

# 2023 On-Site Guidelines

168<sup>th</sup> Ohio State Fair  
July 26 - Aug. 6, 2023



## Mailing Address

Ohio Expo Center & State Fair  
717 E. 17th Ave.  
Columbus, Ohio 43211

## Phone Numbers and Email

General Information: (614) 644-3247 or (888) 646-3976  
Media Center Front Desk: (614) 644-4432  
[www.ohiostatefair.com](http://www.ohiostatefair.com)  
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## Emergency Numbers

Ohio State Highway Patrol (security) - (614) 466-6666  
Ohio State Fair First Aid - (614) 644-4466

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# Hours of Operation

- **Admission Gates:** Monday through Friday - 10 a.m. - 9 p.m.; Saturday and Sunday\* - 9 a.m. – 9 p.m. (Gates close at 6 p.m. on Sunday, Aug. 6)
- **Media Center:** 7 a.m. - 8 p.m. or by appointment (closes at 6 p.m. on Sunday, Aug. 6)
- **Live Animal Exhibit Buildings:** 8 a.m. - 10 p.m. (some closed on Sunday, Aug. 6, after livestock shows have concluded)
- **Lausche Youth Exploration Space:** 9 a.m. - 7 p.m. (closes at 6 p.m. on Aug. 6)
- **Other Buildings:** 9 a.m. - 9 p.m.
- **Natural Resources Park:** 10 a.m. - 7 p.m.
- **Shopping:** 10 a.m. - 9 p.m. (closes at 6 p.m. on Aug. 6)
- **Mountain Dew Midway:**
  - Wednesday, July 26 – 11 a.m. - 11 p.m.
  - Thursday, July 27 – 11 a.m. - 11 p.m.
  - Friday, July 28 – 11 a.m. - Midnight
  - Saturday, July 29 – 10 a.m. - 11 p.m.
  - Sunday, July 30 – 10 a.m. - 11 p.m.
  - Monday, July 31 – 11 a.m. - 11 p.m.
  - Tuesday, Aug. 1 – 11 a.m. - 11 p.m.
  - Wednesday, Aug. 2 – 10 a.m. - 11 p.m. (*sensory-friendly morning*)
  - Thursday, Aug. 3 – 11 a.m. - 11 p.m.
  - Friday, Aug. 4 – 11 a.m. - Midnight
  - Saturday, Aug. 5 – 10 a.m. - 11 p.m.
  - Sunday, Aug. 6 – 10 a.m. - 10 p.m.

## Ohio State Fair Media Center

The Ohio State Fair Media Center will be operational from 7 a.m. - 8 p.m., daily, July 26 - Aug. 6 (except for Aug. 6, closes at 6 p.m. when the Fair's gates close), or by appointment.

As in the past, the Media Center will be located on 11th Avenue, just west of the OHIO Gate. All working news media and promotions personnel should register and park at this location upon arriving at the Fair. For your convenience, the Media Center will provide a phone, Internet access, and an air-conditioned room for you to work in or relax. Fair schedules will also be provided daily, as well as feature ideas and assistance in obtaining interviews.

## Parking

Approximately 25 parking spots are available for use by working media at the Media Center. In addition, we will provide some overflow parking in the Pavilion Lot (Gate 9), located east of the Voinovich Center. Please note, parking is provided on a first-come, first-served basis. If all media spots are full, you will be routed to the North Lot. Carpooling is encouraged and appreciated!



## Remote Location

All remote broadcast sites will be determined and located at the discretion of Ohio State Fair management. To qualify for space on the grounds, stations must broadcast live, conduct call-ins, or livestream from the Fair. Stations wishing to have space on any day of the Fair without a broadcast must purchase the space from the Rental Department.

Unless otherwise agreed upon by Ohio State Fair management, all remote sites will be limited to 100 square feet (10 feet by 10 feet).

Stations / publications must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests, and employees.

A station / publication cannot sublet any part of its space without prior consent from Ohio State Fair management.

## Physical Requirements

### Phone

Hard-wired Internet, phone lines, or Wi-Fi can be ordered for your remote. Please contact NetSteady Communications at 614-345-5005, email [office@netsteady.com](mailto:office@netsteady.com), or visit their website, [www.mobilemidway.com](http://www.mobilemidway.com). Please provide a copy of the order to your Ohio State Fair public relations liaison.

### Tents

The Ohio State Fair will not provide tents. Stations / publications needing to rent tents can contact O'Neil Tents at (614) 837-6352. Whether stations / publications rent or bring their own, please note the Fire Marshal requirements regarding tents on page 6. For questions regarding these regulations, please contact the State Fire Marshal Office at (614) 728-1929.

### Banners

The Ohio State Fair public relations staff will work with station / publication personnel to determine the number and size of station banners that may be used at the station's sponsored attraction. All banners must be delivered to the Fair by **Wednesday, July 12**.

## Electrical

Electrical service can be ordered through the public relations office, and requests should be submitted in writing no later than **Wednesday, July 12**.

All cords, cables, connectors, plugs, etc. must be supplied by the station / publication in the following minimum sizes:

- 20 amp - 110 volt-single phase: #12/3 cord
- 30 amp - 208 volt-single phase: #10/4 cord
- 50 amp - 208 volt-single phase: #6/4 cord
- 100 amp - 208 volt-single phase: #2/4 cord

## Electrical cont.

Stations / publications must supply the following cord cap (plug) for their electrical requirements:

- 20 amp - 110: standard grounding plug
- 30 amp - 208: NEMA 14-30 Arrow Hart #5732AN or equal
- 50 amp - 208: NEMA 14-30 Arrow Hart #5752AN or equal
- 100 amp - 208: will be hooked up direct

Ohio State Fair electricians have been instructed not to provide service to any appliance, trailer or panel that is not properly grounded. Electricians will not provide service to non-UL approved equipment or if equipment is found faulty or hazardous.

Ohio State Fair electricians will not perform wiring for stations / publications.

## Other

All physical property required to construct a broadcast facility on the grounds must be supplied by the station / publication.

No station / publication will be allowed on the grounds without prior Ohio State Fair management approval of the design and structure of the broadcast facility.

## Personnel

By **Wednesday, July 12**, a list of all station / publication personnel who will staff the remote site should be forwarded to the public relations office by email to the designated media liaison or [j.west@expo.ohio.gov](mailto:j.west@expo.ohio.gov), or by completing our [online media registration form](#).

Upon arriving at the Fair, station / publication personnel must check in at the Media Center.

All station / publication personnel must park their vehicles in Ohio State Fair parking lots. Approximately 25 parking spots are available for use by working media at the Media Center. In addition, we will provide some overflow parking in the Pavilion Lot (Gate 9), located east of the Voinovich Center. Please note, parking is provided on a first-come, first-served basis. If all media spots are full, you will be routed to the North Lot. Again, we encourage carpooling.

Working station / publication staff members arriving at the Media Center upon their arrival at the Fair will be provided with free admission and media credentials. Only those on the official station payroll will be entered into the media database and provided free admission. All additional volunteers and special personnel must pay admission.

Media personnel should be prepared to show station / publication identification such as a business card or badge upon request. Selling of credentials or free promotional tickets by stations, their agents, family members, or any other person will result in immediate expulsion with no refunds.

Stations / publications must always have at least one person in attendance at remote locations while the Fair is open to the public (see hours of operation) unless other arrangements are made with the public relations office prior to the Fair.

## Setup

Opening day and permanent Fair station / publication remotes should be set up by Tuesday, July 25. Please let the public relations office know when you plan to arrive so we can assist you to your location.

Arrangements for move-in of one-day exhibits should be made through the Fair's public relations office. As will be noted later, all promotional vehicles parked in pedestrian areas must arrive by 9 a.m. and be moved by 9 a.m. the following day.

The Fair is not responsible for, nor will arrange to provide, any kind of labor for the installation, removal, or servicing of any station / publication's remote location.

## Move Out

Stations / publications are expected to remove all trash and debris from their exhibit areas and place in trash receptacles provided by the Fair. Permanent Fair station / publication exhibits can be removed from the Fair only after 9 p.m. on Sunday, Aug. 6. If you wish to move out on Sunday evening prior to 9 p.m., please call us to request a release permit.

A release permit will allow the vehicle, one driver, and one helper to access the grounds. Security personnel will be on hand during the dismantling period. Any items left at the Fair after Aug. 6 become property of the Fair. The Fair reserves the right to dispose of such property in any manner it chooses.

## Station Vehicles

All remote vehicles must register at the Media Center upon arriving at the Fair.

All promotional vehicles parked in pedestrian areas must arrive and be set by 9 a.m. and be moved by 9 a.m. the following day. Vehicles located in pedestrian areas must be escorted off grounds by a member of the marketing and PR department. Proper vehicle credentials will be distributed at the Media Center. Only marked vehicles necessary to the remote will be permitted on site.

# Promotional Giveaway Items

No food or beverages may be given away anywhere at the Ohio State Fair.

Placement of advertising materials (fliers) on or in vehicles parked at the Fair is prohibited and permission for such will not be granted under any circumstance.

No canvassing or soliciting, except by partnering stations, is allowed. Canvassing or demonstrations must be confined to the station / publication's assigned remote location and in no case may extend to any other part of the grounds. Distributing advertising materials, such as those of tobacco and alcohol, is prohibited anywhere at the Fair.

Approved giveaway items are limited to the following:

- bags (reusable grocery bags, plastic bags)
- bandanas
- buttons
- drink koozies
- erasers
- key chains
- lapel pins
- magnets
- note pads
- pens/pencils/highlighters
- posters
- static stickers (**no adhesive-backed** stickers are permitted due to property damage)

Any other giveaway items are subject to approval by Fair management.

All giveaway items must be submitted to the public relations office for approval by Wednesday, July 12.

Stations / publications intending to offer prizes during the Ohio State Fair must comply with the following requirements of Ohio Law:

1. Clearly disclose the market value of the prize or item of value
2. Clearly disclose any conditions that must be met in order to be awarded the prize, such as the requirement to listen to a sales pitch
3. There must be no incidental charges to receive a prize, such as the payment of a service charge, mailing charge, or other similar charge
4. Provide the public relations office with a list of winners' name(s) and address by Friday, Aug. 18.

# Concerts - Interview and Backstage Policy

All interviews and backstage passes must be arranged through each artist's management. The Fair public relations staff can submit requests on station's behalf to the artist's management. Prior to the Fair, please advise Jess West at [j.west@expo.ohio.gov](mailto:j.west@expo.ohio.gov) as to what arrangements have been made between the station and artist's management.

No backstage passes were available/granted in 2022.

## Volume Levels

If programming is amplified from the broadcast site, volume levels will be dictated by Ohio State Fair management.

Occasional volume adjustments may be required during the Fair. If volume is not adjusted accordingly, a station may be asked to turn off volume entirely or cease the on-site remote.

## Regulations of the Fire Marshal

Stations / publications will be required to abide by the rules and regulations set forth by the State Fire Marshal's Office.

Deputies of the State Fire Marshal will be at the Fair each day to inspect exhibits and may demand removal of any station / publication not conforming to rules.

All materials, fabrics, table coverings, display decorations, etc. used in the exhibit must be flame resistant.

The membrane material for all tents shall be of approved noncombustible, flame-resistant material as determined in accordance with both the small-scale and large-scale tests in NFPA 701, or material treated in an approved manner to render the material flame resistant.

An affidavit or affirmation shall be submitted to the code official (Ohio State Fair public relations office) and a copy retained at the Ohio State Fair premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

- names and addresses of the owners of the tent or air-supported structure
- date the fabric was last treated with flame-resistant solution
- trade name or kind of chemical used in treatment
- name of person or firm treating the material
- name of testing agency and test standard by which the fabric was tested

At least one portable fire extinguisher with a minimum of 4-A rating, or two portable fire extinguishers with a minimum of 2-A rating each shall be provided by the station / publication in all tents and air-supported structures. A complete listing of Fire Marshal requirements will be provided upon request.

## Insurance

By Wednesday, July 12, all stations / publications must provide the Ohio State Fair's public relations office with a copy of the insurance form covering their exhibit. The certificate should provide evidence of the following:

- Liability insurance limits in the amount of \$1 million each occurrence, \$1 million general aggregate, for bodily injury and property damage.



- The Ohio Expositions Commission must be named as the additional insured with respect to your operation at the Fair for the period of July 25 – Aug. 7.
- The certificate must provide for a 30-day notice to the Ohio State Fair of cancellation or reduction in limits.

The Ohio Expositions Commission will not be responsible for the safety of exhibits against theft, fire, property, accident or any other destructive cause, or for any injury that may arise to the public in the assigned area, or to the station / publication or their employees while they are at the Fair.

The station / publication agrees to indemnify and hold harmless the state of Ohio, the Ohio Expositions Commission, their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any and all damage, injury, or loss to any person or persons, including, but not limited to, persons for whom the station may be liable under any Workers' Compensation Law and the station itself and from any loss of property, goods, wares or merchandise caused by, arising out of, or in any way connected with the exercise by the station privileges granted.

## Freight

The Fair will not accept freight. Any freight shipped to the Fair will be refused and marked "return to sender."

No storage facilities are available for pre-shipped freight.

Freight may be shipped pre-paid to the official Fair decorator, Expo Services of Ohio, if arrangements are made in advance. Please indicate to Expo Services the number of boxes being shipped, remote location and anticipated delivery date. Freight may be picked up on move-in day, Tuesday, July 25. Expo Services may be contacted at (740) 454-1201.

The Fair will not sign for items delivered by UPS, FedEx or any other parcel delivery service. Stations / publications must make arrangements with shippers to have material delivered to the station / publication office.

## Security

Traffic, parking, and policing at the Ohio State Fair are under the supervision of the Ohio State Highway Patrol. The Patrol operates 24 hours a day. In case of a security emergency, contact the Patrol's Fair headquarters at (614) 466-6666 Please note: all 911 calls dialed from the Fair are referred back to Fair security personnel for verification. To save time, call the Patrol directly at the phone number listed above.

## First Aid

The Ohio State Fair's First Aid Center is located on the east side of the Land & Living Building. Emergency service is available Sunday through Thursday from 9 a.m. to 11 p.m. and Friday and Saturday from 9 a.m. to midnight. For a medical emergency, call the First Aid Center at (614) 644-4466. As previously mentioned, all 911 calls dialed from the Fair are referred back to Fair emergency service personnel for verification. To save time, call First Aid directly at the phone number listed above.

# Miscellaneous

Stations / publications are expected to conduct themselves in a professional manner and according to the rules of this document. Any unruly conduct, refusal to follow rules, or use of foul language to Fair patrons or Fair personnel will be considered grounds for expulsion from the Fair. Such stations / publications may be removed immediately and will not be invited to return to future Fairs.

Ohio State Fair management reserves the right to refuse stations / publications exhibits or promotions that would in any way detract from the dignity of the Fair.

Ohio State Fair management reserves the right to stop or remove from the Fair or relocate any station / publication or its representatives and/or exhibit performing any act or practice which, in the opinion of the management, is objectionable, interferes with the performance of other exhibitors, or creates a health, safety, fire, construction, or utilities hazard.

All matters not covered in these conditions are subject to the decision of the Ohio State Fair General Manager.

The decision of the Ohio State Fair General Manager will be accepted as final in any disagreement between stations / publications or exhibitors.

It is mutually understood and agreed upon that no alteration or variation of the terms of this document shall be valid unless made in writing.

Stations / publications shall comply with the laws, rules and regulations, and codes of the state of Ohio, Franklin County, city of Columbus and the Ohio State Fair. These may include, but are not limited to, Workers' Compensation insurance, health, safety, fire, construction, and utility codes.