **Pyrotechnics**

**Staging:** Props over patrons & stage size placement are subject to review and approval.

The Fire Marshal's Office will review the following and make recommendations **when applicable:**

- Line queuing and line control
- Security plan and/or issues
- House lighting

**Barricade:** When a barricade is utilized, the distance from the stage and/or any object protruding from the stage shall not obstruct or block access to exit or exit corridors.

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### Haunted Houses

**The Oklahoma City Fire Marshal's Office requires haunted house's to be inspected and approved prior to operation. Contact the Fire Marshal's Office Special Events Section for inspection requirements. Permits are required (\$85.00) for 30 days.**

### Cooking

Separate **permits are required for LPG (propane)** cooking activities.

Permits *are not required* for electric cooking operations or for operations using an open flame (charcoal, wood, etc.), "Sterno" canisters to heat pre-cooked food or butane canisters less than 8 ounces in size.

**Permits may be obtained for a single event (25.00) or for 12 months (100.00)**

**The Following International Fire Code 2003 Edition Amendments will also be strictly enforced beginning September 1, 2006**

**601.1 Scope.** *The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems and commercial kitchen hoods.*

**602.1 Commercial Cooking Appliances.** *Appliances used in commercial food service establishment for steam, fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers; upright broilers; (char broilers); ovens; barbeques; rotisseries; and similar appliances. For the purpose of this definition, a food service establishment shall include any building or a portion thereof used for the preparation and serving of food.*

- Cooking trailers used inside any structure shall be required to be in full compliance with International Fire Code 2003 requirements for fire protection for commercial cooking equipment.
- Commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment.
- Cooking trailers not operated inside a structure shall have a smoke detector and a properly charged and inspected 20BC fire extinguisher present and available at all times. **Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.**
- Cooking units not in trailers, utilizing open deep fat fryers in assembly occupancies (to include trade show performance or display) shall be required to have the required hood and suppression

system in accordance with the International Fire Code 2003. **To include a “K” class fire extinguisher.**

- Cooking units not in trailers, not utilizing open deep fat fryers shall have a properly charged and inspected 20BC fire extinguisher present and available at all times.
- **Any additional requirements for cooking units not otherwise mentioned will be determined by the Oklahoma City Fire Marshal’s Office.**

**Hood** *An air-intake device used to capture by entrapment, impingement, adhesion or similar means, grease and similar contaminants before they enter a duct system.*

**Type I.** *A kitchen hood for collecting and removing grease vapors and smoke.*

**610.1 General.** *Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.*

**610.2 Where required.** *A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.*

**904.1 General.** Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be designed, installed, inspected, tested and maintained in accordance with the provisions of this section and the applicable referenced standards.

**904.2. Hood system suppression.** Each commercial kitchen exhaust hood and duct system required by section 610 to have a type 1 hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

**Fire Extinguishers:** *Fire extinguishers are required for all cooking operations regardless of whether or not a permit is required.*

The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

| <b>Type of Fuel or Cooking Operation</b>                           | <b>Type of Fire Extinguisher Required</b>                                                                          |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Charcoal or Wood BBQ<br>Propane, Butane or Natural Gas, Electric   | Minimum U.L. Rating of 20BC                                                                                        |
| Deep Fat Frying<br>(Heated Using Electric, Propane or Other Means) | U.L. Rated For Class "K" (in <b>Addition</b> to the Fire Extinguisher Required for the Source of Heat Being Used.) |

**Cooking operations taking place that lack the appropriate fire extinguisher will be ordered to cease operation immediately until the required fire extinguisher can be obtained.**

**Fire extinguishers shall be affixed with a tag that indicates they have been serviced (inspected) within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the fire extinguisher.**

**Fuel:** Quantities of fuel that may be stored on site vary on a case-by-case basis depending upon several factors. Contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Event Section to determine the specific amount applicable for your activity.

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### **Open Flame & Candles**

The use of any open flame or candle is not permitted in assembly use buildings without prior approval from the fire marshal's office. Any open device other than a candle is subject to review and a permit may be required.

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### **Pyrotechnics (fireworks)**



flame

General requirements for approval of pyrotechnics include the following:

- Location (Physical Address) where display will occur.
- The date(s) and approximate time(s) of display(s).
- Name, address, and telephone number of the company who will be putting on the show.
- Provide copy of shooter's certificate of fitness. If more than one location is to be used, then each location shall have at least one individual who has obtained a certificate of fitness from the Oklahoma City Fire Marshal's Offices. Shooters telephone number (**where individual can be reached at anytime**)
- Operation must be under the direct supervision of a City Of Oklahoma City Licensed Pyrotechnician.
- Name of insurance company and Certificate of Insurance for a minimum of (1) million dollars. (Certificate must be reviewed and approved by the City of Oklahoma City Fire Marshal's Office.)
- Name, address and telephone number (**where individual can be reached at anytime**) who is obtaining the permit.
- A diagram, which shows where the display will occur; showing distances from buildings, review areas, parking areas, and other pertinent site areas.
- Product list to include all devices to be used; this list shall include the following items; name, size and number of devices.
- A letter that states how the Permittee plans to provide fire protection and security to the launch site during the show.
- Certain outdoor displays may require FAA approval.
- **Open Flame/Pyrotechnics (Fireworks) Permit 85.00 for initial permit, 10.00 per day thereafter (After Approval).**

### Fire Acts & Performances

Any act that incorporates the use of fire will be reviewed and approved by the Fire Marshal's Office. Requirements can vary based on the amount and method in which fire is utilized. Contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Events Section. (Pyrotechnics/Open Flame permit will be required, see **Pyrotechnics** above)



### Portable Heaters

Electric heaters may be operated in a Place of Assembly (this includes outdoor service/seating areas) and do not require a Fire Department permit. Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and will require prior Fire Department approval.

**"Mushroom type" propane heaters (e.g. upright heaters with self-contained propane fuel source) and any other heaters designed so that the propane source is located inside the Place of Assembly are prohibited.**

Heaters that operate with a flammable gas fuel source located outside the Place of Assembly (or where patrons/public might gather) and the heated air is pumped into the assembly area are allowed but require prior approval and possibly a Fire Department permit. The fuel source tank generally must be located a minimum of 10 feet from the Place of Assembly and properly secured.

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### Displaying Gas-Powered Vehicles

Using a liquid or gas-fueled vehicle or equipment in a Place of Assembly for display is allowed under the following conditions:

- **A permit must be obtained for any displayed fueled vehicle inside a public assembly area (\$85.00), Updated December 2007**
- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.

### Air Policy:

Criteria for a recommended Standard of Occupational Exposure to Carbon Monoxide. The Occupational Safety and Health Act of 1970 Standards state:

- Exposure to carbon monoxide shall be controlled so that no person shall be exposed at a concentration greater than 35 ppm determined as a time weighted average (TWA) exposure for an 8-hour day.
- No level of carbon monoxide to which a person is exposed shall exceed a ceiling concentration of 200 ppm.
- Event operator shall be responsible to hire and pay for an air quality individual to be on site during the event, and use a carbon monoxide measuring device to monitor carbon monoxide levels, and report any problems to the Event Operator.

**Use of liquid or gas-fueled vehicles or equipment for working demonstrations or competition in an assembly must be reviewed and approved by the Fire Marshal's Office.** Requirements can vary based on the nature of the competition/demonstration, number of spectators, etc. Because of the varying requirements, contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Events Section.

### TENTS

**RULES AND GUIDELINES** (Tents are only allowed outside of structures). The only exception to this code is if the tent is equal to or less than 1,000 square foot, **and the tent material meets NFPA 701 flame retardant requirements. (California State Fire Marshal flame test is not acceptable).**

- Effective March 1, 2009, a variance may be allowed to requirements of the code specified above in places of public assembly where no other hazards exist AND all of the following requirements are met:
  - 1. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler contractor.
  - 2. When the obstruction is temporary in nature and the area of obstruction is equal to 1,000 square feet or less. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less.



This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect. Assistance in the compliance of the City of Oklahoma City requirement policy is available from the Oklahoma City Fire Marshal's Office. Phone: (405) 297-3584 or Fax: (405) 297-3330.

### **Air-supported Structures**

A tent or air-supported structure in excess of **225** square feet is subject to approval and review by the City of Oklahoma City Fire Marshal's Office. The following is information the Fire Marshal's Office requires in order to properly review and approve the structure:

- Tents in excess of 225 square feet (15x15) will **require a permit (\$50.00) issued by the Fire Marshal office prior to erecting said tent per 30 days.**
- Plot plan of tent and surroundings.
- Floor plan of the interior of the tent.
- Letter of certification that the tent is flame retardant.

If you have any questions regarding the above information or are not sure that your planned event will require a permit, please contact the Fire Marshal's Office at 405-297-3584 and request to speak to a representative of the Special Events Section.

### **Inspection**

The Oklahoma City Fire Marshal's Office shall inspect all tents to determine compliance with this guideline. Any violations of the Fire Code or Building Code of Oklahoma City must be corrected prior to the tent approval or immediately if discovered during the event.

### **Required Permits**

Any use of propane will require a permit for the propane and the tent issued by the City of Oklahoma City Fire Department. To obtain this permit contact City of Oklahoma City Fire Marshal's Office at (405) 297-3584. **For cost see cooking**

### **Flame Resistance and Structure**

All tents must be flame resistant **in accordance with NFPA 701**. A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance. A copy of the certificate must be provided to the Fire Marshal's Office. Certificates are generally available from the tent supplier. As a minimum, the certificate shall have the following:

1. Name and address of the owners of the tent.
2. Date the fabric was last treated.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard.

### **Combustible Material**

The area enclosed by any tent and not less than 20 feet outside of such tent must be cleared of all flammable, combustible material or vegetation prior to erecting the tent and the duration of its use. No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant in **accordance with NFPA 701** and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal's Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. Combustible trash shall

be removed at least once a day during the period the tent is occupied. Additionally **NO** plastic tarps or plastic sheeting of any kind can be used inside a building, during operating or night hour for securing exhibit booths.

**Smoking**

Smoking shall not be permitted in tents. **"No Smoking"** signs shall be conspicuously posted.

**Open or Exposed Flame**

Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of the tent **without prior approval of the Fire Marshal's Office.**

**Lighting**

Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected by non-combustible insulation.

**Exits and Occupant Load for Enclosed Tents**

Tents that have sides attached and rolled up or are capable of being enclosed must meet these requirements even if it is intended for the tent to remain unenclosed during the event. The number of separate exits required for enclosed tents is based on the floor area of the tent. The maximum number of occupants, called the occupant load, is also based on the floor area of the tent.

| Occupant load (floor area of tent)          | Number of exits (minimum) | Minimum width/exit (inches) | Membrane Structure |
|---------------------------------------------|---------------------------|-----------------------------|--------------------|
| Between 10 To 199                           | 2                         | 72                          | 36                 |
| Between 200 (1400 sq ft) & 499 (3493 sq ft) | 3                         | 72                          | 72                 |
| Between 500 (3500 sq ft) & 999 (6993 sq ft) | 4                         | 96                          | 96                 |
| More than 1000 (7000 sq ft)                 | 5 (more may be needed)    | 120                         | 120                |

The occupant load is decreased when tables and chairs are used (banquet style) – the number of required exits remains the same because exits are based on floor area. The following calculations will determine the occupant load with tables and chairs.

Net square footage of tent floor area/15 = occupant load with tables and chairs

**Example:** The number of occupants allowed, with tables and chairs, in a 50 x 50' tent with a 10' x 20' stage.

$$2,500 \text{ square feet (floor area)} - 200 \text{ square feet (stage area)} / 15 = 153 \text{ persons}$$

Please Note: **These calculations are for planning purposes only and do not represent a legal capacity. The Oklahoma City Fire Marshal's Office will provide legal capacities based on submitted set-up plans.**

**Exit Signs**

Each exit must be provided with an exit sign. The word "EXIT" must be plainly legible in letters at least 6 inches high and with strokes not less than 3/4 inches wide. If the tent is to be occupied after sunset, the exit sign shall be self-illuminated or lit by emergency lighting. Emergency lighting must be provided if the tent is to be occupied after hours. Exit signs shall be installed at required exit doorways and where otherwise necessary as determined by the Fire Marshal to indicate clearly the direction of egress.

### **Exit Requirements for All Tents**

- There shall be a minimum clearance of at least 3 feet between the fabric envelop and the inside contents.
- Exits shall be spaced at approximately equal intervals around the perimeter of the tent.
- Exits shall be located such that all points are 100 feet or less to an exit.
- The minimum width of an exit must not be less than 72 inches.
- Guy wires or guy ropes must not cross an exit at a height of less than 8 feet.
- Where tents are placed near fences or other obstructions, a clear exit path must be maintained to an area sufficiently away from the tent.
- Unobstructed aisles must be a minimum of 44 inches and shall increase 1 foot for each 50 persons served by such aisle at that point. **Approved** cooking or heating equipment shall not be located within 10 feet of an exit or combustible materials.

### **Fire Protection**

- One portable fire extinguisher (dry chemical, ABC type) 2A10BC must be furnished at each exit (or where designated by Fire Marshal's Office) of an enclosed tent. The sponsor for the event using the tent is responsible for ensuring those fire extinguishers are provided. Operations such as warming foods or cooking demonstrations (including use of Sterno and other food warming devices) **shall be approved in advance by the Fire Marshal's Office.**
- Commercial cooking equipment such as grills and broilers, when used within a tent, **must meet the same requirements for indoor commercial kitchens (i.e. proper ventilation, fire suppression systems)** and must be a minimum of 20' from the occupied tent.
- LP gas containers having a capacity of 500 gallons or less shall be properly secured at least 10 feet away from the tent or any structure with the safety release valves pointed away from the tent.
- Flammable liquids shall not be used in the tent.
- Cooking: Prior approval must be obtained by the Fire Marshal's Office (405) 297-3584. The area must have a minimum 20 BC rated fire extinguisher and if deep Fat frying, a **"K" rated extinguisher**. Fire extinguishers shall show proof of inspection within the last twelve months
- Appliances: Must be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public.
- Cooking appliances shall be installed per the manufacturers instructions. U.L listed cooking appliances shall be placed a minimum of three (3) feet from any portion of the tent/membrane structure OR a fire resistant barrier approved by the Oklahoma City Fire Marshal shall be installed between cooking appliance and tent membrane structure.
- **Per International Fire Code 2003. 903.3.3 Obstructed locations. "Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot**

**(914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers”.**

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This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect.

***Electrical***

- The electrical system and equipment must be isolated from the public by proper elevation or guarding. All electrical fuses and switches must be enclosed in approved enclosures. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers (yellow jackets etc.).
- All electrical systems must be properly grounded.
- *Generators* must be placed so that exhaust fumes do not enter tents.
  - Generators must be a minimum of 20 feet from the tent and shall be fenced in.
  - Portable generators shall be U.L. listed or equivalent. Vendors should have the manufacture’s written specification for each portable generator and made available to the Fire Marshal.
  - Such generators shall be capable of running continuously, without refueling for the entire length of the event. Refueling a hot portable generator, or the storage of fuel on site is not permitted.

***Sites***

Tents must be placed to provide access to fire hydrants for Fire Department vehicles and provide unobstructed ways of travel at all times to permit prompt escape from any point of danger in case of fire.



EXAMPLE OF ALLOWABLE DEMINSIONS OF COVERINGS ON EXHIBIT BOOTHS  
VIEWED FROM THE TOP

|                |               |                |               |                |
|----------------|---------------|----------------|---------------|----------------|
| <b>4 FEET</b>  | <b>4 FEET</b> | <b>4 FEET</b>  | <b>4 FEET</b> | <b>4 FEET</b>  |
| <u>COVERED</u> | <u>OPEN</u>   | <u>COVERED</u> | <u>OPEN</u>   | <u>COVERED</u> |

THE OKC  
**HOME**  
+OUTDOOR  
LIVING  
**SHOW**

# REMINDER

## *Show Hours:*

Friday, March 18 – NOON – 9:00

Saturday, March 19 – 10:00 am – 9:00 pm

Sunday, March 20 – 10:00 am – 6:00 pm

# STOP!!!

Have you read the whole  
OKC Fire Marshall's  
Notice  
and  
Special Event  
Requirements  
from beginning to end?

\*Some do not pertain to the OKC Home & Outdoor Living Show

**It's YOUR responsibility.**



# THE OKC HOME +OUTDOOR LIVING SHOW

## SIGN ORDER FORM

RETURN THIS FORM ONLY IF YOU WANT YOUR SIGN TO READ DIFFERENTLY FROM THE WAY YOU ARE SHOWN ON YOUR SPACE AGREEMENT

This is a uniform 7" x 44" sign with 2" high letters made by the show decorator and hung by them on the back of your booth(s), along with your booth number(s). It is for identification and is placed on your space before you move in.

The sign should list the company name as: \_\_\_\_\_

COMPANY NAME (on SPACE AGREEMENT): \_\_\_\_\_

BOOTH #: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Mail or fax to:

OKC Home & Outdoor Living Show  
Marketplace Events  
12900 N. Meridian Street, Suite 180  
Carmel, IN 46032  
P: 800.395.1350  
P: 317.705.8719  
F: 317.705.8720  
[www.homeshowokc.com](http://www.homeshowokc.com)

NO COMPANY MAY DISPLAY A SIGN IN AN EXHIBIT SPACE UNLESS THAT COMPANY HAS A SIGNED SPACE AGREEMENT WITH MARKETPLACE EVENTS.

# THE OKC HOME + OUTDOOR LIVING SHOW

## EXHIBITOR CHECK LIST

- ALL BOOTHS MUST HAVE FLOOR COVERING
- TABLES ARE TO BE PROFESSIONALLY SKIRTED WITH FLOOR-LENGTH SKIRTING — Good-looking furniture okay; otherwise, order skirted tables from the Show Decorator
- NO SIGNS ABOVE 8'
- MAINTAIN A SIGHTLINE WITH YOUR NEIGHBOR
- EXTERIOR OF DISPLAY OR STRUCTURE FACING ADJACENT EXHIBITOR OR AISLE MUST BE FINISHED OR SUITABLY DECORATED — you can order masking drape from the Show Decorator
- IMPROVE EXHIBITS WITH FLOWERS & PLANTS
- BRING YOUR OWN MOVE-IN & MOVE-OUT EQUIPMENT
- ADMISSION IS WITH A WALLET CARD OR ONE-DAY GUEST PASS ONLY!*
- EXHIBITORS ARE ALLOWED ON THE SHOW FLOOR ONE HOUR BEFORE THE SHOW OPENS TO THE PUBLIC*
- WHAT YOU BRING IN, TAKE OUT — Leave the floor in broom-clean condition
- MOVE-OUT — NO EXHIBITS MAY BE TAKEN DOWN OR REMOVED, EVEN IN PART, UNTIL SHOW CLOSING IS ANNOUNCED SUNDAY, MARCH 20 AT 6:01 P.M. *If you move-out earlier than 6:01pm this could jeopardize yours participation in the next year's show.***

**Everyone must be completely off the Show floor by NOON, Monday, MARCH 21.**