

OKLAHOMA CITY
HOME
+ GARDEN
SHOW

January 19-21, 2018

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



EXHIBITOR MANUAL

State Fair Park, Oklahoma City

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Oklahoma City Home + Garden Show.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your participation in the show.

OklahomaCityHomeShow.Com



We look forward to welcoming you personally to the **2018 Oklahoma City Home + Garden Show.**

Best regards,

RaeAnn Saunders
Show Manager
405-301-5525

Anne Ryan
Exhibit Sales
405-832-9090

John Runion
Exhibit Sales
405-312-9138

Bonnie Erlbacher
Operations Coordinator
877-871-7469 ext. 12

Katy Welch
Show | Office Administrator
877-871-7469 ext. 17

SHOW MANAGEMENT

The Oklahoma City Home + Garden Show is produced and managed by:

Marketplace Events | 6052 Turkey Lake Road | Orlando, FL 32819

RaeAnn Saunders, Show Manager

P: 405-301-5525

RaeannS@mpeshows.com

www.oklahomacityhomeshow.com

SHOW FACILITY

The Oklahoma City Home + Garden Show is held at:

State Fair Park--- Bennett Event Center, Centennial Building, The Pavilion

3001 General Pershing Blvd. | Oklahoma City, OK 73107

P: 405-948-6700

<http://www.okstatefair.com>

SHOW DECORATOR

Booth Furnishings: tables, chairs, carpeting, displays & labor.

Fork Lift Service

Hubbell/Tyner

2110 Old Highway 8 NW. | New Brighton, MN 55112

P: 651-917-2632

hubbelltyner.com

ADVANCE ORDER DEADLINE: Monday, January 8, 2018

UTILITIES

Electric, Telephone, & Internet

These services are provided by State Fair Park

Private wireless networks and hard wired internet services-

OKC State Fair Park- 405-242-0104 | wireless@okstatefair.com

Telephone- OKC State Fair Park- 405-948-6700

Electric—order form located in the online exhibitor kit:

<http://oklahomacityhomeshow.com/Exhibitor-Kit>

Return to Katy Welch- KatyW@mpeshows.com or Fax: 407-351-9812 **(before January 12, 2018)**

MOVE-IN | MOVE-OUT DAYS AND HOURS

Move-In - ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN

| | | |
|-----------------------|---|-----------------|
| Monday, January 15 | By appointment ONLY —call RaeAnn Saunders | 1:00pm – 6:00pm |
| Tuesday, January 16 | Bulk space over 600 sq. ft. ONLY | 8:00am- 6:00pm |
| Wednesday, January 17 | | 8:00am-6:00pm |
| Thursday, January 18 | Rollup doors close at 5 pm NO driving on the floor after this | 8:00am-6:00pm |

If you need to make arrangements to set up after 6:00pm, please do so at the Show Office or with the Floor Manager in your building. 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.

Move-Out

| | | |
|--------------------|--|-----------------|
| Sunday, January 21 | | 6:05pm- 10:00pm |
| Monday, January 22 | | 8:00am- Noon |

No dismantling or removal of exhibits or exhibit material will be permitted before 6:05pm on Sunday, January, 21 2018. Any exhibitor who begins to tear down before 6:00 pm will be noted which will affect your renewal status for the 2019 show.

The roll up doors will not be opened until all attendees and any children under the age of 16 have left the show floor.

Aisle carpet will be removed between 6pm and 6:30pm. Please work only in your exhibit space and keep the aisles clear.

Your display must be entirely removed by NOON, Monday, January 23, 2017.

This includes any residue left on the floor (visqueen, tape, and mulch/dirt) AND any materials staged outside the facility.

SHOW HOURS

| | | |
|----------|------------------|------------------|
| Friday | January 19, 2018 | Noon - 9:00pm |
| Saturday | January 20, 2018 | 10:00am - 9:00pm |
| Sunday | January 21, 2018 | 10:00am - 6:00pm |

Exhibitors may enter the show one hour before opening.

EXHIBITOR BADGES

Exhibitor badges are NOT mailed out prior to the show. Badges can be picked up in the Show Office during move-in and during show hours. Plastic badge holders are provided. Exhibitor badges are not required during move in but must be on your person during all show hours for entry into the buildings.

6 exhibitor badges are provided for up to 599 square feet of space purchased. 10 badges provided for booths 600 square feet and over.

If you have different staff members working your booth on different days, you are encouraged to drop off your badge each night in the Show Office, so that your company does not run out of badges during the show.

EXHIBITOR BADGES MUST NOT BE USED AS ADMISSION TICKETS AND CANNOT BE LEFT AT WILL CALL.

COMPLIMENTARY TICKETS

Each exhibitor will receive 6 complimentary tickets. These will be mailed out three weeks prior to the show. Tickets will only be mailed out if your account has been paid in full.

If you need additional tickets, these can be purchased at a discounted price of \$6.00 each. Please contact your Sales Consultant or Katy Welch to purchase additional tickets.

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW. Use your tickets to invite potential customers to the show, as a thank you to good customers, and for friends and family.

WILL CALL

Will Call will be located in the Show Office (please look for the sign).

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES OR PEOPLE WORKING IN YOUR BOOTH.

MARKETING OPPORTUNITIES FOR EXHIBITORS

Please visit our website www.oklahomacityhomeshow.com and click on the "MARKETING OPPORTUNITIES" link at the bottom of the page to take advantage of our many affordable marketing opportunities that will maximize your investment in the show, and drive traffic to your booth.

DECORATOR SERVICES

Hubbell/Tyner is the show decorator and provides carpet, tables, chairs, cleaning, signage, etc. They also provide forklift services. Please order these items/services directly from them. To learn more about their services visit <http://www.hubbelltyner.com/> or the Decorator Manual which will be available on our online exhibitor kit.

PARKING

Parking is available at various lots around the State Fair Park buildings on a first come first serve basis. State Fair Park will be charging for parking this year—prices TBD.

2018 Parking policies will be updated closer to show date.

UTILITIES AND SERVICES POLICY

The OK State Fair Park provides electricity and other services for a fee. For safety reasons, State Fair Park personnel must perform installation of all utility services involving electrical, water, water drainage and Internet/telephone connections.

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).**

In the Bennett Event Center building electric outlets are provided in the floor and on posts. The Pavilion and Centennial Buildings have power pulled from ceiling and pole power sources. You will need an extension cord to run from the nearest source to your booth space.

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 something other than 110 volts you will need to purchase additional electric. Please fill out the electrical form with payment prior to the show. Please send to Katy Welch- KatyW@mpeshows.com or fax: 407-351-9812 before January 12, 2018

BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is black. Tables, chairs, electricity etc. **are not included** with the cost of your exhibit booth.

Staffing Your Booth

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. **Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.**

Demonstrations and handouts

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. **Working in the aisle is strictly prohibited and will be enforced by show management.**

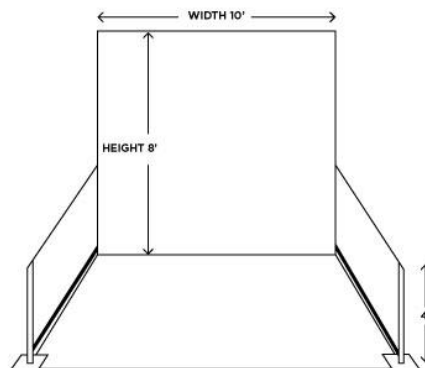
TENTS AND CANOPIES ARE NOT PERMITTED.

Booth Guidelines

Exhibitors are allowed to build their booth to the maximum height of 10 feet. This includes back wall and sidewalls. If your display includes a sign attached to the back wall, you must get approval from show management and the following rules apply:

- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF DRAPE LINE
- Sign must be single sided, professionally finished on the back side and no PVC pipe allowed.

If you are using side walls as part of your display they must be completely finished on BOTH sides. No exposed wires or frames must be visible to your neighbor. Unfinished sides will be covered at the exhibitor's expense



FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

All edges of carpeting must be secured using double sided tape on the underside of the carpet. The Fire Marshall checks each and every carpet prior to opening the show. Please make sure to take care of this. **Duct tape is not permitted.**

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring on any State Fair Park building floors. Any damage to the floors will be repaired at the exhibitor's expense.

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.



Signage

All inline booths can use S-hooks to hang banners from the pipe and drape. All signage is to be one sided and not read into neighboring booths. Free-standing signs should be placed in the back half of the booth and not block neighbor's site lines.

Endcap and Islands booths are permitted to have signage higher than 8 ft. **IF they are permanently affixed** to the booth display. If signage reads into neighboring booth exhibitor will be responsible for draping the impeding side at their expense.

Rigging services are available for exhibitors in 20'x20' booth spaces or larger. Sign needs to be approved by show management; exhibitor must pay the \$500 sponsorship fee and are responsible for the rigging fees which are charged on an hourly basis.

FOOD AND BEVERAGE SAMPLING

All food exhibitors must meet the operating codes of the State of Oklahoma. Compliance with the Health Department must be completed prior to the opening of the show. All food must be provided in sample sizes. Please fill out required sampling form **2 weeks prior to show** and submit to James Johnson- Vice President Food & Beverage at james.johnson@okstatefair.com. Form can be found in the online exhibitor kit.

AUDIO/SOUND/MUSIC

Use of audio equipment, microphones and musical instruments are permitted, however sound levels must be kept at a volume that Show Management deems reasonable. Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

Music is **ONLY** allowed as part of a product demonstration. Unless ASCAP licensed, exhibitors are not to play music (including radio broadcast) on the show floor.

VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

- Visqueen must be put down on the floor before the vehicle is driven into place.
 - All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle.
 - A set of keys must be left with Show Management for the duration of the show.
 - All vehicle batteries must be disconnected and cables taped.
-

SECURITY

Security is provided 24 hours throughout the event. Every reasonable precaution will be taken to protect exhibitors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

Exhibitors may purchase event insurance through Buttine Exhibition & Event Insurance. Applications can be filled out online at <http://www.buttine.com/eventExhibitor.html> or visit our website, and at the bottom of the page click on "exhibitor kit" for more information.

The deadline to apply is December 28, 2017

Oklahoma Sales Tax

Tax rate on State Fairground property is 8.375% (subject to change). Every company is responsible for reporting sales tax for both the city and the state.

Alcohol Policy

Alcohol consumption is strictly forbidden for exhibitors during all move-in, move-out, and show 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.

SHIPPING INFORMATION

ADVANCE SHIPMENTS: All shipments must be pre-paid. Collect shipments will not be accepted. The last date to ship to the warehouse is Friday, January 12, 2018. 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 Monday, January 8, 2018 to receive discount pricing.**

BEFORE Friday, January 12, 2018 Label each piece as follows:

To: Exhibiting Company Name/Booth# _____
For: Oklahoma City Home & Garden Show 2018
Hubbell/Tyner
c/o YRC Freight
8000 SW 15th St
Oklahoma City, OK 73127

DIRECT SHIPMENTS: Direct shipments to the show will be accepted on/or after Sunday, January 14, 2018 (Shipments cannot arrive before 8:00am) and should be marked as follows:

To: Exhibiting Company Name/Booth# _____
For: Oklahoma City Home & Garden Show 2018
c/o Hubbell/Tyner
OKC State Fairgrounds—the Pavilion
3001 General Pershing Blvd.
Oklahoma City, OK 73107

Shipments made directly to the State Fair Park must arrive no earlier than the first day of the move-in (January 16, 2018) and the exhibitor must be present to accept delivery. For more information on shipping to/from the show, please contact Hubbell/Tyner Exhibitor Services at 651-917-2632.

Hotel Accommodations

To assist you in planning your accommodations for the Show, we're including a list of hotels in the area. The hotels listed below are within easy access of the Oklahoma City State Fair Park. Please make your reservations directly with the hotel.

Exhibitor Room Block

Embassy Suites (Will Rogers Airport) has a reserved room block for exhibitors. You can make reservations directly by clicking on the link below:

http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCMRES-HGE-20180117/index.jhtml?WT.mc_id=POG

Rate extends from January 17 through January 22, 2018 for \$112 per night. Book early as space is limited! Room block ends January 5, 2018.

Embassy Suites-Will Rogers Airport: 1815 S. Meridian St. Oklahoma City, OK 73108.

The hotels below do not have reserved room blocks but are also within easy access of the State Fair Park. Please make your reservations directly with the hotel.

Clarion Hotel

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

Embassy Suites

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

Motel 6

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

AmeriSuites

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

Hampton Inn

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

Residence Inn by Marriott

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



Special Event Requirements

The City of Oklahoma City Fire Department

Revised January, 2011

No exhibit 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/combustible liquids or gases.
- Any time a material, occupancy load or operation is introduced into an assembly occupancy that could possibly pose a hazard.

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.

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.**

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.

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; barbecues;*

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:

| Type of Fuel or Cooking Operation | Type of Fire Extinguisher Required |
|--|---|
| Charcoal or Wood BBQ Propane, Butane or Natural Gas, Electric | Minimum U.L. Rating of 20BC |
| Deep Fat Frying (Heated Using Electric, Propane or Other Means) | U.L. Rated For Class "K" (in Addition 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.

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 flame device other than a candle is subject to review and a permit may be required

Pyrotechnics (fireworks) not permitted in the building

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.

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 (talk to show manager before requesting permit)**
- 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

NO Tents allowed as exhibits or in exhibits in the Home & Garden Show

Combustible Material

NOT permitted in the show.

Smoking

Smoking shall not be permitted in building. **"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; **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.

Fire Protection

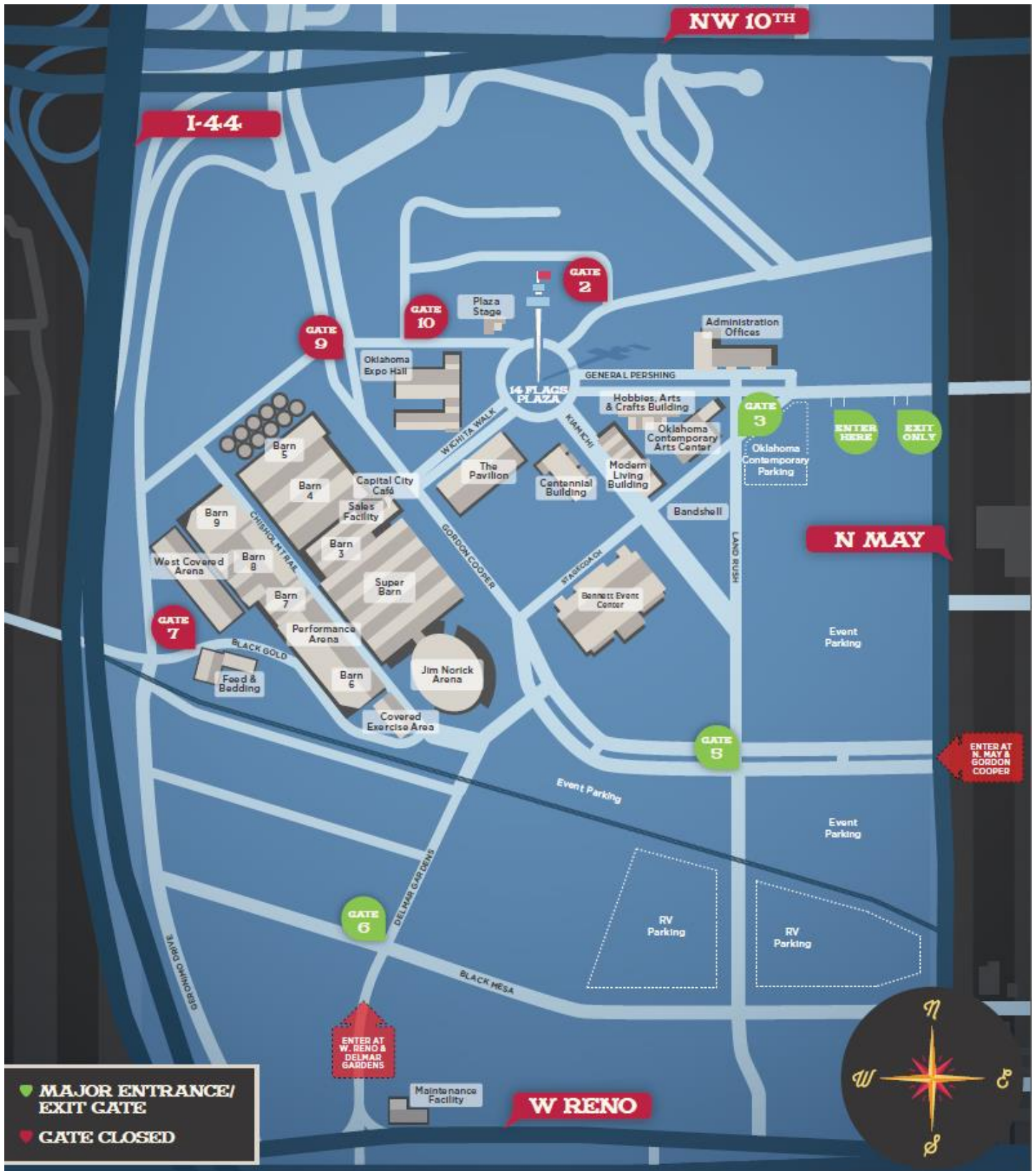
- One portable fire extinguisher (dry chemical, ABC type) 2A10BC must be furnished at each exit (or where designated by Fire Marshal's Office). Operations such as warming foods or cooking demonstrations (including use of sterno and other food warming devices) **shall be approved in advance by the Fire Marshal's Office.**
- Commercial cooking equipment such as grills and broilers, when used within the building, **must meet the same requirements for indoor commercial kitchens (i.e. proper ventilation, fire suppression systems).**
- LP gas containers are forbidden within the building.
- Flammable liquids shall not be used in the building.
- 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 manufacturer’s instructions. U.L listed cooking appliances shall be placed a minimum of three (3) feet from any portion of the structure OR a fire resistant barrier approved by the Oklahoma City Fire Marshal shall be installed between cooking appliance and 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”.**
 - 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.

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



CONTACTS---AT A GLANCE

| <u>Service/Item</u> | <u>Supplier</u> |
|---|---|
| Booth Furnishings (Carpet, Tables, Pipe & Drape, etc.) | Hubbell Tyner (651) 917-2632 |
| Electric | Send Orders to Katy Welch KatyW@mpeshows.com Fax: 407-351-9812 |
| General State Fair Park Information | OKC State Fair Park (405) 948-6704 |
| Food/Beverage Approval | James Johnson (405) 948-6795 |
| Fire Code Regulations | Fire Marshall Office Captain Rodney Huston (405) 297-3584 |
| Forklift Service | Hubbell Tyner (651) 917-2632 |
| Telephone | OKC State Fair Park (405) 948-6700 |
| Wireless Internet | OKC State Fair Park (405) 242-0104 wireless@okstatefair.com |