



Event Manager's Guide
2015-2016

EXPO SQUARE MISSION

Our mission is to create a significant economic impact benefiting the citizens of Tulsa County by offering to the public year round, multi-use facilities and service options, enhancing their educational and entertainment experiences through equestrian and agricultural events and special attractions.

Thank you for choosing Expo Square as the host site for your upcoming event. We look forward to working with you in the future to fulfill your mission and ours.

FACILITY APPLICATION

All **new clients** are required to complete an Event Application. The application is available under Facilities at www.exposquare.com. Upon receipt of the application, Expo Square will review and make a decision for rental based on:

- Availability of dates
- Event feasibility
- Applicant's experience in producing events
- Applicant's financial capabilities
- Similar events within the requested time period

Submission of application does not guarantee approval. Applicant will be notified within 7 business days of approval or disapproval. Until a fully executed agreement is returned, applicant is not permitted to begin event promotions or sales contracts.

EVENT HOLD

Described below are the rules and regulations any person requesting a hold is obligated to observe. It is the responsibility of the party requesting the hold date to read and implement the items as outlined.

EVENT HOLD AND CONTRACTING POLICIES

1. A hold may be requested for a certain date if the date is available.
2. If a hold is granted it will only be valid for a period of up to a maximum of 60 days unless a longer period is approved in writing by the Expo Square President / CEO. Prior to the expiration of the hold period set forth below; it is the responsibility of the party who requested the hold to contact Expo Square and enter into a contract or the hold will be released.
3. A hold is only a temporary reservation. **At no time does a hold obligate either Expo Square or the party who placed the hold.** A hold may be cancelled by either party at any time, for any reason, prior to a contract being executed.
4. At Expo Square's discretion, party may be required to complete an application for facilities contract.
5. Until a contract is signed by both parties, NO Promotions of the scheduled event or soliciting of exhibitors is permitted by the prospective lessee. Violation of this rule may jeopardize the issuing of a contract and/or the hold will be released. Any expenditure or other arrangements made prior to signing a contract with Expo Square is at the risk of the party making such expenditures.

6. **IMPORTANT:** Until a contract is signed by the Expo Square President/CEO, Expo Square reserves the absolute right to cancel or change hold dates at its discretion. Expo Square reserves the right to refuse to rent the facilities to anyone for any lawful reasons it may deem appropriate.
7. Prospective lessees will be permitted no more than 4 holds at one time, per calendar year.
8. No more than 4 similar events can be contracted by one party, per calendar year.
9. No one employed by Expo Square is authorized to verbally alter or amend this policy in any manner. Only written modifications can be made to this policy and must be signed by the Expo Square President/CEO to be enforceable.

CONTRACT

Upon mutual agreement a contract will be written. Three copies of the contract will be mailed to applicant. **All copies** must be signed and returned along with the appropriate deposit. An executed copy will be returned to applicant upon signature by the President/CEO or TCPFA Chairman. Any unauthorized changes to the contract will not be accepted and will nullify the contract.

PAYMENT

In addition to the deposit, you may be required to send the balance of base building rental prior to event. Balance of all expenses including event surcharge, additional building rental, security, electrical work, tables, chairs, stages, bleachers, and other services may be payable in cash or cashier's check as per contract. Any additional services requested after that time will be an addition to your bill.

INSURANCE

A certificate of insurance showing client's General Liability Insurance and workman's compensation coverage must be received by Expo Square no later than three weeks prior to event. Insurance must be a minimum of \$1 million Combined Single Limit (bodily injury and property damage). Tulsa County Public Facilities Authority must be named as additional insured on the certificate. Coverage noted on certificate must include move in, event days, and move out time.

LICENSES

Event must comply with all federal, state and local requirements regarding required licenses in the State of Oklahoma. This includes but is not limited to Oklahoma Department of Labor amusement ride rules, laws and regulations.

GUN SHOWS

All dealers must display their licenses and comply with Department of the Treasury and Bureau of Alcohol, Tobacco and Firearms regulations as defined in ATF's manual #27CFR178.100.

TICKET OFFICE

To better serve your events needs, Expo Square operates a full time ticket office year round. Located in the southwest corner of the Pavilion, the standard ticket office hours are: Monday-Friday, 9am-6pm. Tickets can also be ordered on our website: www.exposquare.com. To reach the ticket office manager, call 918.744.1113 ext. 2004.

INTERNET SERVICE & NETWORKING NEEDS

Please contact the assigned event coordinator.

TELEPHONE SERVICE

Telephone service for your event must be pre-ordered by downloading the form on our website: www.exposquare.com and proceed to Facilities and Forms. The form must be returned by fax, mail or email.

EVENT COORDINATOR

Your assigned Event Coordinator will be your contact to assist you with all your facility needs and answer any questions.

For Event Coordinator assignment please call Jen Haddix, Events Manager, at 918.744.1113 x 2039 or e-mail at jhaddix@exposquare.com. For Livestock Event Coordinator assignment please call Brandi Herndon, Agribusiness Manager, at 918.744.1113 x 2041 or e-mail at bherndon@exposquare.com.

Your Coordinator will be available during move in, event hours and move out. He or she will either be on-site or available by cell phone at all times. Please make sure your Event Coordinator has your final plat and event information **at least three weeks prior to the event.**

SECURITY

Expo Square maintains a security officer on the perimeter of our buildings Monday thru Thursday from 4pm to 8am and Friday beginning at noon until Monday at 8am.

Security services are recommended during your event. The assigned Event Coordinator will schedule your security needs; any outside security must have prior approval by Event Coordinator and Security Director.

Available Security Services Included:

- Expo Square officers
- Tulsa County Sheriff officers
- Tulsa City Police officers
- Expo Square T-Shirt Security, Door Guards, Ticket Takers or Ushers

EVENT SERVICES & EQUIPMENT

You are responsible for contacting the Event Coordinator **at least three weeks prior to event** to determine if tables, chairs, and other equipment will be available. You are charged for the products and services ordered, **even if you do not utilize to the fullest**. You will be billed for any missing or damaged tables, chairs, or other equipment rented from Expo Square. If you need to add equipment or make changes after the building has been set, additional fees will be added to your bill. Refer to Facility Rate Sheet for pricing of requested services or equipment. For a customized service or equipment request, the Event Coordinator will notify you of the financial commitment before the service or equipment order is placed.

FOOD AND BEVERAGE EXCLUSIVE RIGHTS

Expo Square retains all rights to the sale of food and beverages at all events on the grounds. These rights are specifically addressed in the facility lease agreement and lessees are responsible for guaranteeing their exhibitors comply with the contractual terms of the facility lease agreement between TCPFA and lessee.

FOOD VENDOR POLICY

Food vendors the lessee desires to include as event participants are eligible to apply for a permit from Expo Square. Details about the permit process and related fees are available at www.exposquare.com, by selecting Event Services and Expo**SERVE**.

CATERING

EXPO**SERVE** manages Expo Square's value priced, quality food and beverage services which includes: drop-offs, buffets and banquets. More information is available at www.exposquare.com, by selecting Event Services and Expo**SERVE**.

SHOW OFFICE CATERING

Provisions for show offices are available at **DISCOUNTED** rates. Staff box lunches, hot meals, bulk snacks, ice, soda, water, coffee and equipment can be delivered to your show office for a nominal cost with the option of replenishing throughout the show. Surplus items may potentially be restocked. Contact catering sales at 918.744.1113 x 2114.

CONCESSIONS

Expo Square offers a full range of concession services for event attendees. EXPO**SERVE**'s Management will work with leases to arrange optimal service levels. More information is available at www.exposquare.com, by selecting Event Services and Expo**SERVE**.

SALES TAX

You and all vendors/exhibitors are responsible for collecting all required sales tax. Expo Square is currently inside the Tulsa city limits and items purchased during your event are subject to city sales tax. The current sales tax rate is 8.517%.

For information on collecting and reporting sales tax, call the Oklahoma Tax Commission at 918.581.2399 or go to www.tax.ok.gov.

VEHICLE PARKING

Parking is free at Expo Square.

RV PARK

As a convenience to you and your exhibitors, Expo Square maintains an RV Park. Reservations can be made by calling the RV Park Attendant at 918.744.1113 ext. 2154, or a reservation form can be downloaded from our website at www.exposquare.com, by selecting Facilities and RV Park.

EMERGENCY PROCEDURES

Expo Square has a written policy concerning emergency procedures. When the appropriate emergency department arrives, the event and Expo Square will cooperate fully until cessation of the emergency. Expo Square is a designated mass care facility in the event of major disaster; the facility will be required to accommodate emergency services with available facilities in this circumstance.

DAMAGE TO FACILITIES

Please inform vendors, contractors, and other event personnel involved that they will **not** be permitted to:

- Tape, nail or otherwise affix anything to pillars or walls
- Place stickers on floor, wall or pillars or distribute from exhibit booth as a promotional item
- Bring any equipment into buildings that has the potential to cause damage

Equipment brought into building must be operated or handled with caution to avoid damage to facility or endanger exhibitors or guests.

It is required that you use vinyl tape or chalk to mark booth locations on the floor. You must remove tape or marking following your event or a removal/cleanup fee will be assessed. The removal/cleanup fee will be determined by the Event Coordinator and Events Manager. Usage of any other method of marking may mean you are charged an additional fee.

MOVE IN / OUT

Specific move in and out days are noted on your contract. Should you or your contractors need additional time, call your Event Coordinator to discuss availability and additional costs. Remember that additional time may not be available due to event activity.

Load in and out should occur through designated cargo doors. Glass lobby doors are for carry in items only. You are permitted to drive in certain buildings but vehicles must exit at a determined time due to safety requirements and cleanup schedule. Vehicles may not return to the building interior for move out until all public has exited and Event Coordinator approves.

All climate controlled facilities have a daily utility charge as specified in contract. If you would like heat or air conditioning during move in or out, notify your Coordinator and an hourly fee will be added to your bill.

SHIPPING / RECEIVING

Please address your shipping label as follows:

Your Name
Name of Event
4000 E. 15th Street
Tulsa, OK 74112

Packages will be declined if your shipping label is incomplete. If you have questions or concerns about "shipping requirements" please contact the Shipping / Receiving Office at 918-744-113 ext. 2151

FLOOR PLAN APPROVAL

Prior to having a floor plan developed, visit with your Event Coordinator concerning specific fire regulations and Expo Square rules. Concession stands cannot be blocked by exhibit booths or other items at any time.

The Event Coordinator must approve plat three (3) weeks prior to event. This will avoid any last-minute changes when your event moves in.

EXTERIOR SIGNAGE

One (1) banner is permitted in front of the leased premises; the sign will be removed if placed over permanent facility signage. All exterior signage must be pre-approved and will only be permitted at lease premises. Any other signs the found on the grounds will be removed and you will be charged a removal fee.

INTERIOR SIGNAGE

Signs on pillars, walls, or close to HVAC vents and infra-red heaters are not permitted. If signs are hung from the ceiling, make sure your contractor remembers to remove the hanging wire. All sign fasteners must be removed by move-out.

ADVERTISING

Lessee is required to:

- a. Submit advertising copy prior to publication to Expo Square Marketing Department. Approved ad copy must be what Lessee uses in all advertising including premium lists, programs, broadcast media, or other mediums. Within seven to ten working days, Expo Square will notify Lessee of approval or required changes.
- b. If Lessee fails to have ad copy approved or changes ad copy after approval, the following fines will apply and will be added to Lessee's final bill:

FACILITY	FEE FOR NOT UTILIZING CORRECT NAME
Built Ford Tough Livestock Complex	\$1,000.00
River Spirit Expo	\$1,000.00
Ford Truck Arena	\$750.00
Expedition, Explorer, Mustang or Super Duty Arena	\$500.00
Exchange Center	\$500.00
Central Park Hall	\$500.00
Pavilion	\$500.00

SMOKING

Smoking is prohibited in all Expo Square facilities.

DECORATIVE MATERIALS

All decorative materials must conform to State of Oklahoma Fire Marshal requirements.

EXCLUSIVE AGREEMENTS

Expo Square has an exclusive beverage agreement with Great Plains Coca-Cola. No other beverage companies will be permitted, including banners, signs, announcements or sampling.

Expo Square has an exclusive agreement regarding ATM's.

Expo Square has an exclusive agreement with Livestock Feed; no outside vendor will be permitted to distribute or sell livestock feed or bedding at Expo Square.

ANIMALS

Animals are not permitted inside Expo Square facilities. Owners will be requested to remove any animal from the building. If the animal is a legitimate part of your event, make sure your Event Coordinator is informed. **Animals are prohibited in all show offices.**

Service animals are permitted with the proper license.

PROPANE

Propane, bottled gas and butane are not permitted inside any building.

ELECTRICAL

Electrical requirements are set forth in the national electrical code and enforced by the Tulsa County Electrical Inspector. Additional Expo Square electrical regulations are as follows:

- 3 wire extension cords must be UL listed.
- 220V single phase service requires 4 wire cord. 208V 3 phase service requires 5 wire cord.
- Any exhibit that uses water (spa exhibits, fountains, water beds, etc.) must have a GFI device.
- All light fixtures in exhibitor booths must be properly grounded. Mounting 2 wire light fixtures to metal structures is strictly prohibited. If you have these types of fixtures, you must contact Expo Square electricians for proper grounding before installing.
- Romex wire is strictly prohibited.
- The Tulsa County Electrical Inspector will make periodic inspections and has the authority to require any deficiencies to be corrected prior to opening show.
- All electrical wires crossing aisles must have ADA-approved cord covers or be taped down. Expo Square may require exhibitor to re-route cord, if necessary.
- All power in exhibitors' booths must be turned off before leaving each day.

VEHICLES

All display vehicles are required to comply with federal, national, state and local laws, to have battery cables disconnected, gas caps locked or taped and cannot move during public events. Following event, vehicles will not be permitted to enter or exit building until public has exited.

SOLICITING AND PROTESTERS

Expo Square prohibits any form of solicitation or protesting.

PYROTECHNICS

Fireworks will only be permitted if the following criterion is followed:

- A pyrotechnist licensed by the State of Oklahoma is on site and in charge of fireworks.
- A license from the City of Tulsa Fire Marshal's office is obtained, no later than 10 days prior to event. Insurance certificate naming Tulsa County Public Facilities Authority and a copy of the license from the City of Tulsa Fire Marshal must be on file prior to event.
- A manned fire extinguisher is on site.
- Timetable and plot showing location of fireworks is submitted to Coordinator.

For more information, call the City of Tulsa Fire Marshal at 918.596.9422.

FACILITY SURCHARGE

All ticketed events will be charged a facility surcharge of \$1.00 per paid adult ticket sold, minimum \$250.00. All non-ticketed events will be charged a \$250.00 facility surcharge. Livestock events will be charged a facility surcharge of \$1.00 per animal entered. The facility surcharge will be used to finance the Expo Square Capital Improvements Program. Please contact the Events Office concerning implementation of fees.