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# EVENT MANAGER'S GUIDE

2021 - 2022



## FACILITY APPLICATION

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

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

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

## EVENT HOLD

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

## EVENT HOLD & CONTRACTING POLICIES

1. A hold may be requested for a certain date if the date is available.
2. If a hold is granted, it will only be valid for a **maximum of sixty (60) days**, unless a longer period is approved in writing by the Expo Square President/CEO. Prior to the expiration of the hold period set forth below, it is the responsibility of the party who requested the hold to contact Expo Square and enter into a Facility Lease Agreement or the hold will be released.
3. A hold is only a temporary reservation. **At no time does a hold obligate either Expo Square or the party who placed the hold.** A hold may be cancelled by either party at any time, for any reason, prior to a contract being executed.
4. Party is required to complete an Event Application for Facility Lease Agreement.
5. Until a Facility Lease Agreement is signed by both parties, no promotions of the scheduled event or soliciting of exhibitors is permitted by the prospective lessee. Violation of this rule may jeopardize the issuing of a Facility Lease Agreement and/or the hold will be released. Any expenditure or other arrangements made prior to signing a Facility Lease Agreement with Expo Square is at the risk of the party making such expenditures.
6. **IMPORTANT:** Until a Facility Lease Agreement is signed by the Expo Square President/CEO, Expo Square reserves the absolute right to cancel or change hold dates at its discretion. Expo Square reserves the right to refuse to rent the facilities to anyone for any lawful reasons it may deem appropriate.
7. Prospective lessees will be permitted no more than four (4) holds at one time, per calendar year.
8. No more than four (4) similar events can be contracted by one party, per calendar year.
9. All balances must be paid in full prior to placing event dates o hold.
10. No one employed by Expo Square is authorized to verbally alter or amend this policy in any manner. Only written modifications can be made to this policy and must be signed by the Expo Square President/CEO to be enforceable.

## FACILITY LEASE AGREEMENT

Upon mutual agreement, a Facility Lease Agreement will be written and provided to the applicant via AdobeSign for review and signature. The Facility Lease Agreement must be signed and returned along with the appropriate deposit by the deadline listed in the Agreement. A fully executed copy will be returned to applicant upon signature by the President/CEO or TCPFA Chairman. Any unauthorized changes to the agreement will not be accepted and will nullify the agreement.

## DEPOSIT

Upon the return of a signed Facility Lease Agreement, the deposit must be provided in full by the deadline listed in the Agreement. Any Agreement returned without the deposit is not considered fully executed and Expo Square will not move forward with any event planning or preparation.

## DEPOSIT POLICY

1 – 3 Event Days	4 – 8 Event Days	9+ Event Days
50%	30%	15%
Total Facility Rental Rate for Event	Total Facility Rental Rate for Event	Total Facility Rental Rate for Event

Concert type events are required to pay 100% of Facility Rental Rates and Utility Charges as event deposit.

## **PAYMENT**

In addition to the deposit, you may be required to send the balance of base facility rental, or total of previous event invoice, prior to event. Balance of all expenses, including event surcharge, additional building rental, equipment, and other services may be payable by cashier's check as per Agreement. Any additional services requested after that time will be an addition to your final invoice.

Payments can be made via check, credit card or cashier's check. If the payment amount exceeds \$1,000.00, an additional 3% fee will be implemented and in addition to the total invoice amount as a processing fee for utilizing a credit card for payment.

## **CANCELATION**

Event cancelled within 16 – 90 days of event, Expo Square will retain one hundred percent (100%) of the deposit; within 91 – 180 days of event, Expo Square will retain fifty percent (50%) of the deposit; 181 days or more, Expo Square will retain twenty percent (20%) of the deposit. If Lessee cancels event less than 15 days prior to event, Lessee will be required to pay balance of building and/or arena rental. Future dates will not be placed on hold or contracted unless the balance is paid in full.

## **INSURANCE**

A certificate of insurance showing client's General Liability Insurance and workman's compensation coverage must be received by Expo Square no later than three (3) weeks prior to event. Insurance must be a minimum of \$1 million Combined Single Limit (bodily injury and property damage). Tulsa County Public Facilities Authority must be named as additional insured on the certificate. The certificate of insurance must state the Agreement name as well as the event name or the certificate will not be accepted. Coverage noted on certificate must include move in, event days, and move out dates.

## **LICENSES**

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

## **GUN SHOWS**

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

## **TICKET OFFICE**

To better serve your events' needs, Expo Square operates a Ticket Office year-round. All ticketed events are required to utilize Expo Ticket Xpress. A Ticket Office Agreement is developed and sent via AdobeSign for review and signature, and must be returned by the deadline listed in the Agreement. Prior to your event, tickets can be ordered at [exposquare.com/tickets](http://exposquare.com/tickets).

## **IT SERVICES**

Show services will be provided by Expo Square IT Staff, please contact your Event Coordinator to make arrangements. All Vendor services must be ordered through Cox Communications, (918) 806-6079.

## **EVENT COORDINATOR**

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

- For Consumer Event Coordinator assignment, please contact:  
Andrea Allgood, Event Relations Manager  
(918) 744-1113, ext. 2070  
[aallgood@exposquare.com](mailto:aallgood@exposquare.com)
- For Livestock Event Coordinator assignment, please contact:  
Brandi Herndon, Chief Agribusiness Officer  
(918) 744-1113, ext. 2104  
[bherndon@exposquare.com](mailto:bherndon@exposquare.com)

Your Event Coordinator will be available during move in, event hours and move out. He/She will either be on-site or available by cell phone at all times.

## FLOOR PLAN APPROVAL

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

The Event Coordinator must approve plat three (3) weeks prior to event. If a plat is not provided in the required timeline, a plat from a previous year's event will be utilized. This will avoid any last-minute changes when your event moves in and the addition of a Change Order Fee, current year's rate plus 10%, to your final invoice.

## SECURITY

Expo Square maintains a security officer on the perimeter of our buildings at all times. Security services are recommended during your event. The assigned Event Coordinator will schedule your security needs; any outside security must have prior approval by Event Coordinator and Security Director.

Available Security Services Included:

- Expo Square Officer
- Tulsa Police Department Officer
- Expo Square T-Shirt Security
- Ticket Takers
- Ushers

## EVENT SERVICES & EQUIPMENT

You are responsible for contacting the Event Coordinator at least three (3) weeks prior to event to determine if tables, chairs, and other equipment will be available. You are charged for the products and services ordered, even if you do not utilize to the fullest. You will be billed for any missing or damaged tables, chairs, or other equipment rented from Expo Square. If you need to add equipment or make changes after the building has been set, a Change Order Fee, current year's rate plus 10%, will be added to your bill. Refer to Facility, Equipment & Service Rate Sheet for pricing of requested services or equipment.

## LIVESTOCK EQUIPMENT RENTAL FOR SHOW STAFF USE

Any show utilizing Expo Square livestock equipment must sign and return an equipment use agreement. For more information, contact your assigned Event Coordinator; additional fees will be added to your final invoice.

## FOOD & BEVERAGE EXCLUSIVE RIGHTS

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

## FOOD VENDOR POLICY

Food vendors the lessee desires to include as event participants, are eligible to request approval from Expo Square. Details about the process and related fees are available at [exposquare.com/exposerve](http://exposquare.com/exposerve). Strict penalties will be enforced if sampling policies are not followed.

## CATERING

ExpoSERVE manages Expo Square's value priced, quality food and beverage services, which includes: drop-offs, buffets and banquets.

Catering Purchase of \$0.00 to \$7,499.99	No Applicable Discount
Catering Purchase of \$7,500.00 to \$14,999.99	50% off Facility Rental Rate
Catering Purchase of \$15,000.00 to \$19,999.99	75% off Facility Rental Rate
Catering Purchase of \$20,000.00 & Above	100% off Facility Rental Rate

Applicable Facilities: Central Park Hall, Exchange Center and Pavilion for gala/banquet type events only.

## **SHOW OFFICE CATERING**

Provisions for show offices are available at discounted rates. Staff box lunches, hot meals, bulk snacks, ice, soda, water, coffee and equipment can be delivered to your show office for a nominal cost with the option of replenishing throughout the show. Surplus items may potentially be restocked. Contact Catering Sales, (918) 744-1113, ext. 2114.

## **CONCESSIONS**

Expo Square offers a full range of concession services for event attendees. ExpoSERVE Management will work with lessees to arrange optimal service levels.

## **SALES TAX**

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

For information on collecting and reporting sales tax, call the Oklahoma Tax Commission, (918) 581-2399, or go to [tax.ok.gov](http://tax.ok.gov).

## **VEHICLE & TRAILER PARKING**

Parking is free at Expo Square. Events are not allowed to protect parking, unless agreed to prior to event by Expo Square Management. Designated Accessible Parking cannot be altered. Parking is prohibited on grass.

## **RV PARK**

As a convenience to you and your exhibitors, Expo Square maintains an RV Park. Reservations can be made by calling the RV Park Office, (918) 744-1113, ext. 2154, or a reservation form can be downloaded from our website at [exposquare.com/rvpark](http://exposquare.com/rvpark). All RVs and campers must check in at the RV Park Office upon arrival.

## **EMERGENCY PROCEDURES**

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

## **DAMAGE TO FACILITIES**

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

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

Equipment brought into building must be operated or handled with caution to avoid damage to facility or endanger exhibitors or guests. Damage to facility or property will be at the expense of the event and will be assessed by Expo Square Management.

It is required that you use vinyl tape (product information below) or chalk to mark booth locations on the floor. You must remove tape or marking following your event or a Removal/Cleanup Fee will be assessed. The Removal/ Cleanup Fee will be determined by the Event Coordinator and Maintenance Manager. Usage of any other method of marking may constitute an additional fee; minimum of \$250.00.

### **Preferred Tape**

- 3" clean vinyl tape: #PTCV6363" CL
- 2" double sided cloth tape Polyken #105C, blue tape: #TP105C48MMX23MM
- For additional information, contact the Preferred Tape Company, (918) 834-8273

## **EVENT ASSETS**

Expo Square is not liable for any loss or damage to property stored or left on-site, prior or post event, and cannot guarantee a secure location.

## MOVE IN/OUT

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

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

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

## EXTERIOR SIGNAGE

Expo Square entrances have been revitalized and we have invested in the functionality to provide a professional and welcoming experience to our facility. Additional signage is not permitted at entrance gates or roadways and will only be approved at the leased facility. Any non-approved signage found on grounds will be removed and events will be charged a Removal/Cleanup Fee; minimum fee of \$100.00.

## MARKETING OPPORTUNITIES

Expo Square offers numerous on-site marketing opportunities to enhance the awareness of your event

### Banners on Yale

Events may display approved banners on Yale Avenue, between 21st Street and 15th Street. Banners are installed on the fence line across from the main entrances of the shopping area on the east side of Yale Avenue. Banners are 5' x 15' and displayed for two (2) weeks. Please find the list of fees\* below:

Banner Production	\$500.00
Additional Dates	\$250.00 per week
Custom Design Production	\$300.00

\* Subject to availability and change depending on the request

### Entrance Gates

Upon arrival at Expo Square, the new entrance gates feature a 10' wide x 4' tall digital signage opportunity where upcoming events are listed and displayed for approximately five (5) seconds. Digital Marquees are located on 21st Street and 15th Street, and provide custom graphic and video opportunities to increase exposure to passing traffic. This service is free as a client of Expo Square. However, if interested in additional or custom exposure, please find the list of fees\* below:

Additional Dates – Standard Graphic	\$150.00 per additional week
Additional Exposure – Additional Standard Graphic	\$250.00 per first two weeks \$125.00 each additional week
Custom Static Graphic	\$300.00
Custom Video Ad	\$750.00

\* Subject to availability and change depending on the request

If you would like additional information on marketing opportunities, please reach out your Event Coordinator. Expo Square will provide marquee sign graphics at our discretion.

## INTERIOR SIGNAGE

Signs on pillars, walls, or close to HVAC vents and infrared heaters are not permitted. If signs are hung from the ceiling, make sure your contractor remembers to remove the hanging wire. All sign fasteners must be removed by move out. Any signs or fasteners left in the leased premises will be removed and you will be charged a Removal/Cleanup Fee, minimum fee of \$100.00.

## SHIPPING/RECEIVING

Please address your shipping label as follows:

Your Name & Phone Number  
Name of Event  
4000 East 15th Street  
Tulsa, OK 74112

Packages will be declined if your shipping label is incomplete. If you have questions or concerns about shipping requirements, please contact the Shipping/Receiving Office, (918) 744-1113, ext. 2151. Office hours are Monday – Friday, 8am – 11:30am, and 12:30pm – 4pm. Vendors are responsible for retrieving packages; Expo Square will not deliver.

A \$5.00 per box Shipping Fee will be assessed and added to the final invoice.

## ADVERTISING

Lessee is required to:

Submit advertising copy prior to publication to Expo Square's Marketing Department. Approved ad copy must be what Lessee uses in all advertising, including premium lists, programs, broadcast media, or other mediums. Within seven to ten (7 – 10) working days, Expo Square will notify Lessee of approval or required changes.

If Lessee fails to have ad copy approved or changes ad copy after approval, the following fees will apply and will be added to Lessee's final bill:

Facility	Fee For Not Utilizing Correct Name
Expo Square	\$1,000.00
Built Ford Tough Livestock Complex	\$1,000.00
River Spirit Expo	\$1,000.00
Ford Truck Arena	\$1,000.00
Expedition, Explorer, Mustang or Super Duty Arena	\$1,000.00
Exchange Center	\$1,000.00
Central Park Hall	\$1,000.00
Pavilion	\$1,000.00

## SMOKING

Smoking is prohibited in all Expo Square facilities.

## DECORATIVE MATERIALS

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

## EXCLUSIVE AGREEMENTS

Expo Square has an exclusive beverage agreement with PepsiCo. No other beverages companies will be permitted, including banners, signs, announcements or sampling.

Expo Square has an exclusive agreement regarding ATM's.

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

## ANIMALS

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

Service animals are permitted with the proper license.

## **VEHICLES**

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

## **SOLICITING & PROTESTERS**

Expo Square prohibits any form of solicitation or protesting anywhere inside the fence lines and where no fence exists. The fence line is defined as being twelve (12) feet from the street curb. Furthermore, such activities cannot affect the free and orderly movement of our customers which implies that entrances to the grounds must be kept clear.

## **PROPANE**

Propane, bottled gas or butane are not permitted inside any building, barn or covered structure.

## **ELECTRICAL**

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

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

## **PYROTECHNICS**

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

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

For more information, call the City of Tulsa Fire Marshal, (918) 596-9422.

## **POWER WASHING VENDOR REQUIREMENTS**

Power washing vendors are required to be an approved vendor by Expo Square Management prior to operation on grounds. Approved vendors will have insurance on file and are required to pay a license fee to Expo Square prior to operation. Events will be penalized if utilizing a non-approved vendor for power washing services at Expo Square.

## **FACILITY SURCHARGE**

All ticketed events, in any facility, will be required to utilize Expo Ticket Xpress for a minimum fee of \$500.00 per event day and assessed a \$1.00 per adult ticket sold Facility Surcharge. All non-ticketed events will be assessed a \$250.00 Facility Surcharge. All Livestock events will be required to pay a \$1.00 per animal entered, per day Facility Surcharge. Multiple day events or events with multiple entries may incur additional fees. The Facility Surcharge will be used to finance the Expo Square Capital Improvements Program.



## Exhibit Facilities

<b>River Spirit Expo</b>	Total Usable Square Feet: 398,080 sq. ft. Upper Level Usable Square Feet: 259,120 sq. ft. Lower Level Usable Square Feet: 139,960 sq. ft.	
Standard Rental	\$8,505.00 per event day; base rental includes 1 – 100,000 sq. ft.	
Additional Square Footage	\$.089 per gross square foot utilized above 100,000 sq. ft., per event day	
Ticketed Events	Standard Rental Rate (including any additional square footage utilized) or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	Upper Level: \$1,005.00 per event day Lower Level: \$625.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$305.00 per day, if available	
Additional Move In/Out Day(s)	\$767.00 per day, if available	
HVAC during Move In/Out Day(s)	\$142.00 per hour, if requested	
Rental includes aisle and restroom cleanup, trash removal, paging system and office space, as available. Weight limits apply to Upper Level overhang.		

<b>River Spirit Expo – Corporate Picnics</b>	50,000 sq. ft.	
Standard Rental	\$1,545.00 per event day; base rental includes 1 – 50,000 sq. ft.	
Additional Square Footage	\$.089 per gross square foot utilized above 50,000 sq. ft., per event day	
HVAC in Excess of 4 Hours	\$140.00 per hour	
Move In/Out Day(s) – Equal to Number of Event Days	\$305.00 per day, if available	
Additional Move In/Out Day(s)	\$767.00 per day, if available	
HVAC during Move In/Out Day(s)	\$142.00 per hour, if requested	
Rental includes 200 picnic tables, one (1) 8 ft. x 12 ft. stage, sound system (2 speakers and 1 microphone) and up to four (4) hours of HVAC.		

<b>Pavilion</b>	202 ft. x 104 ft. Arena with Approximately 4,233 Permanent Seats, Including Sky Boxes	
Standard Rental	\$2,645.00 per event day	
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	\$385.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$140.00 per day, if available	
Additional Move In/Out Day(s)	\$385.00 per day, if available	
HVAC during Move In/Out Day(s)	\$135.00 per hour, if requested	
Rental includes aisle and restroom cleanup, trash removal, paging system and office space, as available.		

<b>Exchange Center</b>	Total Usable Square Feet: 58,500 sq. ft.	
Standard Rental	\$2,520.00 per event day; base rental includes 1 – 30,000 sq. ft.	
Additional Square Footage	\$.089 per gross square foot utilized above 30,000 sq. ft., per event day	
Ticketed Events	Standard Rental Rate (including any additional square footage utilized) or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	\$230.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$305.00 per day, if available	
Additional Move In/Out Day(s)	\$535.00 per day, if available	
HVAC during Move In/Out Day(s)	\$85.00 per hour, if requested	
Rental includes aisle and restroom cleanup, trash removal, paging system and office space, as available.		

All ticketed events, in any facility, will be required to utilize Expo Ticket Xpress for a minimum fee of \$500.00 per event day and assessed a \$1.00 per adult ticket sold Facility Surcharge. All non-ticketed events will be assessed a \$250.00 Facility Surcharge. All Livestock events will be required to pay a \$1.00 per animal entered, per day Facility Surcharge. Multiple day events or events with multiple entries may incur additional fees. The Facility Surcharge will be used to finance the Expo Square Capital Improvements Program.

## Exhibit Facilities (continued)

<b>Central Park Hall</b>	Total Usable Square Feet: 43,000 sq. ft.	
Standard Rental	\$2,520.00 per event day; base rental includes 1 – 30,000 sq. ft.	
Additional Square Footage	\$.089 per gross square foot utilized above 30,000 sq. ft., per event day	
Ticketed Events	Standard Rental Rate (including any additional square footage utilized) or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	\$230.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$305.00 per day, if available	
Additional Move In/Out Day(s)	\$535.00 per day, if available	
HVAC during Move In/Out Day(s)	\$85.00 per hour, if requested	
Rental includes aisle and restroom cleanup, trash removal, paging system and office space, as available.		

<b>Oklahoma Stage</b>	2,400 sq. ft.	
Standard Rental	\$2,100.00 per event day	
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	\$385.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$260.00 per day, if available	
Additional Move In/Out Day(s)	\$500.00 per day, if available	
Rental includes cleanup and trash removal.		

<b>Meeting Rooms</b>	Square Footage Varies	
Standard Rental	\$55.00 per hour; maximum \$275.00 per day, per room	
Meeting Spaces Available	(2) Central Park Hall, (3) Exchange Center, Pavilion Green Room, Fair Meadows Simulcast South Side, Armory Conference Center, Ranger Arena Event Space	
Rental includes cleanup and trash removal.		

<b>Parking Lots</b>	Consumer Events	
Standard Rental	\$525.00 per day, per lot for event & restricted parking use; availability not guaranteed	
Additional Square Footage	\$.045 per gross square foot utilized in addition to facility rental space, per event day	
Rental includes lot use only; additional fees apply for services & equipment.		

All ticketed events, in any facility, will be required to utilize Expo Ticket Xpress for a minimum fee of \$500.00 per event day and assessed a \$1.00 per adult ticket sold Facility Surcharge. All non-ticketed events will be assessed a \$250.00 Facility Surcharge. All Livestock events will be required to pay a \$1.00 per animal entered, per day Facility Surcharge. Multiple day events or events with multiple entries may incur additional fees. The Facility Surcharge will be used to finance the Expo Square Capital Improvements Program.

## Built Ford Tough Livestock Complex

<b>Ford Truck Arena</b>	150 ft. x 300 ft. Arena with Approximately 2,750 Permanent Seats
Standard Rental	\$3,085.00; one day event (Friday – Sunday) \$2,175.00; one day event (Monday – Thursday) \$2,175.00 per event day; two or more event days
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day
Utility Charge	\$385.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$280.00 per day, if available
Additional Move In/Out Day(s)	\$525.00 per day, if available
HVAC during Move In/Out Day(s)	\$120.00 per hour, if requested
Arena rental includes cleanup, trash removal, seating, paging system, office space, as available, and one (1) arena working per event day.	

<b>Ford Truck Exhibit Hall</b>	14,000 sq. ft.
Standard Rental	\$1,085.00 per event day
Rental in Conjunction with Ford Truck Arena	\$535.00 per event day
Utility Charge	\$75.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$110.00 per day, if available
Additional Move In/Out Day(s)	\$330.00 per day, if available
HVAC during Move In/Out Day(s)	\$27.00 per hour, if requested
Rental includes cleanup and trash removal.	

<b>Mustang Arena</b>	135 ft. x 240 ft.
Standard Rental	\$1,700.00; one day event (Friday – Sunday) \$1,530.00; one day event (Monday – Thursday) \$1,530.00 per event day; two or more event days \$605.00 per day; exercise/warmup arena only and does not include HVAC or arena working
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day
Utility Charge	\$220.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$145.00 per day, if available
Additional Move In/Out Day(s)	\$385.00 per day, if available
HVAC during Move In/Out Day(s)	\$75.00 per hour, if requested
Arena rental includes cleanup, trash removal, bleacher seating, as available, paging system, office space, as available, and one (1) arena working per event day.	

<b>Super Duty Arena</b>	125 ft. x 225 ft.
Standard Rental	\$1,700.00; one day event (Friday – Sunday) \$1,530.00; one day event (Monday – Thursday) \$1,530.00 per event day; two or more event days \$605.00 per day; exercise/warmup arena only and does not include HVAC or arena working
Super Duty Barn	\$305.00 per day; exercise/warmup arena only and does not include HVAC or arena working
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day
Utility Charge	\$220.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$145.00 per day, if available
Additional Move In/Out Day(s)	\$385.00 per day, if available
HVAC during Move In/Out Day(s)	\$75.00 per hour, if requested
Arena rental includes cleanup, trash removal, paging system, and one (1) arena working per event day.	

All ticketed events, in any facility, will be required to utilize Expo Ticket Xpress for a minimum fee of \$500.00 per event day and assessed a \$1.00 per adult ticket sold Facility Surcharge. All non-ticketed events will be assessed a \$250.00 Facility Surcharge. All Livestock events will be required to pay a \$1.00 per animal entered, per day Facility Surcharge. Multiple day events or events with multiple entries may incur additional fees. The Facility Surcharge will be used to finance the Expo Square Capital Improvements Program.

## Built Ford Tough Livestock Complex (continued)

<b>Ranger Arena</b>	100 ft. x 200 ft.
Standard Rental	\$1,155.00; one day event (Friday – Sunday) \$1,030.00; one day event (Monday – Thursday) \$1,030.00 per event day; two or more event days \$420.00 per day; exercise/warmup arena only and does not include HVAC or arena working
Move In/Out Day(s) – Equal to Number of Event Days	\$140.00 per day, if available
Additional Move In/Out Day(s)	\$370.00 per day, if available
Arena rental includes cleanup, trash removal, paging system, and one (1) arena working per event day; Event Space not included with Arena rental.	

<b>Ranger Arena Event Space</b>	Over 2,600 sq. ft.
Standard Rental	\$750.00 per day
Rental includes cleanup and trash removal, tables, chairs, projector, screen, podium and microphone.	

<b>Explorer Arena</b>	100 ft. x 200 ft.
Standard Rental	\$770.00; one day event (Friday – Sunday) \$630.00; one day event (Monday – Thursday) \$630.00 per event day; two or more event days \$305.00 per day; exercise/warmup arena only and does not include arena working
Move In/Out Day(s) – Equal to Number of Event Days	\$145.00 per day, if available
Additional Move In/Out Day(s)	\$380.00 per day, if available
Arena rental includes cleanup, trash removal, paging system, and one (1) arena working per event day.	

<b>Stalling Barns</b>	Any barn utilized will incur a \$100.00 fee per barn, per show for sharp's containers
Bronco Barn	Maximum Capacity of 384 10 ft. x 10 ft. stalls
Expedition Barn	Maximum Capacity of 384 10 ft. x 10 ft. stalls
Explorer Barn	Maximum Capacity of 304 10 ft. x 10 ft. stalls
F-150 Barn	Maximum Capacity of 300 10 ft. x 10 ft. stalls
Oklahoma Ford Dealers Barn	Maximum Capacity of 416 10 ft. x 10 ft. stalls
Super Duty Barn	Maximum Capacity of 416 10 ft. x 10 ft. stalls
Super Duty Arena	Maximum Capacity of 226 10 ft. x 10 ft. stalls

<b>Stalling Rental</b>			
1 Day Show	\$36.00 per stall	4 Day Show	\$51.00 per stall
2 Day Show	\$38.00 per stall	5 or More Day Shows	Call for Pricing
3 Day Show	\$45.00 per stall	Before & After Show	\$105.00 per stall, per day

All ticketed events, in any facility, will be required to utilize Expo Ticket Xpress for a minimum fee of \$500.00 per event day and assessed a \$1.00 per adult ticket sold Facility Surcharge. All non-ticketed events will be assessed a \$250.00 Facility Surcharge. All Livestock events will be required to pay a \$1.00 per animal entered, per day Facility Surcharge. Multiple day events or events with multiple entries may incur additional fees. The Facility Surcharge will be used to finance the Expo Square Capital Improvements Program.

## Equipment & Service Rates

### Audio/Visual

Sound System Installation	\$290.00 per first event day
<ul style="list-style-type: none"> <li>Two (2) Powered Speakers &amp; One (1) Microphone</li> </ul>	\$140.00 per additional event day(s)
Additional Powered Speaker(s)	\$72.00 each, per event day
Microphone – Handheld/Over-the-Ear	\$40.00 each, per event day
Microphone – Additional	\$20.00 each, per event day
1/8 Inch Music Cable	\$6.00 each, per event day
HD Camera with Stand	\$132.00 per day
LCD Multimedia Projector with Screen – 70 Inch	\$142.00 per event day
LCD Multimedia Projector with Screen – 120 Inch	\$163.00 per event day
LCD Multimedia Projector with Screen – 200 Inch	\$220.00 per event day
Video Feed Line Installation	\$142.00 per line dropped
55" Television with Stand	\$50.00 per television
Ford Truck Arena Scoreboard	\$60.00 per hour production \$140.00 for plug-in (no production included), per day
Audio Fold Back Monitor	\$30.00 per event day
Miscellaneous Sound Equipment (Mixer, Equalizer, Processor, etc.)	Call for Availability & Pricing

### Wireless Price Plans

Wireless Price Plans (30 min)	FREE
Wireless Price Plans (per day, one (1) device)	\$8.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$2.00
Wireless Price Plans (per week, one (1) device)	\$25.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$5.00
Wireless Price Plans (per two (2) weeks, one (1) device)	\$45.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$8.00

### WiFi Buyout Plans

River Spirit Expo Upper Level	\$200.00 per event
River Spirit Expo Lower Level	\$175.00 per event
Exchange Center	\$175.00 per event
Pavilion	\$200.00 per event
Central Park Hall	\$175.00 per event
Ford Truck Arena	\$150.00 per event
Ford Truck Arena Exhibit Hall	\$150.00 per event
Mustang Arena	\$125.00 per event
Super Duty Arena	\$125.00 per event
Bronco Barn & Ranger Arena	\$150.00 per event
Ranger Arena Event Space	\$50.00 per event
Explorer Barn	\$100.00 per event
Oklahoma Ford Dealers Barn	\$100.00 per event
Fair Meadows/Simulcast	\$75.00 per event
Armory Conference Center	\$50.00 per event

## Equipment & Service Rates *(continued)*

<b>Internet &amp; Telephone Connectivity</b>	
DHCP IP Address	\$405.00 for first IP address
Static IP Address	\$460.00 per event
DHCP & Static IP – 15 ft. Patch Cable to Service	\$60.00 per additional drop \$0.63 per foot for additional cable
Network Router & Switch	\$22.00 per device
Telephone – Ordered 1 Week in Advance	\$142.00 per line
Telephone – Ordered the Week of the Event	\$210.00 per line
Telephone – Long Distance/Voicemail/Call Waiting	\$38.00 per line
<b>Livestock Equipment</b>	
Arena Working(s) – Additional	\$72.00 per working
Stall Removal/Installation	\$32.00 per stall
Livestock Panels	\$12.00 per panel
Hog & Sheep Panels	\$7.00 per panel
Priefert Roping Chute	\$90.00 per chute
Bucking Chute	\$370.00 per section of three (3) chutes
Round Pen	\$145.00 per pen
Portable Announcer Stand	\$100.00 per stand
Outside (Exterior) Commercial Exhibit Space Rental	\$61.00 per exhibit
Additional Dirt Requirements	\$12.0 per cubic yard; as requested
Lot Cleanup Fee	\$365.00
<b>Personnel Services</b>	
Expo Square Officer	\$24.00 per hour
Expo Square Officer – Supervisor	\$26.00 per hour
Tulsa Police Department Officer	\$38.00 per hour
Tulsa Police Department Officer – Supervisor	\$45.00 per hour
T-Shirt Security	\$17.00 per hour
T-Shirt Security – Supervisor	\$24.00 per hour
Ticket Agent	\$17.00 per hour
Ticket Agent – Supervisor	\$42.00 per hour
Usher	\$17.00 per hour
Usher – Supervisor	\$24.00 per hour
Ticket Taker	\$17.00 per hour
Ticket Taker – Supervisor	\$24.00 per hour
IT Support – After Hours	\$50.00 per hour
Electrician	\$80.00 per hour
Plumber	\$72.00 per hour
Forklift Operator (Includes Forklift)	\$60.00 per hour, Monday – Friday, 8am – 5pm \$86.00 per hour, all other times
<ul style="list-style-type: none"> <li>Must be prescheduled through Event Coordinator</li> </ul>	
Manlift Operator (Includes Manlift)	\$130.00 per hour, Monday – Friday, 8am – 5pm \$165.00 per hour, all other times
<ul style="list-style-type: none"> <li>Must be prescheduled through Event Coordinator</li> </ul>	
Lycian Follow Spot Lights	\$140.00 for four (4) hours
<ul style="list-style-type: none"> <li>Pavilion and Ford Truck Arena Only</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) available, does not include operator</li> </ul>
Sound Operator	Call for Pricing

Note, all equipment rental is subject to availability and on a first come, first serve basis.

## Equipment & Service Rates *(continued)*

Equipment	
Chairs – Padded	\$1.50 per chair
Chairs – Non-Padded	\$1.05 per chair
Bar Stools	\$5.50 per bar stool
Tables – 8 ft., Delivered & Picked Up on Rack	\$6.00 per table
Tables – 8 ft., Set to Plat	\$9.00 per table
Re-Racking Fee	\$60.00 per rack
Tables – Round, 60 Inch & 72 Inch	\$10.50 per table
Tables – High Top, 30 Inch	\$10.50 per table
Tables – Picnic	\$12.00 per table
Staging – 8 ft. x 12 ft.	\$300.00
Staging – Additional 4 ft. x 8 ft. Section	\$0.60 per square foot
Risers – Wooden 4 ft. x 8 ft. Section	\$21.00 per section
Bleachers – 5 Rows, Approximate Capacity: 50	\$120.00
Bleachers – 10 Rows, Approximate Capacity: 100	\$175.00
Bleachers – 15 Rows, Approximate Capacity: 150	\$240.00
Bleachers – 20 Rows, Approximate Capacity: 200	\$305.00
Bleachers – 25 Rows, Approximate Capacity: 250	\$400.00
Bleachers – 30 Rows, Approximate Capacity: 300	\$460.00
Bleachers – Front Walkway	\$72.00
Bleachers – Riser	\$32.00
Portable Building/Ticket Booth	\$105.00 per building/booth
Flag Stanchions	\$8.50 per stanchion
Flag Rope – 120 ft.	\$17.00
Barricade – Bicycle Rack	\$12.00 per barricade
Barricade – Concrete	\$12.00 per barricade
Fence Panel – 10 ft.	\$12.00 per panel
Podium – Acrylic & Wood	\$25.00 per podium
Non-Returned Key	\$61.00 per key
Electric Box (approximately 8 – 12 outlets per box)	\$80.00 per electric box
Perimeter Signage – 15 ft. x 5 ft. Banner	\$525.00 per banner, includes printing & installation
Banner Placement	\$140.00 per one (1) banner, up to 8 ft. x 10 ft. \$95.00 per additional banner, up to 8 ft. x 10 ft. \$240.00 per banner, larger than 8 ft. x 10 ft. \$290.00 per banner, multi-sided

Note, all equipment rental is subject to availability and on a first come, first serve basis.