

## Requirements for Exhibitors Selling Consumable Items:

**The sampling & insurance requirements apply to all exhibitors selling a consumable item even if not sampling. The deadline for your sampling form & COI is March 7, 2022.** This is a hard deadline with the OKC Fairgrounds. Failure to submit the required documents by the due date will not allow you to exhibit.

### Approval Steps:

1. Visit <https://okstatefair.wufoo.com/forms/z1azj8ns0cfmqnu/> and complete sampling form.
2. Email Certificate of Insurance to [James.Johnson@okstatefair.com](mailto:James.Johnson@okstatefair.com) and [AshleyM@mpeshows.com](mailto:AshleyM@mpeshows.com). Please be sure you have the correct Event name (Oklahoma City Home + Garden Show OR The OKC Home + Outdoor Living Show). Each show must be submitted as a separate form.
3. Contact Oklahoma County Health Department to pay permit fee for licensing and inspection. Any questions on licensing and permits can be answered by contacting (405) 425-4327.
4. Be in your booth space by 10 AM on Friday, March 25 (Opening Day) for the health department inspection.

### Insurance Requirements:

- Exhibitor shall procure and maintain - in full force - a policy or policies of commercial general liability insurance covering claims, demands, or actions arising out of or in connection with the vendor's business. The limits of such policy or policies to be in an amount not less than \$1,000,000 per occurrence and shall include products liability coverage.
- Exhibitor(s) selling liquor or beer must provide proof of liquor liability coverage with \$1,000,000 per occurrence limits.
- It is required that insurance is with a company or companies having an AM Best rating of A- or better. Every vendor must comply with Oklahoma Labor Laws by having valid workers' compensation insurance coverage for all employees working their operations.
- A Certificate of insurance must be provided by the vendor prior to working on the grounds by the deadline listed above.
- Vendor name to be listed as on the contract. In addition, the certificate must name the following as additional insured: Oklahoma State Fair, Inc, City of Oklahoma City, Oklahoma City Public Property Authority & The Oklahoma City Home + Garden Show OR The OKC Home + Outdoor Living Show (Please be sure to have correct event name)

### Important Sampling and Food Distribution Details

- All items distributed are limited to sample sizes:
  - Beverages limited to maximum of 2 oz. containers
  - Food items limited to "bite size" (1 oz. or less)
- If water is used for sampling, it must be **AQUAFINA** brand water **ONLY**
- Use of cooking equipment must have prior approval of OKC Fairgrounds, Inc. Food & Beverage Operation
- Exhibitor is responsible for securing an Oklahoma State Health Permit. Permits must be obtained to dispense food and beverages. If you have an active permit, the ORIGINAL does need to be displayed, or you will be required to purchase a temporary permit from the health department.
- Food & beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from OKC Fairgrounds, Inc., Food & Beverage Operation. Please contact the Catering Office with questions on traffic promotion items.
- The applicant acknowledges they have sole responsibility for the use, service, and disposition of such items in compliance with all applicable laws.