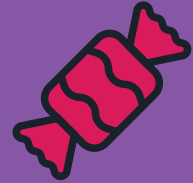


# VENDOR MANUAL

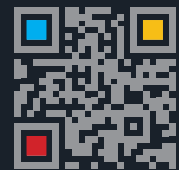
EXHIBITS,  
CONCESSIONS &  
ATTRACTIONS



**717 EAST 17TH AVE COLUMBUS, OHIO 43211**



GET MORE HERE



**OHIOSTATEFAIR.COM**  
**OHIOEXPOCENTER.COM**

## CONTENTS

Aesthetic.....	6	Operating Hours .....	17
Alcoholic Beverages.....	6	Ownership Change .....	17
Americans with Disabilities Act.....	30	Payment .....	17
Approval of Materials.....	6	Percentage Sales .....	17
Attire and Name Badges .....	6	Photographs .....	19
Animals .....	7	Pricing .....	20
Arrival .....	7	Prize Drawings .....	20
Auctions .....	7	Prohibited .....	20
Auditing (Percentage vendors) .....	7	Promotional Programs (required) .....	20
Audio and/or Visual Equipment .....	7	Propane .....	20
Banking .....	7	Property .....	21
Building Temperature .....	7	Relocation .....	21
Camping .....	8	Reallocation .....	21
Clover Point of Sale (required) .....	18	Receipts .....	21
Conduct .....	8	Removal .....	21
Contract .....	8	Return Policy .....	22
Consumer Protection .....	9	Roving .....	22
Licensed Space .....	9	Safety .....	22
Credit Card .....	18	Sampling .....	22
Customer Complaints.....	10	Sanitation and Cleaning .....	22
Cutlery Sales .....	10	Seating Areas .....	22
Decorating and Forklift .....	10	Security.....	22
Deliveries .....	10	Service.....	23
Directory .....	31	Setup .....	23
Early Opening Permit .....	11	Shuttle Service.....	23
Emergency .....	11	Signage .....	23
Employee .....	11	Solicitation .....	24
Ethics .....	12	Staking/ Digging .....	24
Evaluations .....	12	Staffing .....	25
Exclusivity .....	13	Stickers .....	25
Floor Samples .....	14	Area/Storing Inventory .....	25
Force Majeure .....	14	Subleasing .....	25
Giveaway .....	14	Success .....	25
Glass .....	14	Taxes .....	25
Golf Cart Permits .....	14	Tents .....	27
Grease Removal .....	15	Tickets .....	28
Inflatable/Helium Balloon .....	15	Tobacco Products .....	28
Insufficient Fund/Declined Credit Card .....	15	Utilities .....	28
Insurance .....	15	Violation Notices .....	29
Legionnaires .....	15	Weapons and/or Dangerous Ordnance .....	29
License and Tax Requirements.....	15		
Lighting .....	16		
Logo .....	16		
Lotteries or Raffles .....	16		
Meal Tickets (required) .....	16		
Menu and Pricing .....	16		

## 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 Contract. **The Vendor 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.

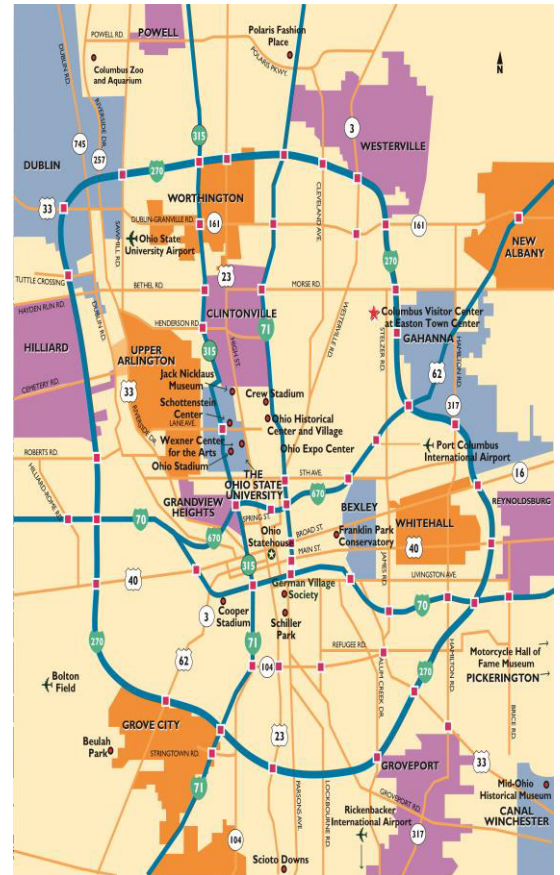
It is your responsibility to be knowledgeable and comply with all applicable, federal, state, and local laws, ordinances, rules, regulations, statutes, and policies including these Rules and Regulations which are amended from time to time. Contractor shall specifically comply with the provisions of the 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 Agreement. 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 614-644-4010 or email [r.lough@expo.ohio.gov](mailto:r.lough@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.*



## Sales & Event Services Staff

Kathie Amspauagh, CFE

Rachael Lough, CFE, IFMG

Cara Blakeslee

## Local 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 1816  
(614) 248-2620

Huntington Bank  
N. High Street 1886  
(614) 480-0026

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

### Emergency:

Highway Patrol Headquarters  
(614) 466-6666

First Aid  
(614) 644-4466

### Laundromats:

Clean as a Whistle  
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

Fast Signs  
111 N. Nationwide Blvd., Ste 3  
(614) 467-8450

## Important Dates

March 17: Rental Contract packet emailed.

April 15: Space Rental Contract and 50% deposit of total balance due.

May 30: Taste of the Fair \$3 Thursday Food Item Due (**required**)

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: Menu Pricing Form due (food and beverage Concessionaires only)

July 1: Proof of liability insurance due.

July 15 - July 23: Packet pickup in the Administration Building (executed space license agreement, concession/exhibit sale card, tickets).

Hours:	July 15-18	8 am - 4 pm
	July 19	9 am - 4 pm
	July 20	10 am - 4 pm
	July 21	8 am - 5 pm
	July 22	8 am - 8 pm

July 15 - July 22: Outdoor setup.

July 19 - July 22: Indoor setup:

Hours:	July 19-21 from 8 am - 8 pm
	July 22 from 8 am - midnight

July 23 - August 3: Ohio State Fair

August 3: Admission Gates Close at 6 pm.

Removal: Indoor Contractors can begin dismantling on **Sunday, August 3 at 6 pm**, once all fairgoers have been removed from the building.

Removal of all indoor exhibits must be completed by **5 pm, Monday, August 4**. 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 5**.

Percentage Contractors, under the terms of the Rental Contract, final settlement must report final days sales and settle accounts between 9 pm to midnight.

August 4: By 5 pm all indoor exhibits must be removed.

August 6: 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 Sales & Event Services 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 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 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 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 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 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 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 Rental Contract is signed, paid in full, and insurance is on file with the Sales & Event Services Department.** Please email the Sales & Event Services Office at [r.lough@expo.ohio.gov](mailto:r.lough@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 in the MarketPlace must check-in with the Building Superintendent. Building Superintendent's desk is located in the front of the Marketplace. 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 Sales & Event Services 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 Sales & Event Services 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. **Auditing (Concessions/Percentage Contractors):** The Auditing Office is located in the south lobby of the Coliseum. Office hours are from 8:00 AM to 12:00 PM daily. Additional office hours for final settlement will be held on August 3 from 8:00 PM to 11:00 PM.

**Reporting Gross Sales:** All percentage-based Contractors must report their gross revenue daily, after applicable sales tax, and pay the percentage stated in their Rental Contract.

- **Gross Sales** include the total revenue received from all sales of goods.
- Contractors must use an **OEC-approved Clover Point of Sale (P.O.S.) system** for all transactions.

**Auditing & Compliance:** Contractors must maintain a daily record of all gross receipts. All financial records, including books, statements, source documents, and supply records, must be open for review by the **OEC, State of Ohio, or an OEC representative** at any time.

- The OEC reserves the right to conduct audits, monitor sales activities, and verify reported gross sales.



- Contractors must retain financial records for **three (3) years** after the license period.

**Credit Card Sales:** Credit card sales must be processed as a separate payment type.

- **Credit card sales cannot be entered as cash sales.**
- All percentage-based Contractors must accept credit cards as a payment method.
- **Credit card convenience fees are prohibited.**

### **Daily Sales Reports**

- All percentage Contractors must submit a **Daily Sales Summary** using an OEC-approved Clover P.O.S. System.
- A **\$50 late fee** will be applied for each delinquent day of reporting.
- Reports must include a breakdown of **cash and credit card transactions.**
- Daily reports, reconciliation forms, and payments must be submitted to the Auditing Office during posted hours.
- Failure to submit accurate sales information may result in **termination of the Rental Contract**, removal from the fair, and **disbarment from future Ohio State Fairs.**

**Receipts:** Contractors **must issue a printed receipt** to customers for every transaction.

- **Automatic receipt printing must be enabled** in the Clover P.O.S. system.
- Contractors are prohibited from asking customers whether they want a receipt.
- Failure to issue receipts may result in **termination of the Rental Contract** and removal from future fairs.

### **Register Tagging & P.O.S. Operation**

- Each Clover P.O.S. system must have an **assigned Merchant ID** and be approved by the OEC.
- Auditors will record **model and serial numbers** of all Clover systems.
- Approved Clover systems will receive a **register tag** and must not be used until tagged.
- **No other P.O.S. systems are permitted.**
- **Every transaction must be rung into the Clover system.**
- Cash drawers must be **linked to the Clover system** and **automatically open and close** with each transaction.
- **No open cash drawers or manual cash handling is allowed.**
- Contractors must use a **Clover system with a dual display** so customers can view transaction totals.
- **Clover Go Devices and Virtual Terminals are not permitted.**

**Register Tapes & Documentation:** Register tapes must be identified with the **OEC/ Auditor register tag number, business name, license number, and date.**

- Tapes must be **clear and legible.**
- Faded receipts **will not be accepted.**
- The OEC reserves the right to access transaction records at any time.

### **Final Settlement**

- Contractors must complete **final settlement on August 3 between 8:00 PM and 11:00 PM.**
- Select attractions must have an **OEC ticket taker** collect admission credentials.
- Failure to comply with final settlement procedures may result in **cancellation of future Rental Contracts.**

### **Violation Notices & Enforcement**

- Violations will result in **verbal warnings** from the Sales & Event Services Department.

- Violations include but are not limited to:
  - Failing to operate during specified hours.
  - Smoking inside vendor locations.
  - Columbus Public Health violations.
  - Violating Concessions Auditing policies and procedures
- Contractors who fail to correct violations **immediately** will be expelled from the fair.
- Expelled vendors will forfeit all **fees, deposits, and payments.**

By signing the Rental Contract, vendors agree to comply with all auditing policies and procedures. Failure to follow these regulations may result in penalties, loss of participation privileges, and future disbarment from the Ohio State Fair.

9. **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 Sales & Event Services 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 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.
10. **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 in the Highway Patrol Headquarters trailer, located just east of Gate 3. Hours of operation are 9 am – 4 pm daily (closed 12 pm – 12:30 pm).
11. **Building Temperature:** Building temperature will be kept at one setting for the entire duration of the Fair so please dress accordingly.
12. **Camping:** All reservations are now required to be made online with payment at the time of making reservations. The reservation form must be completed in its entirety. If you miss something, or don't make payment, the reservation will not be completed. A separate form **MUST** be completed for **EACH** camping reservation needed. This means a separate payment for each reservation made. Refunds for cancellation will not be issued after July 1, 2025. Reservations can begin once you are emailed the link to reserve and **MUST BE SUBMITTED** no later than April 30, 2025. Reservations will **NOT** be accepted after the April 30, 2025 deadline. The Ohio State Fair camping area opens Sunday, July 13, 2025 @ 6:00 pm, and closes Monday, August 4, 2025 at 6 pm. The fee for **VENDOR** camping is a flat \$600, regardless of your length of stay. Payment is due at the time of making reservation via credit card (Visa, MasterCard, Discover only). For questions on camping please email [j.albanese@expo.ohio.gov](mailto:j.albanese@expo.ohio.gov)
13. **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 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 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.

14. **Rental Contract:** No person, company or organization shall occupy space without first obtaining a Rental Contract. **The Rental Contract is not approved until it is signed by the OEC General Manager.** Each Rental Contract is specifically written for the space leased, and all items sold, displayed, or given away must be approved and listed on the Rental Contract. Contractors are bound by the terms of their Rental Contract which include the information, policies, rules, and regulations in this manual. The terms of the Rental Contract are strictly supervised and enforced by the Sales & Event Services Department. The Rental Contract for each space shall be issued only to the owner of the business. Rental 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 Rental Contract and grounds for the cancellation of the Contractor's agreement 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 Sales & Event Services Department reserves the right to offer substitute locations or discontinue participation entirely.** Lost or stolen Rental Contracts will be replaced at a cost of \$50 per Rental Contract. If you need to revise your Rental Contract, you must submit a Rental Contract Change Form to the Sales & Event Services Department for approval. **Do not make any changes to the original Rental Contract. No changes will be made to Rental Contracts after July 1.**
15. **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](http://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.

16. **Licensed Space:** Contractors shall confine their business activities to the licensed space. Operating, selling, distributing hand bills, posting advertising, hawking, or conducting any business anywhere outside of the licensed 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 agreement. Once assigned a space, a Contractor may not move without the approval of the Sales & Event Services 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 listed on the Rental Contract 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

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, sell or advertise your product.

17. **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.
18. **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.
19. **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.
20. **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 onsite, 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, Rental 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 Sales & Event 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. United States Postal Service (**USPS**) will not be 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.

21. **Early Opening Permit: These permits are issued to outdoor Contractors only and will not be issued until all Rental Contract obligations have been met.** Non-food and beverage Contractors requesting to open prior to July 23, must purchase an Early Opening Permit for a fee of \$125/ day. Food and beverage Contractors requesting to open prior to July 23, must pay the normal percentage of gross sales, the Clover P.O.S. system must be tagged and recorded by the Auditor prior to selling, connected to Apex software using Ohio State Fair event code for reporting sales, and a certificate of insurance on file. Sales are to be reported as defined under **Daily Sales Reporting**. All permits must be issued by the Sales & Event Services 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.
22. **Emergency:** A first aid station is located just North of Kasich Hall from July 23 through August 3 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.
23. **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](http://www.nsopw.gov); Franklin County Clerk of Court Checks: [www.fcdcfcjs.com/franklin.oh.us/caseinformationonline](http://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.**



24. **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.

25. **Evaluations:** The evaluation process was designed to meet and maintain quality standards, not to guarantee Contractors an invitation to return to future Fairs. Registrations are reviewed and issued at the sole discretion of the Sales & Event Services 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. Evaluations 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 Rental Contract obligations (Rental Contracts, payments, insurance) and regulatory agencies.
- Company name prominently displayed as listed on the 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 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 Rental 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: Following Clover procedures, ringing **all** sales (**card and cash**) in Clover register 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.

26. **Exclusivity (Contracts):** Contractors must honor any exclusive Rental 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 Sales & Event Services 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:** You must purchase 20 lb. bags from Home City Ice. They operate a cashless system so you must create an online account at <https://customers.homecityice.com/> prior to the Fair. Ice is available from 8 am to 6 pm and delivery until 10 am daily. After 10 am, ice will only be delivered to Contractors with storage capacity of ten or more 20 lb. bags.

Contractors requiring less than ten bags must go to the Truck Supply Compound to pick up ice.

**Bottled Water - Pepsi:** You must purchase the 20 oz. bottles from Pepsi from the truck Compound or call Pepsi at the number provided in this manual to arrange for advance orders. 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.

27. **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 Rental Contract to a competitor of the Contractor

hereunder.

28. **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 4 before 5 pm.
29. **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.
30. **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, or any other articles considered to be novelties without permission from the Sales & Event Services Department. Approved giveaway items will be listed on the Rental Contract.
31. **Glass:** No glass cups or bottles are to be sold or given away during the Fair.
32. **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 \$300 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 2025 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. Speed limit is 10 mph.
  - When parking your cart, be careful to avoid blocking access to concessions, walkways, or roadways.

- Cart rules apply from Monday, July 14 through Sunday, August 3.
  - 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.
33. **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 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.
34. **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 building.
35. **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.
36. **Insurance:** Contractors must submit a certificate of general liability insurance to the Sales & Event Services 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 Rental Contract and clearly state the Contractor's legal business name or legal name of individual. Certificates must be emailed to [r.lough@expo.ohio.gov](mailto:r.lough@expo.ohio.gov). A Haas and Wilkerson request form is available on the website, [www.ohiostatefair.com](http://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.
37. **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>.
38. **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 without notice. 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 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 building 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](mailto: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 statutes, 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.

39. **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.
40. **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 Sales & Event Services Department.
41. **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.
42. **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 amount of \$1.00, should be treated as cash, and



must be submitted to the Audit office **daily** with your Daily Sales Summary. Tickets are made from cardboard ticket stock with 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 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 Rental Contracts.

43. **Menu & Pricing:** Food and Beverage Contractors are required to submit by July 1 their menu and pricing, which reflect the approved items listed on the Rental Contract. The menu must include the item, price (including taxes) and portion sizes. All fees must be built into the published menu price. **Credit Card Convenience fees may not be charged.** The menu items and pricing must remain throughout the Fair. Contractors selling food, drink and novelties must display professional signage with prices (including sales tax) and portion sizes in plain view of the public with letters and numbers no less than 2" high. Handwritten boards or taped over prices are not allowed. Contractors agree, only those items approved and listed in the Rental Contract shall be posted and sold; items must be sold at the prices indicated and received by the July 1 deadline. Menus will be photographed, reviewed, and compared to the approved menu and Clover P.O.S. system. 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 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.
44. **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 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, 10 am to 9 pm daily (except August 3: 6 pm)
45. **Ownership Change:** If ownership interests change for any reason, Contractor must notify the Sales & Event Services 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 Sales & Event Services Department on a case-by-case basis.
46. **Payment:** Rental Contracts are emailed starting March 17 and must be remitted with deposit by April 15 with the remaining balance due on or before June 15. A late fee of \$100 may be charged for payments received after April 15 and June 15. Contractors who cancel and request a refund must submit the request in writing, stating the reason for the request, to the Sales & Event Services Department. Contractors will be barred from future fairs for stop payments on canceled Rental Contracts. No refunds will be made after June 1. Contractors removed for breach of Rental Contract shall not receive a refund of monies paid. Failure to return the signed Rental Contract and payment by the required dates are grounds for cancel-



ing your Rental Contract. Contractors placed after these dates will adhere to the timelines listed in the Rental Contract.

47. **Percentage Contractors:** All percentage Contractors are required to pay a percentage of gross daily sales to the OEC. The rates are as follows:

**Attractions:** 20% of gross sales, minus applicable sales tax

**Outside Concessions:** 15% of gross sales, minus applicable sales tax

**MarketPlace Food Court:** 17.5% of gross sales, minus applicable sales tax

**REPORTING GROSS SALES:** All percentage Contractors agree to pay the percent stated on the Rental Contract of their gross revenue daily, after applicable sales tax. "Gross Sales" means the total amount of all revenue received from the sale of goods. Percentage Contractors must use an OEC approved Clover Point of Sale (P.O.S.) system for all transactions.

**AUDITING:** Percentage Contractor agrees to maintain a daily record of all gross receipts derived from their operation, and that all books, financial statements, source documents, accounting, financial, supply and any other records relevant to the operations at the Ohio State Fair, shall be open and available upon request of the OEC, State of Ohio, or OEC representative. The OEC, State of Ohio, or OEC representative may use any audit procedure it deems appropriate and may, from time to time, and at any time, monitor sales activities, audit the operation of the Contractor, including all cash and credit receipts and transactions, for purposes of confirming the accuracy of all reports of gross sales as required. Contractor shall maintain financial records of its operations under the Rental Contract in a manner consistent with generally accepted accounting procedures, and for a period of three (3) following years after the Rental Contract period. All records shall be made available or produced upon OEC's request for its review or audit.

**CREDIT CARD SALES:** Concessionaires must setup a payment type for credit card sales. Credit card sales cannot be entered as cash sales. All percentage Contractors must take credit cards as an additional method of payment. Credit card convenience fees may not be charged.

**DAILY SALES REPORTS:** A Daily Sales Summary will be required from all percentage Contractors using an OEC approved Clover P.O.S. System. A late fee of \$50 will be applied to each account for each delinquent day of reporting. Daily Sales Summary reports that give a breakdown and accounting of all sales activity for each day is required. Daily Sales Summary reports must be segregated by credit card sales and cash transactions. All Daily Sales Summary reports, Ohio State Fair Reconciliation forms and payments must be made by the Contractor of the day's sales, at the Audit Office during posted hours the next day. Only complete daily sales reports and forms will be accepted. Contractor represents and warrants that the sales information submitted is true and accurate. Once Contractor's sales figures are approved and calculated, amount due must be paid to the OEC. The Audit Office will maintain a continuous running total of Contractor's sales, which can be reviewed during posted hours. All sales summaries and "journals" become the property of the OEC. Inaccurate sales information submitted or failure to comply with these financial reporting procedures will result in termination of the Rental Contract, removal from the fair, forfeiture of all fees, deposits, payments or monies, and disbarment from doing business at future Ohio State Fairs.

**RECEIPTS:** Percentage Contractors MUST issue a sales receipt to the customer for each sales transaction. Automatic receipt printing must be turned on in the Clover setup menu. The receipt must be handed to the customer after every transaction. This procedure is NOT optional, and Contractor should NOT ask the customer if they

want the option of receiving a receipt. Failure to issue receipts will result in termination of the Rental Contract, removal from the fair, forfeiture of all fees, deposits, payments or monies, and disbarment from doing business at future Ohio State Fairs.

**REGISTER TAGGING:** Percentage Contractors must use an OEC approved Clover P.O.S. system for all transactions, and a Merchant ID must be assigned to each Rental Contract location. Contractor may need more than one Clover P.O.S. system per licensed space due to sales volume. Auditors will check each licensed location to record the model numbers and serial numbers for all Clover P.O.S. Systems. Once approved for use, each Clover P.O.S. system will get a register tag. Clover P.O.S. Systems cannot be used for sales until they have been tagged and the information has been recorded by the Auditor.

**REGISTER TAPES:** For auditing purposes, all Clover register tapes need to be identified by the OEC/Auditor register tag number, business name as defined on the Rental Contract, license number, and date. All tapes need to be clear and legible. No faded register tape receipts will be allowed or accepted.

**P.O.S. OPERATION:** No other P.O.S systems are permitted. No “Custom Amount” tenders allowed unless it is used in “Negative Tender” for fair coupons. Every transaction must be rung into the Clover. Cash Drawer MUST be linked to the Clover P.O.S. system and automatically open and close with each transaction. **All cash must go into the connected cash drawer ONLY.** Clover P.O.S. systems must have a receipt printer that prints a receipt with every transaction automatically. Each customer MUST be given a receipt. A receipt must be given with every transaction. Contractors must have a Clover P.O.S. system with dual display with every Clover P.O.S. system being used (a second Clover mini or a display pole are acceptable forward-facing devices). **Clover Go Devices and Virtual Terminals are not permitted.** Contractor is not permitted to work from an open cash drawer. Clover P.O.S. system MUST be positioned so customer can always view total and see their receipt printing and the connected cash drawer opening and closing with their transaction. A Clover P.O.S. system is required for each ordering window/line served. Clover P.O.S. system must have a Daily Summary Report and it must be segregated by cash sales and credit card sales. At any time, the OEC, State of Ohio and OEC Representative have the right to back-end access to observe the transactions/journal. **NO KEYS ARE TO BE LEFT IN THE CONNECTED CASH DRAWER.** You may not use a cash drawer key during any part of the transaction.

**FINAL SETTLEMENT:** Under the terms of the Rental Contract, final settlement must be made on August 3 between 8 pm to 11 pm (**hours subject to change at OEC’s discretion**). Failure to comply with these procedures will result in immediate cancellation of future Rental Contracts.

Select attractions will be required, under the terms of the Rental Contract, to have an OEC ticket taker collect all tickets and/or admission credentials to the attraction. Percentage Contractors in the MarketPlace must pay the difference between the percentage fee collected and booth license fee with final payment being the higher of the two figures.

48. **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 Sales & Event Services 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 have been made since the previous year.**

49. **Pricing:** All pricing must be posted according to guidelines defined herein and include sales tax (7.5% which is subject to change without notice). If you are “up charging” for larger sized clothing items, these must be clearly posted as well. All fees (processing, credit card etc.) must be included in published price.
50. **Prize Drawings:** All prize drawings must be approved by the Sales & Event Services 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 Sales & Event Services 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 Sales & Event Services Department with winner name and address by September 1.
51. **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, conducted 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.
52. **Promotional Programs:** On Thursday’s (July 24 and July 31), 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 May 30. 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.
53. **Propane:** 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. To arrange for service through Mount Perry Propane, contact their office to create an account and place a credit card on file. Deliveries are made each morning of the fair. Next day delivery orders must be placed by 4:30 pm the prior day. They provide propane and regulators only, no fryer service.

54. **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.
55. **Relocation:** The Sales & Event Services 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.
56. **Reallocation:** In the event any Contractor fails to occupy a leased space by the scheduled opening time, the OEC may terminate the Rental Contract unless prior permission has been obtained. No refund will be made in such a case, regardless of Contractor's obligations or monies paid by Contractor to participate, and the OEC will be authorized to reallocate said space to another Contractor.
57. **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.
58. **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 Rental 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 3, 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 2025 Release Permit which is good for the vehicle, driver and one helper. Requests for Release Permits must be made through the Sales & Event Services Department.

Indoor Contractors can begin dismantling their booth on Sunday, August 3 at 6 pm; however, vehicles will not have access to the building until approximately 8 pm. Removal of all indoor exhibits must be completed by 5 pm, Monday, August 4. **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 3 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 5. 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 Sales & Event Services 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 5. **The OEC is not responsible for any materials or possessions that are left behind.**

59. **Return Policy:** An exchange/refund policy must be clearly posted in your booth. Contractor must adhere to the Ohio Consumer Protection laws.
60. **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.
61. **Safety:** 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.
62. **Sampling:** All product sampling must be approved by the Sales & Event Services 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.
63. **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 licensed 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.
64. **Seating Areas:** Seating areas are not audited. Food and beverage Contractors are encouraged to set, 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 OEC.



65. **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 23 until 7 am, August 5, 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 Marketplace will begin July 19 at 8 pm through August 4, 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 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 Sales & Event Services Department and the State Highway Patrol. No special duty guards shall carry firearms.

66. **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 Sales & Event Services Department at (614) 644-4010 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 Sales & Event Services 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.
67. **Setup:** Outdoor setup is July 15-22 and indoor setup is July 19-22. MarketPlace will be open for setup from 8 am to 8 pm Saturday through Monday and 8 am to Midnight on Tuesday.
68. **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 and MarketPlace (north overhead door). Public shuttle buses are available throughout the day.
69. **Signage: No "A" board type or freestanding sign boards are permitted unless approved by the Sales & Event Services Department. If so approved, they will not be permitted outside of licensed space.** The OEC reserves the right to move or remove any items placed outside of licensed space, extending into aisles, walkways, or any location other than the assigned space per the Rental Contract at Contractor's expense. All sig-



nage should be professionally generated of high quality, commercial grade materials. Marques must be professional designed and illuminated. Hand painted, lettered or handwritten signs are not allowed in stands, tents, trailers, or exhibit space. It is the Contractors responsibility to provide professional looking signage. 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.

- 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.
- 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 Sales & Event Services Department.
- Erecting of signs that require excavation to OEC property must have prior approval from the Sales & Event Services Department.
- Concession/Exhibit Sale cards MUST be posted in the front of 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.

70. **Solicitation:** Operating, selling, distributing hand bills, posting advertising, hawking, or conducting any business anywhere outside of the licensed space is prohibited.

71. **Staking/ Digging:** The Ohio State Fair prohibits tent staking, digging, excavation, boring, auguring, or other physical alterations to most areas of the fairgrounds. Tent staking for the Ohio State Fair may be allowed at the discretion of Ohio Expositions Commission Management and in the rare situations and is based on the following factors:

- Ohio Expositions Commission Director of Maintenance & Grounds must grant written authorization.
- Staking permission in limited areas only - There are multiple underground utilities within the fairgrounds including, but not limited to, electric, gas, communications, water and sewer lines. Staking may be permitted only in asphalt or grass surfaces outside of areas identified on the staking map. Please contact the Sales & Event Services, or visit the "vendor" section of the Ohio State Fair website, for a copy of the map.
- If OEC grants written authorization, a third-party locator must mark the un-

derground utilities at the vendor's expense. The Ohio Expo Center's Maintenance and Grounds Department will arrange for a third-party company to mark the utilities in the area where the possible staking or digging will take place and mark underground utility lines.

- All vendors, sponsors, licensees, or others using staked tents will be charged a \$50 administrative fee that will help to offset the cost of refilling holes staked in approved areas.
- Alternate methods of securing tents – When direct staking is not permitted, vendors must use alternative anchoring methods with sufficient stability to prevent tent movement, such as concrete blocks, water-filled barrels, or other approved weighted anchoring systems.

72. **Staffing:** Licensed 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.
73. **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.
74. **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 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 Sales & Event Services Department (**if granted, trucks must be fenced/screened from public view**). The truck supply compound 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 will be required to be inspected if used for food storage of dry goods or refrigerated/freezer by a representative of Columbus Public Health.**
75. **Subleasing:** Third party subleasing of a licensed 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.
76. **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 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 Contract and the Concessions, Exhibits and Attractions manual, 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.
77. **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 appro-

priate 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](http://www.columbustax.net).

78. **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](http://www.tax.ohio.gov/sales_and_use/license.aspx).
79. **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.

**Tent Staking/ Digging Policy:** The Ohio State Fair prohibits tent staking, digging, excavation, boring, auguring, or other physical alterations to most areas of the fairgrounds. Tent staking for the Ohio State Fair may be allowed at the discretion of Ohio Expositions Commission Management and in the rare situations and is based on the following factors:

- Ohio Expositions Commission Director of Maintenance & Grounds must grant written authorization.
- Staking permission in limited areas only - There are multiple underground utilities within the fairgrounds including, but not limited to, electric, gas, communications, water and sewer lines. Staking may be permitted only in asphalt or grass surfaces outside of areas identified on the staking map. Please contact the Sales & Event Services, or visit the "vendor" section of the Ohio State Fair website, for a copy of the map.
- If OEC grants written authorization, a third-party locator must mark the underground utilities at the vendor's expense. The Ohio Expo Center's Maintenance and Grounds Department will arrange for a third-party company to mark the utilities in the area where the possible staking or digging will take place to marks underground utility lines.
- All vendors, sponsors, licensees, or others using staked tents will be charged a \$50 administrative fee that will help to offset the cost of refilling holes staked in approved areas.
- Alternate methods of securing tents – When direct staking is not permitted, vendors must use alternative anchoring methods with sufficient stability to prevent tent movement, such as concrete blocks, water-filled barrels, or other approved weighted anchoring systems.

80. **Tickets:** Each person entering the fair, including employees and delivery personnel, must have an admission ticket. Admission and load/unload parking tickets are nonrefundable, will not be replaced if lost, stolen, or forgotten. Contractors may purchase \$7 daily or \$70 full fair admission and \$50 load/unload parking tickets from the Fiscal Office in the Administration Building. You must show your executed Rental 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 admission ticket is provided for each Contractor Agreement. Upon request, you may have your hand stamped for same day re-entry at any one of the admission gates as you exit. 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 \$50 load/unload parking ticket, Contractors can access the grounds from midnight –

10 am daily to restock (8 am – 10 am in MarketPlace) 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 Rental 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.

81. **Tobacco Products:** No tobacco products are allowed to be sold on the grounds. Smoking, including electronic cigarettes, is not permitted within any leased space.
82. **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 pm and 7 am to 9 pm during the Fair.

Requests for early electrical disconnects by outdoor Contractors will be taken until 3 pm on August 3. Disconnects will take place between 10 pm-11:15 pm. All others will be disconnected beginning at 7 am on August 4. 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 Rental 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 licensed 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 15, the Maintenance Office will begin taking plumbing requests. The hours of operation during setup, 7:30 am to 4:00 pm weekdays, 7:30 am – 6 pm on weekends and 7 am to 9 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.

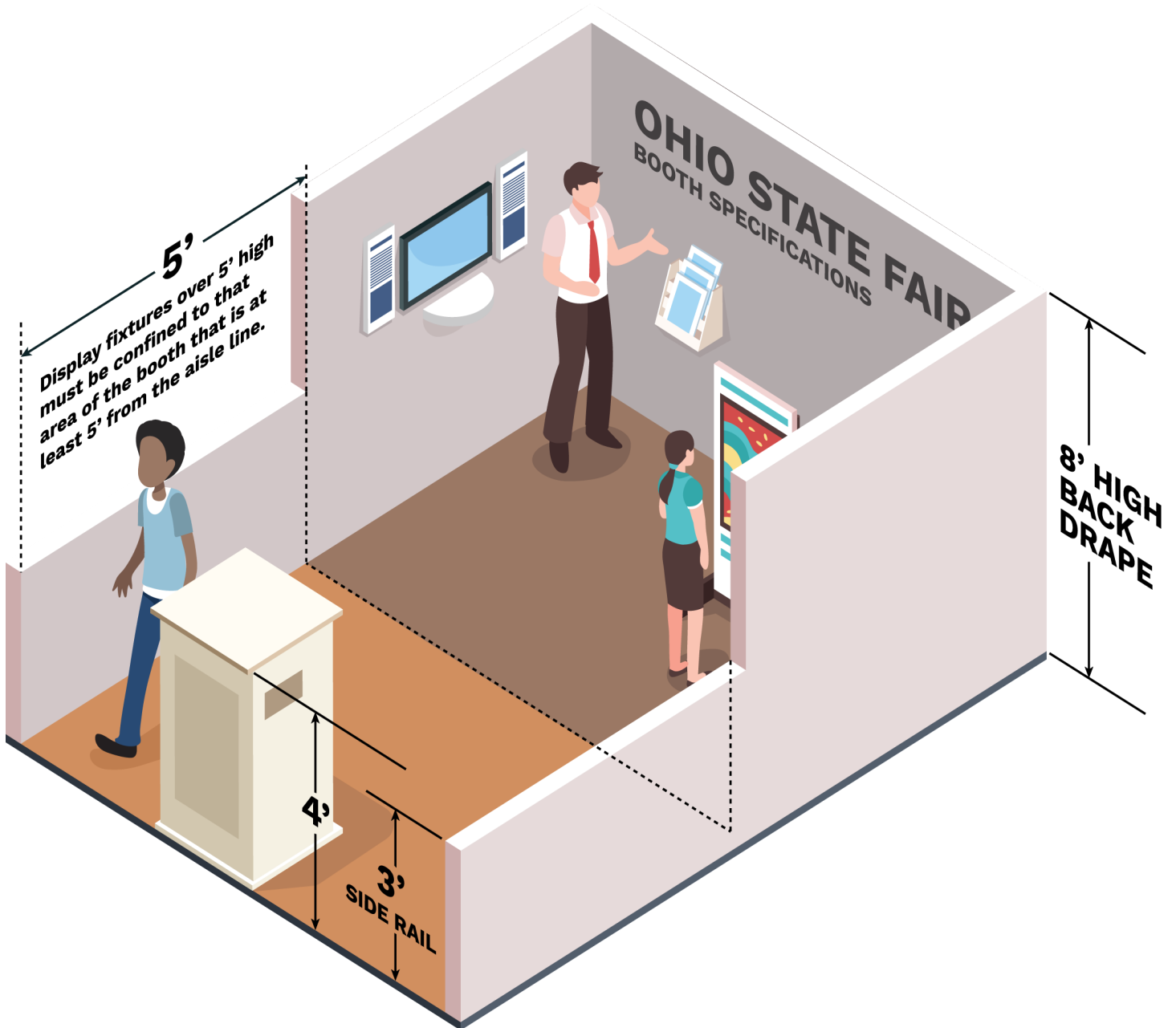
Wastewater must be dumped in green sanitary drains. Failure to comply with this regulation will constitute grounds for closing a stand. All storm, water, and sanitary drains, along with approved water sources, will be color coded as follows: storm water drain - yellow; sanitary drain - green and water 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](http://www.ohiostatefair.com), vendor information).

83. **Violation Notices:** To maintain the Policies, Rules and Regulations outlined in this manual, the Sales & Event Services 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 Rental Contract will be cancelled without refund of license fees.
84. **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.



## Marketplace Booth Specifications



Ohio State Fair 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. 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.

## **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.



# State Fair

**JULY 23 - AUGUST 3, 2025**



**Ohio Expo Center**  
& State Fairgrounds



**OHIO EXPO CENTER & STATE FAIRGROUNDS**  
717 EAST 17TH AVE COLUMBUS, OHIO 43211