



Oklahoma City Home + Garden Show
The OKC Home + Outdoor Living Show

Sample Food And/Or Beverage Distribution

General Conditions

- Items distributed are limited to products manufactured or produced by the exhibitor.
- 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)
- See page 2 for further requirements

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.
- The vendors name must be listed as it appears on the contract. In addition the certificate must name the following as additional insureds:
 - Oklahoma State Fair, Inc.
 - City of Oklahoma City
 - Oklahoma City Public Property Authority
 - EVENT NAME (Oklahoma City Home + Garden Show OR The OKC Home + Outdoor Living Show)

Approval Steps:

1. Submit page 2 completed with Certificate of Insurance to James.Johnson@okstatefair.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.
2. Contact Oklahoma County Health Department to pay permit fee for licensing and inspection. Any questions can be answered by contacting Elaine at (405) 425-4327.

All general questions – contact Dana Gutierrez at (512) 813-5339 or DanaG@mpeshows.com



AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION has the exclusive food and beverage distribution rights within the Oklahoma State Fair Park complex. Expositions, sponsoring organizations and their exhibitors may distribute SAMPLE food products with written authorization ONLY.

GENERAL CONDITIONS:

- * Items distributed are limited to products manufactured or produced by the exhibiting firm.
- * All items distributed are limited to sample sizes:
 - a. Beverages limited to maximum of 2 oz. containers.
 - b. Food items limited to "bite size": (1 oz. or less)
- * Use of cooking equipment must have prior approval of OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION.
- * Show management or exhibitor is responsible for securing an Oklahoma State Health Permit. Permits must be obtained in order to dispense food and beverages.
- * Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION. Please contact our Catering Office with questions on traffic promotions items.
- * The applicant named below acknowledges they have sole responsibility for the use, service, and disposition of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless OKLAHOMA STATE FAIR, INC., the City of Oklahoma City, the Oklahoma City Public Property Authority and their agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from distribution of such items.

Name of Event:

Event Date(s):

Firm Name:

Telephone:

Fax:

Address:

City:

State:

Zip:

On Site Contact:

Title:

Product(s) you wish to distribute:

Portion size(s) to be distributed:

Quantity to be distributed:

Proposed method of distributing and reason for offering samples:

APPLICANT'S SIGNATURE:

Date:

APPLICATION APPROVED BY OSF, INC., FOOD & BEVERAGE OPERATION:
(not valid unless signed below by authorized representative)

Date:

SERVICES REQUIRED: Please notify OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION at 405.948.6792 regarding any special services or request related to your sample distribution. NOTE: All samples MUST receive prior approval and confirmation from the Show Manager, OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION and OKLAHOMA STATE FAIR PARK. Exhibitors who do not comply will be asked to remove the items from the facility.

PLEASE RETURN THIS COMPLETED FORM TO THE OKLAHOMA STATE FAIR, INC., FOOD & BEVERAGE OPERATION OFFICE AT LEAST TWO (2) WEEKS PRIOR TO THE START OF YOUR EVENT.