Requirements for Selling or Distributing Consumable Items:

The sampling & insurance requirements apply to all exhibitors selling or distributing a consumable item even if not sampling. <mark>**The deadline for the sampling form and the Certificate of Insurance is Friday, December 30, 2022.**</mark> This is a hard deadline with the OKC Fairgrounds.

You will <u>NOT</u> be allowed to exhibit if you fail to submit the required documents by the due date.

Approval Steps:

1. Visit https://okstatefair.wufoo.com/forms/z1azj8ns0cfmqnu/ and complete the sampling form by the due date listed above.

2. Email Certificate of Insurance to swhyman@okstatefair.com and AshleyM@mpeshows.com by the due date listed above. 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 apply & pay for a Temporary Health Vendor Permit for licensing and inspection. Any questions on licensing and permits can be answered by calling the Oklahoma State Department of Health at (405) 425-4327 or emailing CHSLicensing@health.ok.gov. You can pay the $100 fee online at www.occhd.org/payment.

4. Be in your booth space with a food thermometer by 10 AM on Friday, January 20 (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, beer, or wine 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.
- Coverage must start at the beginning of show move in and ends the last day of move out.
- Vendor name must match the show 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.
- 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.
- 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. Any questions on licensing and permits can be answered by calling the Oklahoma State Department of Health at (405) 425-4327 or emailing CHSLicensing@health.ok.gov.
- The applicant acknowledges they have sole responsibility for the use, service, and disposition of such items in compliance with all applicable laws.

If you have any questions, please contact our Show Coordinator, Ashley McKenzie at (704) 969-6818 or AshleyM@mpeshows.com.