Rental Manual

JULY 27 - AUGUST 7, 2022 | WWW.OHIOSTATEFAIR.COM

Ohio Expo Center
& State Fair

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PURPOSE OF MANUAL

This manual has been prepared as both a guide to plan for a successful operation both before and during the Ohio State Fair and as a substantive rider to your Rental Agreement. **The Rental Manual becomes a part of your Space Rental Contract**. Information published in this manual is current at time of publication and is subject to change without notice.

The Ohio Expositions Commission (OEC) or its designee reserves the final and absolute right to interpret these policies, rules, and regulations and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to the Ohio State Fair. It further reserves the right to determine unforeseen matters not covered by these rules.

It is your responsibility to be knowledgeable and comply with all applicable, Federal, State, and local laws, ordinances, rules, regulations, statutes, and policies including these Rules and Regulations which are amended from time to time. Contractor shall specifically comply with the provisions of the Federal Americans with Disabilities Act, and all relevant health and fire codes, and all trademark, copyright, and other intellectual property laws, including those pertaining to music licensing and apparel. Such laws, ordinances, statutes, rules, and regulations are expressly made an express part of your Space Rental Contract. Each Contractor is responsible for reading the manual and sharing the manual with staff. Depending upon your situation, you may need to purchase certain licenses to legally operate your concession or exhibit. **Contractors are solely responsible for obtaining all required licenses or permits.**

Violation of any of the terms and conditions of a Space Rental Contract, Policies, Rules and Regulations of the OEC, federal, state and municipal laws and administrative rules, including but not limited to those relating to licenses and permits, City of Columbus Stormwater, property protected by copyright, work hours, work conditions, safety standards and payment of wages and taxes, forfeits all monies, rights and privileges.

Many questions asked by Contractors are answered here. Thorough study of the manual can save you both time and money, and many common problems can be averted. If you have any questions, please call 614-466-8346 or email r.lawson@expo.ohio.gov.

MISSION STATEMENT

To professionally operate and maintain for public benefit a year-round, service oriented, event facility and produce the annual Ohio State Fair.

GPS Address
717 East 17th Avenue
Columbus, Ohio 43211-2698

You'll find us in Columbus, just north of downtown.

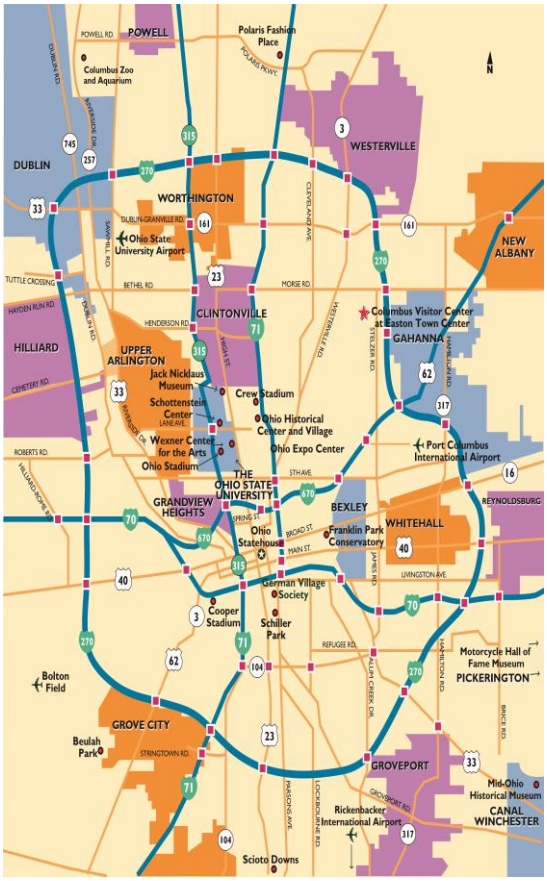
From the North - take I-71 South to 11th Avenue - (Exit 110) or 17th Avenue (Exit 111).

From the South - take I-71 North to 11th Avenue (Exit 110) or 17th Avenue (Exit 111).

From the West - take I-70 East to I-71 North. Take I-71 North to 11th Avenue - (Exit 110) or 17th Avenue (Exit 111).

From the East - take I-70 West to I-71 North. Take I-71 North to 11th Avenue - (Exit 110) or 17th Avenue (Exit 111).

Travelers from within Columbus can take Fourth street (from the south) or Summit Street (from the north) to 17th or 11th Avenues.



Administration Building Hours: Prior to July 27: Mon - Fri, 8 am - 4 pm; July 23: 9 am – 4 pm; July 24: 10 am - 4 pm; July 25: 8 am - 5 pm; July 26: 8 am - 8 pm; July 27 - August 6: 8 am - 7 pm; August 7: 8 am – 5 pm.

Gate Hours:
GATE 1 - Cardinal Gate (north of Lausche Building) pedestrian entrance from 7 am - 10 pm; pedestrian exit for 24 hours

GATE 2 - Velma Avenue (via parking entrance on 17th Ave.) pedestrian and vehicle access from 7 am – 11 pm; gate closed from 11 pm - 7 am

GATE 3 - 17th Avenue (at Velma Avenue) pedestrian entrance/exit from 7 am - 10 pm, vehicle exit from 7 am – 10 pm; pedestrian/vehicle entrance/exit from 10 pm - 7 am

GATE 7 - 11th Avenue (ODNR) pedestrian/vehicle access from 7 am - 10 pm (except August 7 when gates close at 7 pm), pedestrian/vehicle exit from 10 pm - midnight; gate closed from midnight - 7 am

GATE 8 - OHIO Gate (11th Avenue) pedestrian entrance/exit from 7 am - 10 pm; pedestrian exit only from 10 pm - 7 am

GATE 9 - 11th Avenue (west of OHIO Gate) vehicle entrance/exit - 24 hours

GATE 10 - 17th Avenue (west of Brown Sheep Barn) pedestrian/vehicle entrance only from 7 am -10 pm; pedestrian/vehicle entrance/exit from 10 pm - 7 am

GATE 11 - 17th Avenue at Korbel pedestrian/vehicle exit from 7 am - 11 pm; gate closed for 11 pm - 7 am

GATE 12 - Korbel Avenue (north of 17th Avenue) pedestrian/vehicle exit from 7 am - 11 pm; gate closed from 11 pm – 7 am

The OEC reserves the right to adjust open/close times based on certain conditions, including but not limited to, attendance, security, weather, illnesses/epidemics/pandemics.

RENTAL SERVICES STAFF

Kathie Amspaugh, Director
Expo Events & Commercial Sales

Rhonda Lawson
Fair Rental Director

RESOURCES

Pharmacies:

CVS
2680 N. High Street
(614) 267-5607

Walgreens
410 W. 10th Avenue
(614) 293-3313

Banking Centers:

Chase Bank
1698 N. High Street
(614) 248-2620

Huntington Bank
1816 N. High Street
(614) 480-0026

PNC Bank
1886 N. High Street
(614) 297-5420

Emergency:

Highway Patrol Headquarters
(614) 466-6666

First Aid
(614) 644-4466

Laundromats:

Clean as a Whistle (coin-operated)
1858 Summit Street
(614) 457-8541

Dirty Dungarees
2586 N. High Street
(614) 263-6363

Medical:

Ohio Health Urgent Care
895 W. 3rd Avenue
(614) 437-0278

OSU Medical Center
410 W. 10th Avenue
(614) 293-8000

Nationwide Children's Hospital
700 Children's Drive
(614) 722-2000

Shipping:

UPS
605 N. High Street
(614) 458-1126

USPS
33 E. 4th Avenue
(614) 294-4922

FedEx Print & Ship Center
2016 N. High Street
(614) 294-7485

Shopping:

Walmart
3900 Morse Road
(614) 476-2070

Aldi
2395 Silver Drive
(855) 955-2534

Giant Eagle
2801 N. High Street
(614) 268-0976

Other Services:

Lowes
2345 Silver Drive
(614) 447-2851

Important Dates

March 1: Contract packet mailed.

April 1: Space Rental Contract and 50% deposit of total balance due.

April 1: Menu Pricing Form due (food and beverage Contractors only).

June 1: Last day to cancel without penalty. No refund of monies paid on cancellation after this date.

June 15: Final payment due (if all fees due are not received by the OEC by date indicated, your Space Rental Contract may be revoked, and space forfeited).

July 1: Proof of liability insurance due.

July 18 - July 26: Packet pickup in the Administration Building (executed contract, concession/exhibit sale card, tickets). Hours: July 18-22, 8 am - 4 pm; July 23: 9 am – 4 pm; July 24: 10 am – 4 pm; July 25: 8 am - 5 pm; July 26: 8 am - 8 pm.

July 18 – July 26: Outdoor setup.

July 23 – July 26: Indoor setup: July 23-25 from 8 am – 8 pm; July 26 from 8 am – midnight.

July 27 – August 7: Ohio State Fair.

August 7: Removal: Indoor contractors can begin dismantling on Sunday, August 7 at 8 pm. Removal of all indoor exhibits must be completed by 5 pm, Monday, August 8. Outdoor Contractors may begin dismantling after 9 pm and 11 pm or upon closing for the Midway and game areas. All outdoor exhibits, tents, trailers, and temporary buildings must be removed by midnight on Tuesday, August 9.

August 7: Percentage Contractors, under the terms of the contract, final settlement must report final days sales and settle accounts between 9 pm to midnight or on August 8 between 8 am to 11 am.

August 8: By 5 pm all indoor exhibits must be removed.

August 9: By midnight all outdoor trailers, tents and exhibits must be removed.

Policies, Rules and Regulations

Our objective is to keep the buildings and grounds neat, pleasant, and attractive; therefore, the following policies, rules and regulations apply to all Contractors. Contractors found to have violated the OEC policies, rules and regulations shall be subject to sanctions, including but not limited to, removal from the Fair, forfeiture of all fees, deposits, payments or monies, and disbarment from doing business at future Ohio State Fairs.

1. **Aesthetic**: **AstroTurf or similar product is not permitted. RaceDeck, landscaping and decorating is encouraged but not required.** All trailers, booths, stands or structures, whether portable or fixed, must be professional looking, well maintained, structurally sound, neat in appearance, up to date, and meet current Ohio Fire Codes, State building, electrical, safety and sanitation codes. Disability access must also be considered. If we observe a Contractor not updating their display or equipment, we will request they do so; failure to comply will result in relocation or the OEC not extending the Contractor an invitation to return. If significant changes are planned or made, you must notify the Rental Department immediately, and provide current, updated color photographs. Contractors not complying with these policies may be asked to dismantle and/or remove their exhibits or stands from the grounds.

2. **Alcoholic Beverages**: No alcoholic beverages or illegal substances as defined by Ohio Law are permitted to be brought, consumed, or distributed on the grounds by any Contractor and no Contractor shall be permitted on the grounds if they are intoxicated. Consumption of alcohol and/or use of drugs will be strictly prohibited during fair hours.

3. **Approval of Materials:** The OEC reserves the right to decline or prohibit any exhibit, or part or element thereof, which in its sole opinion, is not suitable for adults and children of all ages. This reservation includes, without limitation, persons, things, conduct, printed material, electronic displays, souvenirs, catalogs, merchandise, music, costumes, signage and all other such things. Selling or dispensing of apparel or other merchandise with offensive wording, lettering, or graphics as deemed by the OEC will not be tolerated. The Space Rental Contract may be terminated at any time by the OEC if the Contractor utilizes the grounds for a purpose different than that listed on the Space Rental Contract. Contractor grants to the OEC the sole and unilateral right of approval for any exhibition, exhibit, equipment, table, tents, seating, brochure, pamphlet, signage and other literature to be offered under the Space Rental Contract and the Contractor agrees that no such activity or part thereof shall be given or held if objected to by the OEC, regardless of any prior contractual obligations or monies paid by Contractor for such exhibitions, etc. Contractor expressly waives any and all damages against OEC by reason of its termination of the Space Rental Contract or disapproval of any performance, exhibit, etc. pursuant to this provision. Any Contractor selling or displaying products and/or services that are not listed on their Space Rental Contract will be asked to remove the product or service immediately. Additionally, the Contractor will receive a non-compliance mark on that location’s evaluation.

4. **Attire and Name Badges**: Contractors and their staff must be clean, neatly attired, and encouraged to use a professional looking name badge, uniform, or company shirt to identify themselves while working in their space. Proper hygiene and dress are required at all times during operating hours. Persons found working who are not in compliance may be asked to leave their space.

5. **Animals**: During the Fair, the only animals allowed on grounds are those that are a crucial part of the exhibit, i.e., livestock and 4-H events or align with the ADA's service animal classification for animals specifically trained to do work or perform tasks for people with disabilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA and are therefore not allowed on grounds during the Fair.

6. **Arrival:** Upon arrival and before setup can begin, you must sign for your packet in the Administration Building. The packet contains an executed copy of your Space Rental Contract, Concession/Exhibit Sale Card (required to be posted at all times) and pre-ordered tickets. **Packets will not be released, and Contractors will not be allowed to set up until the space rental contract is signed, paid in full, and proper insurance is on file with the Rental Department.** Please email the Rental Office at r.lawson@expo.ohio.gov to check the status of your account prior to arrival. Any Contractor found occupying a space without a packet, may forfeit the opportunity for participation. Contractors who neglect to pick up their packet prior to opening day will be responsible for paying the fair admission and parking fee.

   After picking up your packet, Contractors with inside space must check-in with their Building Superintendent. They are your first contact should a problem arise and can assist with setup and move-out procedures, display guidelines, policies, rules, and regulations. They will make routine rounds throughout the fair to ensure that all guidelines, policies, rules, and regulations are followed and will notify the Rental Department of concerns, problems or violations.

   Contractors that require ***early move in*** or ***equipment drop off*** prior to specified date, must obtain written permission from the Rental Department. Unauthorized equipment and/or trailers will be impounded or towed at owner's expense.

7. **Auctions**: No auctions are to be held during the Ohio State Fair other than those conducted by OEC officials.

8. **Audio and/or Visual Equipment**: Equipment emitting sound (speakers, amplifiers, radios, broadcasting devices, music systems, machinery, or instruments) is not permitted from an exhibit area unless advance written permission is granted by the Rental Department. If sound is allowed, it must be controlled and not interfere or cause annoyance to other Contractors. A second warning will result in removal of the sound apparatus from the exhibit or termination of the Space Rental Contract. Video screens must be placed in the exhibit space so that spectators watching them will not block the aisle. This is a privilege and may be revoked at any time if sound rules are not followed. Amplified sound is not permitted for food/beverage locations.

9. **Banking**: Several Automated Teller Machines (ATM's) are located throughout the grounds for your convenience. Refer to the Ohio State Fair map for locations. Banking facilities are not available; however, change can be obtained. Hours and location to be determined.

10. **Building Temperature**: Building temperature will be kept at one setting for the entire duration of the Fair so please dress accordingly.

11. **Camping:** Visit ohiostatefair.com/camping for more information. Vendors may begin to make their camping reservations by phone at (614) 644-4015 on Monday, April 4. Reservations must be received no later than Friday, April 22. Be prepared to provide your camper length, model, license plate number, tow vehicle information and electrical requirements (30-amp and 50-amp available). Payment of $500 for each location is due at the time of reservation. Camping spaces are limited and are filled on a first come, first serve basis. Reservation of space does not guarantee enough room to park a vehicle. The campground is open from July 18 - Aug. 8, 2022. All campers must vacate campground no later than 6 pm on Aug. 8, 2022. **After 6 pm, $50/day will be charged.** Contractor shall not allow or permit any open fires on the grounds.

    Contractor shall not cause or allow overnight camping, tent camping, sleeping or any such act in the commercial areas on the grounds, in any building, or in any other area controlled by the OEC without the written consent of the Rental Department, which approval may be unilaterally withheld in the sole discretion of the OEC. **Contractors are not permitted to sleep overnight anywhere except in the campgrounds. Contractors, along with their employees, permitted to camp in a designated area outside the campground must have space assigned by the Rental Department, must be in a recreational vehicle (no vehicles, box trucks, etc.), obtain a camping permit, and pay the camping fee.**

12. **Conduct:** Each Contractor is expected to deal honestly and fairly with the public. Contractor will not provide derogatory information regarding another vendor or product that is being displayed or sold at the Fair. Any attempted fraud, deception or misrepresentation will be considered sufficient cause for termination of the Space Rental Contract. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated. Your booth must be properly staffed at all times during all hours of operation. An unoccupied booth has very little value to you or to our patrons, and theft may occur when booths are not staffed. Contractors may promote their own product or activity but **may not discredit others**. Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane, or vulgar.

13. **Contract:** No person, company or organization shall occupy space without first obtaining a Space Rental Contract. **The Space Rental Contract is not approved until it is signed by the OEC General Manager.** Each contract is specifically written for the space leased, and all items sold, displayed, or given away must be approved and listed on the contract. Contractors are bound by the terms of their contract which include the information, policies, rules, and regulations in this manual. The terms of the contract are strictly supervised and enforced by the Rental Department. The contract for each space shall be issued only to the owner of the business. Contracts issued are non-transferable. The misrepresentation of ownership, operation, appearance of any concession/exhibit or the subletting of space in any manner shall be considered a breach of contract and grounds for the cancellation of the Contractor's contract and the immediate removal of the concession/exhibit/attraction from the Ohio State Fair. **Occupying a space does not ensure or guarantee that Contractor has a right to any space, the same space, or similar space for future Fairs. OEC expressly reserves the right to allocate space in its sole and unilateral discretion. Alterations to the grounds, new programming, or other changes may make it necessary to alter the layout from one year to the next. In such instances, the Rental Department reserves the right to offer substitute locations or discontinue participation entirely**. Lost or stolen contracts will be replaced at a cost of $50 per contract. If you need to revise your contract, you must submit a Contract Change Form to the Rental Department for approval. **Do not make any changes to the original contract. No changes will be made to contracts after July 1.**

14. **Consumer Protection**: Ohio consumer protection law prohibits unfair and deceptive acts or practices in connection with consumer transactions. Any violation of Ohio's Consumer Protection Law is a violation of the Policies, Rules and Regulations of the OEC. A complete list is available at www.ohioattorneygeneral.gov/consumerlaws.

    - Contractors at the Ohio State Fair with no Ohio storefront must provide a three-day right to cancel of any sale at the Fair over $25.00.
    - All Contractors must clearly and conspicuously disclose all material terms of any offer.
    - Fine print that is unreadable to the public is not clear and conspicuous.
    - All Contractors who solicit consumer phone numbers must abide by all "Do Not Call" law requirements, including issuing appropriate disclosures and obtaining a consumer's express written consent to be auto dialed and left pre-recorded messages.
    - All Contractors must be prepared to substantiate all claims and representations they make about their goods or services. For example, a Contractor claiming that its product cures an ailment must be able to prove with scientific data that its product does, in fact, cure the ailment.

15. **Contracted Space**: Contractors shall confine their business activities to the contracted space. Operating, selling, distributing hand bills, posting advertising, hawking, or conducting any business anywhere outside of the contracted space is prohibited. Contractors protruding their activities where they become a nuisance by interfering with the public or other vendors conducting business may also be considered a violation. The OEC has the right to determine if any practice demonstrated by the Contractor is disruptive or apt to interfere with the public or other vendor's conducting business. No person will be permitted to post or display signs, distribute handbills or advertising material, or sell or distribute free, any merchandise except persons under contract. Once assigned a space, a Contractor may not move without the approval of the Rental Department.

    Indoor: OEC provides pipe and drape to separate displays. Contractor is responsible for providing any needed extension cords, tables (**must be skirted**), chairs or other equipment for booth. Carpet is not required but encouraged as it enhances the look of your booth. All cords, mats and other possible tripping hazards must be secured to floors using Gaff tape only (residue free). Absolutely no duct tape or other adhesives. Tent frames and tops are prohibited. Interior display heights at rear of booth may not exceed 8' in height. Side partitions and display material may not exceed 3' in height, for a distance of 5' from the aisle. It is not permissible to block the view of your neighbor's booth. You should be able to stand in the front 5' of your booth, look left to right and clearly see neighboring exhibitors. Contractor shall not affix anything to posts, walls, doors, or ceiling. Contractor shall pay all costs, expenses, and fees for damages that occur as a result of said acts. It is not permissible to go outside of your licensed space to distribute fliers or samples, solicit customers, or advertise your product.

    Outdoor: Contractors are required to maintain under and within a ten (10) foot radius of their operation, always keeping them clean and sanitary, and free from any hazards which may cause damage to property or injury to persons such as tripping hazards, etc. Contractors are responsible for providing their own privacy fence or screens that are designed to look like the booth, food stand or trailer with similar artwork and color. Fencing and screens shall be neat, sturdy and hide storage areas, food prep area, hitches, holding tanks, water, sewer, hook-ups, and trash receptacles from public view. They must be big enough to surround the entire back service and storage area of the booth, stand or trailer.

All trailers must have proper skirting around the perimeter to hide the under carriage, wheels or chassis and trailer hitch (it must extend to the ground on all sides visible to the public). All concession items must remain in the stands with the exception of soda canisters that are in a presentable condition. Service counters should be clear from clutter. Contractors failing to comply may be cited and/or considered non-compliant with OEC policy.

Contractor's allotted space is marked annually. Sufficient space must be contracted to contain entire operation, including but not limited to, soda canisters, space for the opening of all awnings, hitches, windows, stakes, guy wires, tie-downs, or other components. Any Contractor exceeding space as described in the Space Rental Contract will be required to purchase additional space at the prevailing rate. If additional space is not available in the vicinity of the Contractor's original location, the Contractor will be moved to an area that will accommodate all the dimensions. If space is not available elsewhere on the grounds, Contractor will be deemed to have forfeited his space and deposits for that year's Fair. Contractor agrees that all portions of sidewalks, entries, passages, corridors, stairways, access ways to public facilities, electrical panels and doors as well as safety/emergency exits shall be kept unobstructed and safe by Contractor and shall not be for any purpose other than ingress or egress. Contractor shall not affix anything to fencing, posts, walls, doors, trees, etc. Contractor shall pay all costs, expenses, and fees for damages that occur as a result of said acts. It is not permissible to go outside of your licensed space to distribute fliers or samples, solicit customers, or advertise your product.

16. **Customer Complaints**: All Contractors are to be professional and reasonable when dealing with customer complaints and returns. We will make every effort to help patrons contact you, and if necessary at your sole expense, gain admission onto the grounds if there is an issue. It is your obligation and responsibility to resolve the complaint. Customer complaints made in writing that are brought to the attention of the OEC will be documented and kept in your file.

17. **Cutlery Sales**: All cutlery must be displayed behind or under Plexiglas and not be accessible to the public. All cutlery products sold must be shipped to the customer.

18. **Decorating & Forklift:** The contracted Fair Decorator can provide several items to provide a professional, finished look to your display, such as furniture, table skirting, carpet, banners, audio visual equipment, forklift, and drayage services. Take advantage of special pricing for advance orders. The OEC does not provide forklift service. **Forklifts for loading/unloading must be contracted via the Fair Decorator**. Contact Expo Services at (740) 454-1201 for further information. A decorating packet is available on the website, www.ohiostatefair.com, vendor information, 2022 forms.

19. **Deliveries:** Advance freight shipping and drayage is a billable service. No shipments will be accepted by the OEC prior to or during the Fair. If it is not possible for you or a representative to be here, then you must have the cartage company hold the shipment for you until you are available to accept it. Shipping information must include the business owner, contract name, location, and cell phone number. If you need to send or receive a package, you may make arrangements through the official decorator of the Ohio State Fair, Expo Services, at (740) 454-1201.

Products delivered during the Fair must arrive between Midnight and 10 am and enter Gate 7 (11th Avenue). Contractors should plan to have exhibit/concession staffed early enough to receive deliveries during morning delivery hours and must coordinate requirements with the appropriate suppliers. After 10 am, contact the Rental Services Department at (614) 466-8346 to make arrangements. Deliveries made after 10 am must be hand trucked to your stand. Any delivery vehicle on the inner grounds after 10 am will be removed at the expense of the owner/operator.

United Parcel Service (UPS) and Federal Express (FedEx) are stationed inside Gate 10, west of the Sheep Barn, during the approximate times: UPS from 10:45 am - Noon, Monday through Friday; FedEx Express at 10 am and FedEx Ground between 9 am – 9:30 am, Monday through Friday (FedEx does not stay). You must meet the service truck to receive or drop off packages. These hours are at the discretion of UPS and FedEx and are subject to change based on their schedule. There will be no United States Postal Service (**USPS**) on grounds. Outgoing letters may be left in the Administration Building lobby and incoming letters that **don't require a signature** will be held in the lobby until claimed by the recipient. Upon the conclusion of the Fair, unclaimed mail will be returned to sender.

Suppliers who wish to solicit orders or deliver merchandise, i.e., food, beverage, repair service, etc., on the grounds must first apply for a Purveyor Permit with the Fiscal Office in the Administration Building. Permits are available at a cost of $250 for the first permit and $125 for each additional. This permit allows a truck, driver and one helper onto the grounds before 10 am daily and must be displayed on the vehicle window to gain access to the grounds.

20. **Early Opening Permit: These permits are issued to outdoor Contractors only and will not be issued until all contract obligations have been met.** Non-food and beverage Contractors requesting to open prior to July 27, must purchase an Early Opening Permit for a fee of 125/day. Food and beverage contractors requesting to open prior to July 27, must pay the normal percentage of gross sales, and are to report said sales on the first day of the Fair. All permits must be issued by the Rental Department **prior to opening and** must be displayed at all times prior to opening day. Contractors selling product without a permit, may be subject to a $500 per day fine and may forfeit the opportunity for participation. Additionally, the Contractor will receive a non-compliance mark on that location's evaluation.

21. **Emergency:** A first aid station is located on the east side of the Ag & Hort Building from July 27 through August 7 during the hours of 10 am – 11 pm Sunday – Thursday and until midnight on Friday and Saturday. Contact the Highway Patrol at (614) 466-6666 for first aid during off hours. For non-life-threatening emergency service call (614) 644-4466. Physicians will not be on duty; however, paramedics will be on staff to offer basic first aid. For a life-threatening emergency call the Highway Patrol at 614-466-6666 and immediately follow up with a phone call to First Aid at (614) 644-4466 to expedite care.

22. **Employee:** Employees must be informed by Contractor if admission and/or parking tickets are furnished or if the cost will be deducted from the employees' wages. To maintain a safe environment for our guests, Contractor agrees that all employees shall be subject to appropriate background checks, which must include a national sexual offender search, and that employment with Contractor be based on findings appropriate for position.

Without limiting Contractor's obligation herein, these checks can be done through a reputable private background check business consistent with industry standards, and there are also several sources that allow you to do your own limited checks of employees to ensure proper placement, such as the National Sex Offender Registry: www.nsopw.gov; Franklin County Clerk of Court Checks: www.fcdcfcjs.com/franklin.oh.us/caseinformationonline (provides information on charges in Franklin county only). Contractors must keep accurate records of employee hours worked, breaks, pay schedules, bonus or commission payments and other pertinent information. **An employee who quits or is fired must be paid in full at time of termination. Contractors are responsible for their employees' taxes, and other federal and state employment requirements.**

23. **Ethics:** It is the policy of the OEC to carry out its mission in accordance with the strictest ethical guidelines. To that end, we seek to ensure that OEC members and employees conduct themselves in a manner that fosters public confidence in the integrity of the OEC, its processes, and its accomplishments. As a Contractor doing business with the OEC, be advised that no person or entity doing business or seeking to do business with, regulated by, or having interests before, the OEC shall:

    - Promise or give to any member or employee of the OEC anything of value, by which is meant any item of monetary value, including but not limited to: money, gifts, food, beverages, social event tickets or expenses, travel expenses, golf outings, consulting fees, compensation, or employment. Value in this context means worth greater than de minimis, or nominal. Examples of items generally regarded as de minimis value are coffee mugs, pens and lapel pens;
    - Promise or give to any member or employee of the OEC any financial benefit;
    - Promise or give to any member or employee of the OEC any form of compensation for the performance of his or her OEC duties or responsibilities;
    - Promise or give to any member or employee of the OEC any promise of future employment unless in compliance with the Ethics Law;
    - Promise or give to any member or employee of the OEC any honoraria prohibited by the Ethics Law.

24. **Evaluations:** The evaluation process was designed to meet and maintain quality standards, not to guarantee Contractors an invitation to return to future Fairs. Rental Registrations are reviewed and issued at the sole discretion of the Rental Department on an annual basis. To maintain standards developed and evaluated in previous years, all booths, concession stands, concession menus and attractions will be photographed. These images will become a part of the evaluation. Evaluations are based on the general appearance of the booth, management practices, personnel performance and compliance with policies, rules, and regulations. It is your responsibility to familiarize your employees with this manual. Evaluation will be based upon but not limited to the following with some specific to exhibits and food and beverage:

    - Observation of scheduled hours of operation.
    - Adherence to contractual obligations (contracts, payments, insurance) and regulatory agencies.
    - Company name prominently displayed as listed on the Space Rental Contract.
    - Concession/Exhibit sale card always posted and visible.
    - Professional signage (handwritten signs are not permitted).
    - Cooperating with neighboring stands at all times.
    - Operations confined to assigned space.
    - Items sold as listed on the Space Rental Contract.

- Offering a high standard of friendly, courteous, attentive customer service, and conducting business professionally.
- Appropriately attired by wearing a company shirt, uniform and/or name badge; neatly groomed.
- Receipt given at the time of purchase.
- Professional display/stand kept neat, clean, bright, and attractive.
- Compliance with prize giveaway rules.
- Product pricing clearly marked and/or handout available.
- Refund/Exchange policy prominently visible in booth.
- Stock and equipment out of customer's view.
- Food and Beverage: Professional signage (handwritten signage is not allowed) with letters and numbers no less than 2" high.
- Food and Beverage: Professional looking menu board posted with prices that agree with the approved contract menu.
- Food and Beverage: Cleanliness of condiment station, preparation/storage, service counter and maintaining the area around the stand and seating areas.
- Food and Beverage: Food properly stored and/or refrigerated at all times.
- Food and Beverage: Stand appearance that is professional looking, well maintained, clean, structurally sound, neat in appearance, **up to date, current** and meet current Ohio Fire Codes, building, electrical, safety and sanitation codes.
- Food and Beverage: Achievement of revenue expectations.
- Food and Beverage: No part of register blocked from view.
- Food and Beverage: Ringing of each sale and closing of cash drawer after each transaction.
- Food and Beverage: Visual screening used to hide storage areas, food prep area, hitches, holding tanks, water, sewer, hook-ups, chassis, and trash receptacles from public view.
- Food and Beverage: Sewage/wastewater, grease, and recycling (cardboard, plastic bottles, and cans) being properly disposed.
- Food and Beverage: Reporting gross sales between specified hours.

25. **Exclusivity (Contracts)**: Contractors must honor any exclusive contracts. The OEC has contracted with exclusive vendors to supply goods and/or services during the Fair. Any violations will subject the Contractor to removal from the grounds. The Rental Department will make periodic, unscheduled on-site visits to verify compliance. If you intend to purchase ice and/or water for sale or for giveaways, you **must** use the following vendors:

    Ice - Home City*:* Ice is available 8:30 am to 7 pm and delivery is available until 10 am daily. After 10 am, ice will only be delivered to Contractors with storage capacity of ten or more 22 lb. bags. Contractors requiring less than ten bags must go to the Truck Supply Compound to pick up ice.

    Bottled Water - Pepsi: Water is available from 7 am to 3 pm and delivery is available until 10 am daily. After 10 am, water will only be delivered to Contractors with storage capacity of 5 or more cases of the 20 oz. bottles. Contractors requiring less than 5 cases must go to the Truck Supply Compound to pick up water.

    Telephone and Data Line: All communication services must be purchased from NetSteady Communications Inc. as they are the exclusive provider of telephone dial tone, wiring, circuits, and Internet service to all Contractors. For service, please call, (614) 345-5005.

26. **Exclusivity (Product)**: Contractors will not be granted exclusive rights to exhibit, promote, demonstrate, and/or sell products or services. Additionally, nothing shall prevent the OEC from granting a Space Rental Contract to a competitor of the Contractor hereunder.

27. **Floor Samples**: Floor samples that are sold during the Fair must be shipped to the customer. If this isn't possible, arrangements should be made with customers for pick-up on Monday, August 8 before 5 pm.

28. **Force Majeure:** If the Ohio State Fair cannot be held prior to the end of the calendar year because it is rendered impossible, hazardous or otherwise prevented due to act(s) of God, acts of terrorism, riots, strikes, labor difficulties, epidemics, earthquakes, any act or order of any public authority, and/or any other cause or event, similar or dissimilar, beyond the parties' control, then the parties' obligations with respect to the this Agreement shall be excused, and the parties hereto shall have no liability in connection therewith.

29. **Giveaway**: **Giveaways of adhesive stickers and balloons of any type are strictly prohibited.** You may not giveaway any items that are being sold, including but not limited to, novelties, souvenirs, hats, visors, balloons, whistles, candy, popcorn, nuts, t-shirts, plush, hats or any other articles considered to be novelties without permission from the Rental Department. Approved giveaway items will be listed on the Space Rental Contract.

30. **Glass**: No glass cups or bottles are to be sold or given away during the Fair.

31. **Golf Cart Permits**: Carts are a privilege on the grounds and not automatically granted permission for usage. Contractors must complete a golf cart application for individually owned golf carts. The golf cart application and payment must be returned no later than July 1. All individually owned or rented golf carts with permits will be allowed to operate on the grounds. After the first day of fair, participants operating golf carts without a permit will be subject to a $100 non-compliance fee and the $200 permit fee. Any participant violating this rule more than twice, will lose their golf cart privileges and the cart will be confiscated by the State Highway Patrol. Pedestrians always have the right of way and remember; most are our guests and should be treated as such. Permits are issued and paid for at the Fiscal Office and Contractor shall comply with the following rules:

    - A 2022 permit must be attached to the front of the cart and always remain clearly visible. The permit will list the name(s) of approved driver(s).
    - Between 10 am and midnight, carts are allowed on the blue golf cart route only as indicated by the dotted line on the map. This path is designed with the safety of the fairgoer in mind.
    - Carts must be always kept secure, especially at night.
    - Drivers must be 16 years or older.
    - Carts must be operated in a safe manner and only by pre-approved, licensed drivers.
    - Drivers and passengers are not allowed to consume alcoholic beverages on carts.
    - Carts are for official use only. No joyriding or racing will be allowed.
    - When parking your cart, be careful to avoid blocking access to concessions, walkways, or roadways.
    - Cart rules apply from Wednesday, July 27 through Sunday, August 7.
    - Carts are not permitted on the grassy areas of the grounds.
    - You must provide proof of auto liability insurance and a valid driver's license.

32. **Grease Removal:** Under no circumstance is grease or any solid waste material to be poured into rubbish barrels, dumpsters, or drains. Contractor agrees not to throw away any refuse or empty any fluids on the ground. Anyone found violating this rule will be subject to a fine of $1,000 for each infraction by the OEC, plus any fine imposed by any governmental entity, and shall be deemed a material breach of the Space Rental Contract and subject to the Contractors immediate removal of the grounds.

Grease removal will be conducted by a designated company, which will provide containers approximately one week prior to the Fair and pick up will be provided throughout the Fair. Grease barrels are placed near concession locations by the designated grease removal company. If you have any questions, contact the Rental Department at 614-466-8346.

33. **Inflatable/ Helium Balloon**: Contractors are not permitted to set up a cold air inflatable or to fly a helium balloon above space. There will be a charge for any balloons that need to be removed from inside the buildings.

34. **Insufficient Fund/Declined Credit Card:** There will be a penalty of $30 per transaction charged for all insufficient fund checks or declined credit card payments. There will be no exceptions. Failure to pay such charges will result in the immediate loss of your location.

35. **Insurance:** Contractors must submit a certificate of general liability insurance to the Rental Department by July 1 and shall not be allowed to setup without an acceptable certificate of insurance on file. Failure to send an accurate certificate will prevent participation in the Fair. You may obtain insurance from an independent agent or from Haas & Wilkerson, the official insurance carrier of the Ohio State Fair. The insured must match the name on the Space Rental Contract and clearly state the Contractor's legal business name or legal name of individual. Certificates must be emailed to r.lawson@expo.ohio.gov. A Haas and Wilkerson request form is available on the website, www.ohiostatefair.com, as well as an example certificate. The certificate must include the following information:

    - Insured for one million dollars general aggregate for bodily injury and property damage.
    - The State of Ohio is listed as the Additional Insured to include setup and tear down. **(do not specify dates as they change each year)**.
    - Certificate Holder: State of Ohio, 717 E. 17th Ave, Columbus, Ohio 43211.
    - 15-day Cancellation Notice.

36. **Legionnaires:** Hot tubs, whirlpools, hydrotherapy spas, humidifiers or any other product that aerosolizes water may pose a risk for Legionnaires' disease. Any Vendor displaying or selling such items is required to follow the recommendations of the Centers for Disease Control and Prevention (CDC) for creating and maintaining safety. Please see the following link for more information: https://emergency.cdc.gov/han/han00422.asp.

37. **License Requirements: Contractors are solely responsible for obtaining all required licenses or permits to legally operate concession or exhibit.** It is your responsibility to be knowledgeable and comply with all applicable, Federal, State, and local laws, ordinances, rules, regulations, statutes, and policies including these Rules and Regulations which are amended from time to time. Contractor shall specifically comply with the provisions of the Federal Americans with Disabilities Act, and all relevant health and fire codes, and all trademark, copyright, and other intellectual property laws, including those pertaining to music licensing and apparel. Such laws, ordinances, statutes, rules, and regulations are expressly made a part of your Space Rental Contract. Each Contractor is responsible for reading this manual and sharing it with staff.

Concession License (means an activity that is required to be licensed under the authority of section 1711.11 of the Revised Code): A concession license is required for those who operate shows, amusements other than rides, games or novelty stands. Novelties are defined as inexpensive souvenirs for sale that list the fair's name and/or logo and are approved for souvenir sale by the county or independent agricultural society or by the OEC. The only straight sales licensed under Section 1711.11 of the Revised Code and this rule are those selling novelties. Cost of the concession license is $70. It is issued for the calendar year and expires on December 31. Separate licenses are required for each game, show or novelty stand. They are good at any fair in the State of Ohio. Ohio Department of Agriculture (ODA) inspectors will frequently tour the midway and commercial buildings during the Fair. Contractors must display the license when open to the public. Contractors who do not have a copy of the ODA regulations pertaining to games, shows and novelty sales are encouraged to request a copy, by contacting the Ohio Department of Agriculture, Amusement Ride Safety Division, at (614) 728-6280 or ridesafety@agri.ohio.gov. After hours incident report line: (800) 282-1955.

Temporary Food License: All food and beverage Contractors shall comply with all applicable state and local statues, rules and ordinances related to temporary food establishments and mobile retail food establishments, including but not limited to, OAC/3717/Chapter 3717-1/State of Ohio Uniform Food Safety Code, as well as the inspection of stock vehicles by a representative of Columbus Public Health if used for food storage of dry goods or refrigerated/freezer.

38. **Lighting:** All Contractors must provide sufficient lighting to illuminate their exhibit, display, signage and customer transaction areas. All lighting must be properly installed to be visually appealing and not create any tripping, fire, or other safety hazards. Partial building lighting only during setup and removal hours.

39. **Logo**: Use of the official Ohio State Fair or Ohio Expo Center logo on any item being sold or given away is prohibited without the written permission of the Rental Department.

40. **Lotteries or Raffles**: No lotteries, raffles or selling “chances” shall be permitted at the Fair, other than the lottery conducted by the Ohio Lottery Commission.

41. **Meal Tickets:** Official Ohio State Fair meal tickets must be accepted by all food and beverage Contractors for payment, and change must be given for purchases less than the amount of the meal ticket(s) presented. OEC employees must show their valid ID when using meal tickets. Only current year tickets should be accepted, and it is your responsibility to ensure that all meal tickets you accept are from the current year. All meal tickets are issued in the face amount of $1.00, should be treated as cash, and must be submitted to the Check-in Office **daily** with your settlement sheets. Tickets are made from cardboard ticket stock with red lettering and contain security features to prohibit duplicating. Failure to adhere to this policy, including acceptance and change requirements, shall be deemed a material breach of the Space Rental Contract and subject the Contractor to a fine of $100 for each violation. Violations may result in the Contractor being asked to leave the grounds and non-renewal of any future contracts.

42. **Menu & Pricing:** Food and Beverage Contractors are required to submit by April 1 their menu and pricing, which reflect the approved items listed on the contract. The menu must include the item, price (including taxes) and portion sizes. The menu items and pricing must remain throughout the Fair.

Contractors selling food, drink and novelties must display a professional looking board with prices (including sales tax) and portion sizes in plain view of the public with letters and numbers no less than 2" high. Menu boards must be comprised of professional signage. Handwritten boards or taped over prices are not allowed. Contractors agree, only those items approved and listed in the contract shall be posted and sold; items must be sold at the prices indicated and received by the April 1 deadline. Menus will be photographed, reviewed during the Fair, and compared to the approved menu. Any discrepancies will be brought to the Contractor's attention for immediate correction. If not corrected immediately, the violation shall be considered a breach of the Space Rental Contract and may be cause for non-renewal and/or cancellation and removal of Contractor during the course of the Fair. The only exception that allows for food and non-alcoholic beverage pricing to change during the Fair would be for participation in an Ohio State Fair approved promotion.

43. **Operating Hours:** All Contractors must be open, operating and adequately staffed during the required hours of operation. The OEC reserves the right to adjust the closing time based on certain conditions i.e., attendance, security, weather, etc. Failure to open/close on time and/or adequately staff shall be considered a breach of the Space Rental Contract and may be cause for non-renewal and/or cancellation and removal of Contractor during the course of the Fair.

    - Concession, Outdoor Exhibits & Attractions, 10 am to 10 pm (minimum)
    - Midway Rides, 11 am to 11 pm (Monday to Friday)
      10 am – 11 pm; 11 am to Midnight (Saturday & Sunday)
    - MarketPlace and Shoppes at North Commercial, 10 am to 9 pm daily
      (except August 7: 8 pm)

44. **Ownership Change**: If ownership interests change for any reason, Contractor must notify the Rental Department immediately. A transfer of ownership of a particular business or of any or all pieces of equipment does NOT convey with it any licensed space at the Ohio State Fair. Any such ownership changes will be evaluated by the Rental Department on a case-by-case basis.

45. **Payment**: Contracts are mailed on March 1 and must be remitted with deposit by April 1 with the remaining balance due on or before June 15. A late fee of $100 may be charged for payments received after April 1 and June 15. Contractors who cancel and request a refund must submit the request in writing, stating the reason for the request, to the Rental Department. Contractors will be barred from future fairs for stop payments on canceled contracts. No refunds will be made after June 1. Contractors removed for breach of contract shall not receive a refund of monies paid. Failure to return the signed contract and payment by the required dates are grounds for canceling your contract. Contractors placed after these dates will adhere to the timelines listed in the Space Rental Contract.

46. **Percentage Sales:** All percentage Contractors are required to pay a percentage of gross daily sales to the OEC. Throughout the Fair, auditors will conduct spot audits. The rates are as follows:

Outside Concessions 15% of gross sales, minus applicable sales tax	MarketPlace Food Court 17.5% of gross sales, minus applicable sales tax
Shoppes at North Commercial 15% of gross sales, minus applicable sales tax	Attractions (refer to contract for specific rate info)

All percentage Contractors are encouraged to take credit cards. The OEC has mandated that all percentage sales reports be supported with documentation from a point of sale system. It is required that all percentage contractors report gross sales each day for the previous day's sales on the form provided at the check-in office which is in the south lobby of the Coliseum. Contractor represents and warrants that the sales information submitted is true and accurate. Any inaccurate sales information submitted subjects the Contractor to immediate termination of the Space Rental Contract and removal from the grounds without a refund of rental fees paid. Completed forms and cash register receipts must be reported between 8 am and 2 pm daily. **A late fee of $50 will be applied to each account for each delinquent day of reporting.** Figures will be recorded, and when you have met your space deposit dollar amount, you will then pay the OEC the percentage portion of your gross daily sales. Contractors operating under a percentage contract agree that all books, financial statements, source documents, accounting, financial, supply and any other records relevant to their operations at the Ohio State Fair, shall be open and available for audit upon request of the OEC or the State of Ohio. The OEC may use any reasonable audit procedure it deems appropriate, monitor sales activities and be permitted access to the concession premises at any time for such purposes.

Final settlement, under the terms of the contract, must be made on August 7 between 9 pm to midnight or on August 8 between 8 am to 11 am. Failure to comply with these procedures will result in immediate cancellation of future contract(s). Select attractions will be required, under the terms of the contract, to have an OEC ticket taker collect all tickets and/or admission credentials to the attraction. Percentage Contractors in the Marketplace and Shoppes at North Commercial must pay the difference between the percentage fee collected and booth rental fee with final payment being the higher of the two figures.

47. **Photographs**: Any photographs taken of a Contractor, their employees, agents, or invitees become the sole property of the OEC and may be used at OEC's sole discretion without compensation or prior approval of Contractor, their employees, agents, or invitees. Photographs submitted with your application will be compared to your setup. If the setup is different than photo submitted, it will be at the discretion of the Rental Department to require compliance at Contractor's expense. If not remedied, Contractor may be asked to leave, and no refunds will be given. Returning Contractors MUST include color photos if any changes to the appearance of stand, booth or trailer has been made since the previous year.

48. **Pricing:** All pricing must be posted according to guidelines defined herein and include sales tax (7.5% which is subject to change). If you are "up charging" for larger sized clothing items, these must be clearly posted as well.

49. **Prize Drawings:** All prize drawings must be approved by the Rental Department prior to opening of the Fair. In no case may the Contractor use the name of the Ohio State Fair or OEC. If you offer prize drawings during the Ohio State Fair, you must comply with the following requirements of Ohio Law:

    - A complete description of the product/service along with the rules of the drawing must be submitted to the Rental Department.
    - Clearly disclose the market value of the prize or free item.
    - Clearly disclose any conditions that must be met to be awarded the prize or free item, such as the requirement to listen to a sales pitch, etc.

- There must be no purchase requirement or incidental charges to receive a prize, such as the payment of a service charge, mailing charge or other similar charge.
- Provide the Rental Department with winner name and address by September 1.

50. **Prohibited:** The sale, display, possession or distribution of the following items is prohibited at the Ohio State Fair including but not limited to: actual or look-alike weapons or any items construed, in the sole opinion of the OEC, as a weapon to include firearms, rifles, knives, including pocket knives and hunting knives; spears, hand grenades, swords, bludgeoning tools or instruments, brass/metal knuckles, box cutters or razor blades, explosives, ammunition (loose or packaged), black powder, fireworks, sparklers, chains, drones, multi-tools, blow/dart guns, airsoft weapons, slingshots, pea shooters, high-pressure water guns, rubber band guns or any other device designed to launch or propel any type of projectile, studded jewelry, body piercing, handcuffs, mace, pepper spray, conduced energy weapons (taser or stun guns), saws, smoking and drug paraphernalia, counterfeit merchandise, laser pointers, fire starters, handcuffs, helium balloons, stickers, permanent tattoos, puff or e-cigarettes, spray paint, stink bombs, bull whips, snaps, pops, martial arts weapons, silly string, pornographic materials, confederate memorabilia, or any other items that are deemed potentially insensitive or harmful to the safe operation of the Ohio State Fair or the public in attendance. Skateboards, hoverboards, roller skates, in-line skates, scooters, two-wheeled motorized vehicles and bicycles are not permitted on the grounds.

51. Promotion (Taste of the Fair): On Thursday's (July 28 and August 4), the Ohio State Fair will be promoting the Taste of the Fair by hosting "$3 Thursdays." All food Contractors are **required** to offer at least one food item for $3 on those two days. The food item(s) each Contractor plans to offer shall be submitted by June 1. The suggested food item should be of value and the product offered should represent your operations core food menu. At a food stand, a solo offering of a beverage should not be your food item. Beverage stands are not obligated to participate but can if they wish. The Ohio State Fair will supply each food Contractor with a sign template to advertise their $3 special food item. Contractors can use the Dropbox link to access the signage template starting May 1.
Dropbox: https://www.dropbox.com/sh/d7iyrbvj5khhw37/AACDQC5j10fSJ4xxGU711H1_a?dl=0

52. **Propane Tanks:** All propane tanks must be chained in place. Propane tanks are not allowed in buildings. All persons operating propane tanks must be 18 years or older.

53. **Property**: Movement of benches, chairs, tables, picnic tables, trash, or recycling containers, flowerpots, etc. is prohibited. Damaging of any trees, grass, shrubbery, flowers or other vegetation, signs, or decorations on the grounds is prohibited. Contractor shall pay all costs, expenses, and fees, for damages that occur as a result of said acts.

54. **Relocation**: The Rental Department reserves the right to require any Contractor to relocate to another location if it is in the best interest of the Ohio State Fair.

55. **Reallocation**: In the event any Contractor fails to occupy a leased space by the scheduled opening time, the OEC may terminate the contract unless prior permission has been obtained. No refund will be made in such a case, regardless of Contractor’s contractual obligations or monies paid by Contractor to participate, and the OEC will be authorized to reallocate said space to another Contractor.

56. **Receipts**: A receipt for the merchandise must be given at the time of the sale. The name, phone number, and contact name of the Contractor must be printed on the receipt. All Contractors on percentage sales, MUST issue a sales receipt to the customer for each sales transaction. The receipt must be handed to the customer after every transaction, this includes credit cards.

57. **Removal**: Detailed teardown procedures and vehicle access will be distributed during the Ohio State Fair prior to closing day. Contractors are not to close, dismantle or remove stands before the required Fair closing. Superintendents, Gate and Security personnel are instructed to prevent any attempt to remove exhibits, attractions and concessions prior to the scheduled time so make sure the rules listed are followed by you and your employees. Failure to comply may jeopardize future contracts with the OEC. Each Contractor must clean up the area occupied and leave such area in the state found upon taking occupancy. If Contractor fails to comply, they will be liable for all expenses incurred in cleaning and/or restoring premises to such conditions beyond normal wear and tear. All trash should be bagged and/or placed into proper receptacles. Contractors caught disposing of or abandoning appliances will be fined $150. **On Sunday, August 7, all gates will close from 6 pm - 8 pm.** No Contractors, pedestrians or vehicles will be permitted access to the grounds during this time, **NO EXCEPTIONS**. Vehicles are required to have a 2022 Release Permit which is good for the vehicle, driver and one helper. One permit per space rental contract will be included in the packet. Requests for additional Release Permits must be made through the Rental Department.

    Indoor contractors can begin dismantling their booth on Sunday, August 7 at 8 pm; however, vehicles will not have access to the building until approximately 8:15 pm. Removal of all indoor exhibits must be completed by 5 pm, Monday, August 8. If left overnight, it is at the Contractor's own risk. If not so removed, shall be considered abandoned and will become the property of the OEC. The OEC is not responsible for any materials or possessions that are left behind.

    Outdoor Contractors may close and begin dismantling at their own discretion after 9 pm on August 7 and 11 pm or upon closing for the Midway and game areas. Absolutely no vehicles are allowed on the major thoroughfares of the grounds until after the official closing time of the Ohio State Fair. All outdoor exhibits, tents, trailers, concession trailers, and temporary buildings must be removed by midnight on Tuesday, August 9. If not so removed, shall be considered abandoned and will become the property of the OEC. Contractors using blacktop sealer or any other type of construction material for the rented space, must first receive approval from the Rental Department. If approved, a fee will be charged for re-stripping the area. All holes created in the blacktop must be filled with blacktop patch by midnight, August 9. The OEC is not responsible for any materials or possessions that are left behind.

58. **Return Policy**: An exchange/refund policy must be clearly posted in your booth. Contractor must adhere to the Ohio Consumer Protection laws.

59. **Roving**: No roving concessions or exhibits are permitted and no agent, employee, volunteer, or other representative of Contractor shall be permitted to roam about grounds as part of the exhibit or concession. Roving vendors and/or solicitors, acting for either a for-profit or nonprofit organization, or on his or her own behalf, are not permitted on the grounds.

60. **Safety:** In an effort to protect the well-being of everyone associated with the Fair setup and removal, please abide by all safety regulations. Be careful using ladders, use eye protection when necessary, and drive vehicles slowly while on the grounds.

61. **Sampling**: All product sampling must be approved by the Rental Department. Samples must be distributed from assigned space only. Samples may not exceed **one bite-sized** piece of a solid product, and two (2) ounces by volume of a non-alcoholic beverage product.

62. **Sanitation and Clean-Up:** All outdoor Contractors are responsible for keeping their booth/stand and area immediately adjacent to them in a clean and sanitary condition at all times by removing debris and disposing of it properly. Each night immediately after closing, a thorough interior and exterior cleaning/hosing is required. Morning cleaning, including hosing, will not be allowed. Outside Contractors must provide additional trash receptacles for guests within their contracted space. Contractors may not dispose of any refuse, water, or other liquids on the ground, or down the sewers. Contractor shall deposit all trash, garbage, and other debris in sealed plastic trash bags which shall, to the extent reasonably possible, be kept out of sight until collected for disposal including food storage and delivery crates. The movement and/or use of OEC trash and recycling containers is prohibited. You shall deposit rubbish and debris in your own trash bags and receptacles and place them outside your location after operating hours in a neat and orderly fashion for pick up. The OEC has a mandatory recycling program for cardboard, plastic bottles, aluminum cans, and clean paper (no food wraps or containers). All cardboard should be broken down and placed in a cardboard compactor or stacked next to the recycling containers.

63. **Seating Areas:** Seating areas are not audited. Food and beverage Contractors are encouraged to setup, landscape and maintain seating areas at their own cost, and make the area available for all patrons/purchases. This service helps both the Contractor and the Ohio State Fair.

64. **Security:** Traffic, parking and security on the grounds is under the supervision of the State Highway Patrol, which is headquartered east of Gate 3 from 6 am, July 26 until 7 am, August 8, 24 hours a day. The on-grounds State Highway Patrol phone number is (614) 466-6666. Lost and found articles should be turned in to the Highway Patrol Headquarters. Any misplaced person should be directed to the nearest trooper or to Highway Patrol Headquarters. All persons entering the grounds will be required to pass through the search process including metal detectors.

    Security for the Shoppes at North Commercial and Marketplace will begin July 23 at 8 pm through August 8, until 6 am. Once the building is closed to the public, no one, including Contractors, will be admitted until 8 am. It is to the benefit of the Contractors to have the space properly staffed. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Contractor. The OEC IS NOT responsible for lost, damaged or stolen goods.

    For security reasons prior to opening and closing, all MarketPlace Contractors are required to use the north overhead door for entering and exiting and are limited to the north restrooms only. There is no other access. **Contractors must stop and check in with the State Highway Patrol officer prior to entering the north overhead door and provide the business name as listed on the Space Rental Contract**. Contractors are encouraged to use a professional looking form of name badge, uniform, or company shirt to identify themselves and their personnel when checking in. All special duty security guards hired to protect a particular display or exhibit must be approved by the Rental Department and the State Highway Patrol. No special duty guards shall carry firearms.

65. **Service:** Urgent repair vehicles are those attending to a mechanical failure that prevents Contractor from conducting normal business. This does not include deliveries for out-of-stock items. In the event service is needed on-site during Fair operating hours, Contractor must contact the Rental Services Department at (614) 466-8346 to receive authorization. The call must be placed a minimum of 30 minutes prior to arrival of the service vehicle and Contractor must provide the service provider's contact information including, name, company name and phone number. The Rental Department will notify the gates office and assign a gate location. A State Highway Patrol walking escort will be provided to the service location. Upon completion of service, the Contractor must call the State Highway Patrol at (614) 644-4466 to escort the vehicle off the grounds. Service vehicles must display the temporary service permit or risk being towed.

66. **Setup:** Outdoor setup is July 18-26 and indoor setup is July 23-26. Buildings will be open for setup from 8 am to 8 pm Saturday through Monday and 8 am to Midnight on Tuesday.

67. **Shuttle Service:** Contractor shuttle service will be available from 7:45 am - 10 am and 9 pm - 9:45 pm daily. Shuttle stops are in front of the Shower House, MarketPlace (north overhead door), Shoppes at North Commercial (north entrance next to Ag & Hort) and the designated Contractor ADA parking area. Public shuttle buses are available throughout the day.

68. **Signage:**
    - **No "A" board type or freestanding sign boards are permitted unless approved by the Rental Department. If so approved, they will not be permitted outside of contracted space.** The OEC reserves the right to move or remove any items placed outside of contracted space or extending into aisles, walkways, or any location other than the assigned space per the Space Rental Contract at Contractor's expense.
    - Marques must be professional designed and illuminated. No hand painted or lettered signs allowed.
    - All signage should be professionally generated of high quality, commercial grade materials. Handwritten signs are not allowed in stands, tents, trailers or exhibit space. It is the Contractors responsibility to provide professional looking signage.
    - Interior signs may not exceed the 8' backdrop drape. MarketPlace exhibit booths along the perimeter wall can extend signs to 18' high.
    - Feather signs are not permitted.
    - Each Contractor location must have a professionally made sign displaying company name in clear view for the public and it must identify who the owner/operator is and where the home office is located.
    - Under no circumstances will any Contractor be allowed to place signs, banners or other advertising matter on trees, fences, benches, or permanent buildings without written consent of the Rental Department.
    - Erecting of signs that require excavation to OEC property must have prior approval from the Rental Department.
    - Concession/Exhibit Sale cards MUST be posted in space at all times.
    - **Signage for Amusement Rides:** Each owner of an amusement ride must display a sign at each ride containing, at a minimum, the following language: "Section 1711.551 of the Revised Code requires that riders must obey all warnings and directions regarding this ride and behave in a manner that will not cause or contribute to injury to themselves or to others. Failure to comply is a misdemeanor. "Additional language shall be posted explaining the operational instructions and/or requirements for each ride, i.e., height, size or other physical requirements and other duties and obligations of the rider.

Warnings and directions shall be based on current industry standards, manufacturer's recommendations for a ride, the standards of ASTM, operator rules for the ride based on their knowledge and experience, or other nationally recognized authorities. All signs must be clearly visible to the public entering the ride. Signs should be bold, simple and to the point. All signs must be clearly legible with letters a minimum of 3" high. Additional methods of providing warnings and directions may include prerecorded messages, live P.A. announcements, pictures, or video.

69. **Solicitation**: Operating, selling, distributing hand bills, posting advertising, hawking, or conducting any business anywhere outside of the contracted space is prohibited (**tip jars and prompts for tips are not allowed on any bar or service counter**).

70. **Staffing**: Contracted space must be staffed during the required hours. Staff must be clean, neatly attired and encouraged to wear a name badge and/or company shirt.

71. **Stickers**: No gummed or adhesive-backed stickers or signs of any kind are allowed on the grounds. You will be billed for any damages or costs the OEC incurs to remove these items from buildings, poles, benches, etc.

72. **Stock/Storing Inventory:** Restocking will not be permitted without the proper permit and admission tickets for the occupants of the vehicle. With a load/unload permit from Midnight to 10 am each day, you can drive to the Truck Supply Compound and deliver stock to your booth or stand. After 10 am, you must use a hand truck to deliver items. Stock and supply trucks will not be permitted to park next to, behind or adjacent to, exhibit buildings or stands during the Fair without the consent of the Rental Department. The truck supply compound is an area located west of the Buckeye Building and is designated for storage. It can be easily accessed when you need to restock. Spaces will be assigned in the compound on a first come, first-serve basis. Contractors will be required to pay for electric service for stock vehicles, if needed. **Stock vehicles, in the truck supply compound or in other approved designated areas, will be required to be inspected if used for food storage of dry goods or refrigerated/freezer by a representative of Columbus Public Health.**

73. **Subleasing**: Third party subleasing of a contracted space is prohibited. Any assignment attempted shall be subject to sanctions, including but not limited to, removal from the fair, forfeiture of all fees, deposits, payments or monies, and disbarment from doing business at future Ohio State Fairs.

74. **Success:** The Contractor agrees that it is solely responsible for its success. Contractor has not and shall not rely on any advice or direction from any employee, officer, Commissioner, Director, or agent of the OEC, except as may be required under the Space Rental Contract, in planning and carrying out its operation. The fact that the Contractor is restricted by and subject to the terms and conditions of the Space Rental Agreement or is moved to another location from previous years is a risk that Contractor freely assumes. The OEC makes no warranty or representation as to historic or anticipated attendance or revenue.

75. **Taxes: Income Tax**: The City of Columbus has a 2.5% city income tax. Contractors are required to withhold this tax from wages, salaries, commissions and other compensation paid to employees 18 years of age or older for work performed within the City and remit it to the Columbus City Treasurer with the appropriate forms. In addition, any net profits resulting from the operation of a business or activity within the City of Columbus are subject to a city tax of 2.5%.

Forms and instructions are available on their website, www.columbustax.net. **Sales Tax**: All Contractors are to comply with all state and local tax laws and regulations. State of Ohio tax rate is 7.5%. It is your responsibility to pay these taxes to the Ohio Department of Taxation. Failure to do this, will result in your company not being able to participate in future fairs. If you intend to make sales or accept orders at the Ohio State Fair, you must contact the Ohio Department of Taxation by July 1. To be properly licensed to conduct business at the Ohio State Fair, you must either maintain a Franklin County Vendor's License which begins with 25 or a Transient Vendor's License which begins with 89 or 91. Forms are available from their website: www.tax.ohio.gov/sales_and_use/license.aspx.

76. **Tents:** All tents utilized throughout the OEC grounds shall be of professional grade and installation with a commercial type frame, pole or canopy style tents. Contractor may supply their own tent, but they must be of high quality and not a standard retail grade; no "easy-up," "pop-up" or "instant canopy" style tents shall be allowed. Inspectors will be looking to ensure all tents meet criteria required by the National Fire Protection Association. This requires all tents to have either a label affixed to it indicating the tent material is flame-resistant or paperwork indicating material has been treated with a flame-retardant. This information must be presented upon request.

    No Dig/Staking Policy: There are multiple underground utilities within the grounds including, but not limited to, electric, gas, communications, water, and sewer lines. Even minor activity that disturbs the surface of the earth has the potential to damage underground utilities resulting in major and costly repairs. Coming into contact with the underground utilities may cause injury or even death. Contractor represents, warrants, and covenants that it will not, in any manner, cause the OEC property to be altered or affected in any way. To ensure compliance with this term, the OEC prohibits digging, excavation, boring, auguring, stakes, or other physical alteration of the OEC property without explicit planning and written authorization by the OEC. Alternate methods of staking MUST be used. Outdoor Contractors must wait to be "located" by the Rental Department, which is done on a first come, first-serve basis and must be done prior to setting tents to assure the safety and protection of people and underground utilities. Tent erection prior to Monday, July 18, requires an appointment through the Rental Department. Outside Contractors are responsible for removal of all tents/structures by midnight, August 9.

    All tents must be secured to prevent movement; all stakes and weights must be within the space licensed by Contractor and must be installed so as to not create a tripping hazard or be visually objectionable. Any tent deemed not to meet or exceed these requirements will need to be removed and replaced with a tent in compliance with this rule immediately at the Contractor's expense. Contractors renting or leasing tents must be present to accept delivery of such tents and must check in with the Rental Department for location placement prior to tent installation. If Contractor is not present at the time of tent delivery, the tent supplier will not be permitted on the lot and no tent shall be installed.

77. **Tickets:** Each person entering the fair, including employees and delivery personnel, must have an admission ticket. Admission and parking tickets are nonrefundable, will not be replaced if lost, stolen, or forgotten. Contractors may purchase $6 or $50 admission and $40 load/unload parking tickets from the Fiscal Office in the Administration Building. You must show your executed contract to receive special pricing. **The Fiscal Office will not accept personal checks**. You may pay by cash, certified check, money order, Discover, VISA or MasterCard. One twelve-day pass is provided to each contractor (**regardless of the number of contracts**).

Upon request, you may have your hand stamped for same day re-entry at any one of the admission gates as you exit. In addition, no handstamps will be given between the hours of 1 am to 7 am. If you need to re-enter during this time, please ask for a re-entry receipt upon exiting.

With the $40 load/unload parking ticket, Contractors can access the grounds from midnight – 10 am daily to restock (8 am – 10 am in commercial buildings) and then park in the Reserved North Lot, north of 17th Avenue (vendor parking). Disabled Contractors may request an ADA parking pass which will allow parking in a designated area. A copy of the disability placard issued from the State or other governmental agency must be submitted with the request. **Parking tickets do not guarantee the availability of a parking space.**

Tickets issued to Contractors may not be sold or used in any way to circumvent normal OEC policies. Any Contractor found selling their tickets, will have all contracts canceled immediately and will be barred from future Fairs. Duplication of Ohio State Fair tickets is strictly prohibited. Anyone duplicating said tickets, will forfeit all rights and privileges derived from any agreement with the OEC and will be removed from the grounds.

78. **Tobacco Products:** No tobacco products are allowed to be sold on the grounds. Smoking, including electronic cigarettes, is not permitted within any leased space.

79. **Utilities:** The OEC expressly denies responsibility for electrical failures, and any damage to equipment or property caused by drops or increases in power supply, low voltage, or power surges. Correspondingly, all Contractors expressly agree to indemnify and hold harmless the OEC, its members, employees, and contractors from such claims. In no case will the OEC be held responsible for loss of profits, revenues, or loss of equipment.

    Contractors will not be given service by electricians or plumbers if equipment is found faulty or hazardous. Electricians will not provide service to non-UL approved equipment or any appliance, trailer or panel that is not properly grounded. No wiring will be done in individual stands or trailers by the electrical service provider.

    Indoor Contractors get 1 standard 20-amp (2000 watts) service included in booth fee and don't need to order electric unless additional service is needed. If you are an outside Contractor and have ordered electric, you must check in with the Maintenance Department after you pick up your packet. Service is scheduled on a first come, first-serve basis. The hours of operation during setup are 6:30 am to 3:00 pm and 7:00 am to 9:00 pm during the Fair.

    Requests for early electrical disconnects by outdoor Contractors will be taken until 3:00 pm on August 7. Disconnects will take place between 10:00 pm-11:15 pm. All others will be disconnected beginning at 7:00 am on August 8. Electricians start at both the north and south ends of the grounds and because of this neither the electricians nor the Maintenance Office can provide a disconnect time.

    The electrical service provider will ensure each Contractor receives the ordered service and the actual consumption of each Contractor will be closely monitored. It is the Contractor's responsibility to be aware of power needs and order adequate power to supply those needs. Rates may be verified on actual usage and based on operation during peak hours. It is important that electrical needs are not underestimated.

If usage is higher than referenced on the contract, the Contractor will be charged the prevailing rate for the higher rate of use, will be held liable for any damages caused by excessive power consumption, subject to fines up to $500 and/or any additional costs for associated repair or replacement of equipment damaged. Rates are for the connection and consumption of electricity only. Any labor or materials (cords, cables, connectors, plugs, etc.) required for service or maintenance inside the contracted space is the responsibility of the Contractor.

Contractor must supply the following minimum size cord and plug:

20 amp	110 volt	#12/3 wire cord	20 amp	110 volt	Standard grounding plug
30 amp	208 volt	#10/4 wire cord	30 amp	208 volt	NEMA 14-30 Arrow Hart #5732AN or equal
50 amp	208 volt	# 6/4 wire cord	50 amp	208 volt	NEMA 14-30 Arrow Hart #5752AN or equal
100 amp	208 volt	# 2/4 wire cord	100 amp	208 volt	Will be hooked up direct

Starting July 18, the Maintenance Office will begin taking plumbing requests. The hours of operation during setup, 6:30 am to 3:30 pm weekdays, 6:30 am - 3:00 pm on weekends and 7:00 am to 9:00 pm during the Fair. Plumbers are unable to assist with any internal plumbing problems.

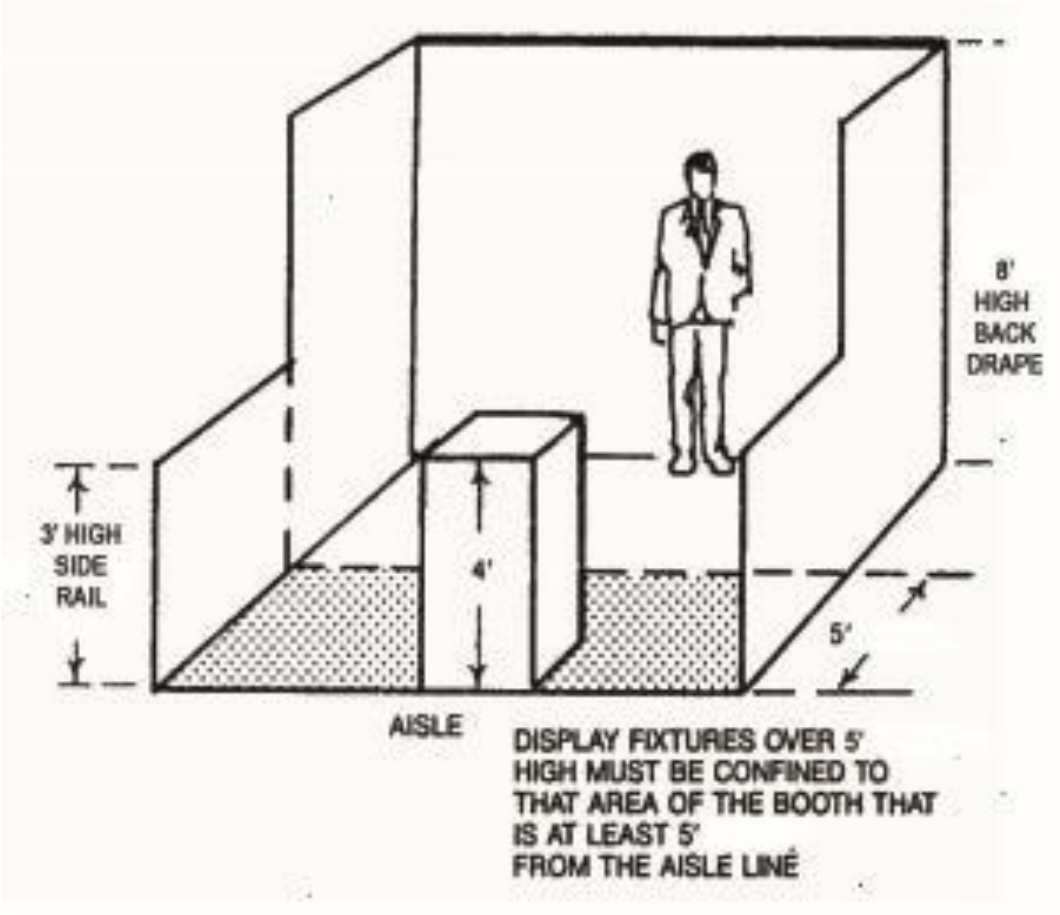
All hoses are to be provided by the individual Contractor. All connections must be tightly sealed to prevent leakage, back flow connectors and devices are required for each water fed hose into every concession stand, and have back flow prevention assembly tested as required by Columbus City Code, Section 1113.01. Any leaks from the stand, water or sanitation source must be fixed immediately to prevent stand closure. Drainage pipes and hoses must extend all the way into the drain. If hose(s) interfere or cross through a pedestrian walkway, a wastewater tank must be used instead of a hose.

Wastewater must be dumped in green sanitary drains. Failure to comply with this regulation will constitute grounds for closing a stand. All storm, water, and sanitary drains, along with approved water sources, will be color coded as follows: storm water drain - yellow; sanitary drain - green and water taps - blue. All Contractors must drain into the Green sanitary drains. If the drain is not color-coded, do not use it. Anyone found in violation, i.e., discharging into a storm drain, is subject to the Ohio Revised Code 6111.04 and may be subject to a fine of $10,000 per day. Refer to City of Columbus Storm Water (www.ohiostatefair.com, vendor information).

80. **Violation Notices:** To maintain the Policies, Rules and Regulations outlined in this manual, the Rental Department, along with Building Superintendents and/or Liaisons, will issue verbal warnings to Contractors to correct a situation. Violations include but are not limited to, not open and staffed during the specified hours, smoking inside location and Columbus Public Health violations. Contractors must correct the violation immediately. Any contractor who refuses to immediately make the necessary corrections will be expelled from the Ohio State Fair, and if expelled, Contractor's Space Rental Contract will be cancelled without refund of rental fees.

81. **Weapons and/or Dangerous Ordnance:** Weapons and/or dangerous ordnance are not permitted on the grounds for the duration of the Fair with the exception of concealed handgun license holders. Persons licensed to carry concealed handguns must comply with all aspects of ORC 2923.12. This includes, but not limited to, prohibitions of carrying handguns inside enclosed facilities, such as restrooms.

INDOOR BOOTH GUIDELINES



AMERICANS WITH DISABILITIES ACT

People with disabilities represent a significant portion of the population and are equally reflected in the number of guests attending the Ohio State Fair. Ensuring equal participation by all guests is important and beneficial to you, your company and the OEC. The Americans with Disabilities Act (ADA) mandates equal treatment of persons with disabilities. The OEC holds all its contractors responsible for meeting the requirements of this mandate. ADA became effective for recreation, leisure and entertainment providers in January 1992.

The ADA defines an "individual with a disability" as a person who has physical or mental impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment. Every provider is responsible for accommodating both physically and mentally impaired persons by methods that are "readily achievable." The following are examples of ways to achieve compliance with some basic ADA requirements. For more detailed information, contact the appropriate agency in your area.

1. If counter height does not meet ADA requirements (36" maximum), an effort must be made to serve a customer in a reasonable manner. An effective solution would be to service the customer by meeting him/her outside the concession stand.

2. For visually impaired customers, ask your employees to verbalize the menu or even offer the menu in Braille.

3. For concession operations that offer a dining area, maintain wide aisles and counter space for those in wheelchairs.

4. Counter table heights and aisle widths (for bulk exhibits) should be accessible to wheelchairs.

5. Acknowledge reasonable requests. For example, if a customer is unable to access a booth, service the customer by offering a clipboard for orders and sign-ups.

6. Post rules and safety requirements for riders in a conspicuous place.

7. Accommodate reasonable requests or needs of riders (e.g., grant extra load time to transfer a rider into and out of the attraction).

8. Always maintain the safety of the disabled rider and the safety of others.

Every effort should be made to give guests with disabilities the opportunity to participate in rides and other amusements. When the safety of guests or employees will be placed in jeopardy, then admission may be refused.

DIRECTORY

Administration Building, 717 East 17th Avenue, Cols, Ohio 43211	614-644-FAIR (3247)
Home City Ice, 6405 Bridgetown Road Cincinnati, Ohio 45248	844-443-8423
Coca-Cola, 4500 Groves Rd, Cols, Ohio 43232	614-863-7200
Columbus Health Department, 240 Parsons Ave, Cols, Ohio 43215	614-645-7417
Expo Services, PO Box 2969, Zanesville, Ohio 43702	740-454-1201
Fire	614-644-4444
Gordon Food Service	800-905-1751
Haas & Wilkerson Insurance, 4300 Shawnee Mission Pky, Fairway KS 66205	800-821-7703
Magnetic Springs Water Co., 1917 Joyce Ave, Cols, Ohio 43219	614-421-1780 / 800-572-2990
NetSteady Communications Inc., 423 East Town Street, Columbus, Ohio 43215	614-255-5575
ODA, Ride Safety Division, 8895 East Main St., Reynoldsburg, Ohio 43068	614-728-6280
Tax (Income):	800-282-1780
Tax (Sales):	614-387-2176
Tax (Withholding):	888-405-4089
Tax (City Income):	614-645-7370
O'Neil Tents & Party Supplies, 895 W. Walnut St., Canal Winchester, Ohio 43110	614-837-6352 / 800-RENTENT
Pepsi Cola Bottling Company, 1241 Gibbard Ave, Cols, Ohio 43219	614-255-6715
Rental Department, 717 East 17th Avenue, Columbus, Ohio 43211-2698	614-466-8346 r.lawson@expo.ohio.gov
Mount Perry Propane LLC, 1100 Mount Perry Road, Mount Perry, Ohio 43760	740-787-1145
State Fire Marshal's Office, 8895 E. Main St, Reynoldsburg, Ohio 43068	614-752-8200
State Highway Patrol	614-466-6666

Ohio Expo Center
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