

OYE Marketplace Exhibitor Rules and Regulations

2023 Oklahoma Youth Expo

March 6-17, 2023

PROHIBITED ITEMS:

The following is a list of strictly prohibited items which **MAY NOT** be sold or given away by any exhibitor or sponsor at the 2023 Oklahoma Youth Expo. These items include but are not limited to the following: Any and all CBD products including but not limited to, human, livestock and pet products. Items considered weapons or could be considered weapons; for example, firearms, toy guns, knives and swords. Items having laser lights, neon or blinking lights, these types of items frighten livestock and can cause injury. Also, balls attached to strings, ropes, scooters, skate boards and any and all clothing or any item depicting foul language, inappropriate logos or images, as well as any item with the OYE logo or the letters/name OYE or likeness. OYE Staff reserves the right to remove such items as well as forfeit exhibitor contract if items are found.

PETS

No dogs or other pets are permitted on the fairgrounds, whether on a leash or not. The exceptions to this rule are the following: police dogs on duty, "seeing eye" lead dogs and any scheduled trained animals.

MOVE IN:

All exhibitors must be in place by **7:00 A.M., Wednesday, March 8, 2023** and be ready for operation at 2:00 p.m., Wednesday as well. All vendor locations will be clearly marked. Move-in will be staggered and scheduled for all indoor Marketplace exhibitors. Each exhibitor will be contacted and a specific move-in time will be determined. **NOTE: All vendors and sponsors must be in place with vehicles parked by 7 a.m. on Wednesday, March 8, 2023 due to the arrival of livestock on Wednesday morning at 8 a.m.** Earlier move in arrangements for outdoor vendors may be made if necessary, please make prior arrangements by calling Melissa Eisenhauer.

Move-In Dates:

Monday, March 6, 2023 – All day
Tuesday, March 7, 2023 – All day
Wednesday, March 8, 2023 – by 7:00 a.m.

MOVE OUT:

All property belonging to vendors and sponsors *must* be removed from the grounds and buildings by 12:00 a.m. Friday, March 17, 2023. Please do not block traffic flow on the streets or from the buildings.

OPERATING DAYS AND HOURS:

The Oklahoma Youth Expo Marketplace will be open and operational beginning Wednesday, March 8, through Thursday, March 16, 2023. **These are the recommended operating hours.** You may adjust your schedule for operation to your convenience.

Wednesday, March 8, 2023	2:00 p.m. - 5:00 p.m.
Thursday, March 9, 2023	8:00 a.m. - 5:00 p.m.
Friday, March 10, 2023	8:00 a.m. - 7:00 p.m.
Saturday, March 11, 2023	8:00 a.m. - 7:00 p.m.
Sunday, March 12, 2023	8:00 a.m. - 7:00 p.m.
Monday, March 13, 2023	8:00 a.m. - 7:00 p.m.
Tuesday, March 14, 2023	8:00 a.m. - 7:00 p.m.
Wednesday, March 15, 2023	8:00 a.m. - 7:00 p.m.
Thursday, March 16, 2023	8:00 a.m. - 4:00 p.m.

FAILURE TO MOVE IN:

Any Marketplace exhibitor failing to move in prior to 7:00 a.m., Wednesday, March 8, 2023 will forfeit space and Marketplace fees. It is crucial that all Marketplace exhibits are moved in prior to the arrival of Oklahoma Youth Expo animals.

VENDOR SPACES:

All booths are equipped with one 6-foot table and two chairs, as well as a back-drop curtain and two sidewall curtains where applicable. All vendor trailers will be located outside. There will be no trailers parked inside Marketplace areas with the exception of sponsor display trailers.

SPONSOR AND VENDOR SPACES:

The Oklahoma Youth Expo kindly asks that the assigned spaces as well as the provided backdrop, sidewalls and décor not be altered in any way shape or form. The Oklahoma Youth Expo works hard to create a uniformed appearance. We respectfully ask for your compliance regarding this matter.

PARKING:

Due to limited parking, there is no special permitted parking for Marketplace exhibitors. **Do not attempt to park any vehicles in or around your location.**

CLEAN UP:

All trash, including boxes, must be bagged and removed to the nearest pick up point as it accumulates *by the Exhibitor*. It is your responsibility to keep your immediate area clean and to pick up any trash from behind your booth as well. Please do not sweep your trash out into the aisle. Pick it up and put it in the proper place. *Help us to keep the Oklahoma Youth Expo clean.*

ELECTRICITY:

110-volt electricity, consumed by exhibitors are included with booth rental as specified. Exhibitors having electrical requirements larger than 110-volt service must provide payment in full to the Oklahoma Youth Expo office prior to connection. Performance Electric, the official Electric Company of the State Fairgrounds shall make the final connection with the main source of supply.

The use of oil, gasoline or propane torches are positively forbidden. Electrical cords are not to be draped, ran our routed across isles which may interfere with the preparation of exhibition of animals.

FIRE MARSHALL: All exhibit spaces are subject to and will be inspected by the Oklahoma City Fire Marshall's Office. The Oklahoma Youth Expo and all affiliates which include sponsors and MarketPlace exhibitors will abide by the Oklahoma City Fire Marshall Code and inspections.

SHIPMENTS TO THE OKLAHOMA YOUTH EXPO:

Exhibitors who have merchandise shipped to the Oklahoma Youth Expo must be on the grounds to receive freight or make other arrangements for delivery. The Oklahoma Youth Expo will not receive or accept any shipments for exhibitors for any reason.

FIRE EXTINGUISHERS:

All OYE Marketplace exhibitors are to have functioning, fully charged fire extinguishers in their booth or stand at all times.

BUILDING SECURITY AND MAINTENANCE:

Security guards have a limited, general presence at all exhibit buildings throughout the Oklahoma Youth Expo. Exhibitors should secure their own products, display items and equipment. The Oklahoma Youth Expo Inc., Oklahoma Youth Expo staff and volunteers will not be held responsible for lost or stolen goods.

RIGHT OF REFUSAL

The Oklahoma Youth Expo reserves the right to refuse any vendor or company from exhibiting or operating at the Oklahoma Youth Expo Marketplace.

Thank you for abiding by the above rules, we look forward to working with you. If you have any questions, please feel free to write or call us:

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