

**June 27, 2024**

**Pottawatomie County Free Fair  
P.O. Box 5  
Tecumseh, OK 74873  
pottcofreefair@gmail.com**

To: Potential Exhibitors

From: Stormi Marlow, Pottawatomie County Commercial Booth Manager

Re: Booth Space at County Fair, September 4th-7th, 2024

The 2024 Pottawatomie County Free Fair is just around the corner. The Fair Board and the Heart of Oklahoma Exposition Center are aggressively working toward an outstanding fair for 2024.

Many new and exciting things are planned for the enjoyment of our visitors. We anticipate a large increase in fair attendance through expanded investments.

As many of you are aware, the commercial booth building is air conditioned. Also, we ask that if the booths are not manned, that they be as complete as possible for display throughout the days and hours of the fair.

I have enclosed an application for booth space and a commercial exhibitor's guide for the 2023 fair. The application form should be returned no later than **August 16th, 2024.**

I look forward to working with each of you.

Keep for your records: Check# \_\_\_\_\_ Date Mailed \_\_\_\_\_

Every vendor that is selling any product or services will be required to post and submit a copy of their Oklahoma Tax Permit. If you are required to have an Oklahoma Tax permit you will be required to post a copy of your permit within your booth space.

**Failure to follow the Oklahoma Tax Commission guideline will void your contract with the fair board.**

This is only if you are selling products and are required by the Oklahoma Tax Commission to collect sales tax.

**Pottawatomie County Free Fair  
Commercial Trade Show Application Form**

**Return by: August 16, 2024** Date: \_\_\_\_\_

Firm or Company Name: \_\_\_\_\_

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

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

Area Code & Number ( ) \_\_\_\_\_

Contact Person for Application: \_\_\_\_\_

Email address: \_\_\_\_\_

I am an exhibitor and wish to reserve space in the Commercial Exhibit area.

Total number of booths requested: \_\_\_\_\_

Sizes Available:

10 ft. x 10 ft..... \$ 50.00

10 ft. x 20 ft..... \$ 100.00

10 ft. x 30 ft..... \$ 150.00

20 ft. x 20 ft..... \$ 200.00

Extra table..... \$ 10.00

Sorry, I will not be able to attend this year, please keep my name on the mailing list.

Each exhibit space will be used to display: (List all merchandise and products to be displayed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use space below for any comments or explanations you wish to make.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS COMPLETED APPLICATION AS SOON AS POSSIBLE  
SEE RATE SCHEDULE ABOVE FOR PRICES.**

Make checks payable to:

**POTTAWATOMIE COUNTY FAIR BOARD**

**Mail To: Pottawatomie County Free Fair  
P.O. Box 5  
Tecumseh, OK 74873  
[pottcofreefair@gmail.com](mailto:pottcofreefair@gmail.com)**

# Commercial Exhibitors Guide

Thank you for your interest in commercial exhibit space at the Pottawatomie County Free Fair. If after reviewing the enclosed material and you decide to make a formal application, **please complete and return the application form.**

All space and locations are at the sole discretion of the Heart of Oklahoma Exposition Center in cooperation with the Pottawatomie County Fair Board.

Should you desire any additional information, please feel free to contact us.

## General Information

The Heart of Oklahoma Exposition Center is operated in accordance with the statutes of the State of Oklahoma. Outlined below you will find many of the important terms and conditions governing the leasing of facilities for the purpose of exhibiting at the Pottawatomie County Free Fair.

### 1. Arrival

Upon arrival at the Expo Center for set-up, please report to the Commercial Exhibit Area. You can verify your space location and receive your credentials and other exhibitor information. **DO NOT ATTEMPT TO LOCATE YOUR SPACE FIRST!**

### 2. Contracts

All exhibitors must have a fully negotiated application for space prior to setting up exhibits. The Pottawatomie County Fair Board and the Expo Center reserve the right to determine the final location of any exhibit. Payment must be made on or prior to **August 17, 2024**. All applications are subject to cancellation if payments are not made by date due. Make all checks payable to the Pottawatomie County Fair Board. No refunds of payment will be made on canceled contracts after **September 1, 2024**.

### 3. Exhibitors Schedule

Set up hours (Prior to Opening)

Start setting up exhibits **Wednesday, September 4th, 3:00 p.m. to 5:00 p.m.** or **Thursday, September 5th, 9:00 a.m. to 3:00 p.m.** All exhibits must be in place by **3:00 p.m.** and fully operational by official opening, **Thursday, September 5th, 5:00 p.m.** Any exhibitor not in place and operational by 5:00 p.m. may have space canceled. **All exhibitors must be in building by noon and ready to display by 5:00 p.m. on Thursday, September 5th.**

### Hours of Operation

Thursday, September 5th, 2024 5:00 p.m. to 8:00 p.m. Friday, September 6, 2024 9:00 a.m. to 8:00 p.m. Saturday, September 7, 2024 9:00 a.m. to 8:00 p.m.

The booth must be properly manned during open hours or completely set up for viewing. The busiest fair hours are 4:00 p.m. to 8:00 p.m.

### **Exhibit Release and Tear Down**

All exhibits must remain totally intact and operational until 8:00 p.m. on September 7th, which is the closing night of the fair. Exhibits must be removed prior to 11:00 a.m. on the following day, **September 8th**.

### **4. Clean Up**

Each exhibitor is responsible for cleaning his own exhibit area at the end of each day. Exhibitors are requested to place trash in the isles and the night crew will dispose of it. Please clean at the end of the day as no day clean-up is provided. Clean up personnel will not enter the booth area. **HELP KEEP YOUR AREA A NEAT AND ATTRACTIVE PLACE FOR VISITORS TO SEE.**

### **5. Utilities**

#### **Electrical**

Routine use of the 110-volt electrical power from the Heart of Oklahoma Exposition Center is at no additional cost to the exhibitor. Although additional charges will be assessed for special hookups and power usage. All electrical outlets on the grounds are equipped with standard 3-prong receptacles and all electrical equipment must be an approved type and provided by the exhibitor. Any usage required other than routine service should be requested in writing a minimum of 10 days prior to opening, please include this information with your application.

#### **Water**

Most exhibit areas do not have ready access to water. Exhibitors requiring occasional use of water for display purposes must provide their own hoses, buckets, etc. and shall not allow water to overflow, leak or drain on the floor.

#### **Gas**

No L.P.G. or other flammable liquids will be provided by the Expo Center. Exhibitors requiring gas must provide their own entire system. All L.P.G. installations must comply with the appropriate NFPA coding and must be approved by the City Fire Marshall.

### **6. Security**

The Pottawatomie County Fair Board will make every effort to provide adequate building and grounds security during the fair. Night security will be provided in the building in addition to providing grounds personnel. However, neither the Heart of Oklahoma Exposition Center nor the Pottawatomie County Fair Board will be held responsible for any loss or damages or injury by or for any cause.

Exhibitors must make provisions for the safeguarding of their displays and are urged to insure themselves against property loss or damage and against liability for personal injury. Exhibitors are not allowed to remain overnight with their exhibits within buildings.

### **7. Sound Devices**

All sound devices such as radios, stereos, speakers, organs, and any attention devices are subject to the approval of the management and must be controlled so as not to interfere with other exhibitors. Flashing red lights and sirens are prohibited in all areas. Be a good neighbor with your fellow exhibitors.

### **8. Advertising Novelties and Giveaways**

Distribution of advertising novelties or other giveaways must be approved in advance by the Pottawatomie County Fair Board by **Wednesday, September 4th.**

### **9. Operation**

Exhibitors must confine all transactions to the space leased and not display signs, placards, brochures, advertisements or solicit prospective customers in any location on the

grounds except within the contracted space. Exhibitors with demonstrations must plan their display so that spectators do not block aisles or interfere with neighboring exhibit areas.

**10. Sales Taxes**

All product sales at the Pottawatomie County Fair are subject to Oklahoma State and Shawnee City sales tax. Commercial exhibitors making sales to the public must be properly licensed and remit the applicable sales taxes.

**11. State Compliance**

Exhibitors must comply with all state and local laws and regulations, including but not limited to laws and regulations concerning taxation, health, safety, labor, employment, and licensing.

**12. Exhibit Display Size**

All booths are inside and are divided on ten-foot centers with ten-foot dividers.

**13. Drawings**

Any exhibitors planning to conduct a drawing must register with the Pottawatomie County Fair Board on or before opening day of the fair. Names and addresses of winners as well as prizes awarded must be submitted to the Fair Board office prior to leaving the fairgrounds on closing day.

**14. Freight Storage**

No room is available on the grounds for storage. Please arrange for any storage through the various shipping companies.

**We strive to keep our grounds clean and facilities in repair. We respect our visitors and must insist that our exhibitors do the same. For our mutual benefit, we retain the right to remove any exhibitor and his exhibit from the grounds if the Heart of Oklahoma Exposition Center management and the Pottawatomie County Fair Board feels the exhibitor is not in keeping with the overall purpose and policies of the Heart of Oklahoma Exposition Center and the Pottawatomie County Fair Board.**