



# EVENT MANAGER'S GUIDE

2025 - 2026

Subject to Change

## 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 of 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 an agreement being executed.
4. Completed Event Application is required prior to Facility Lease Agreement development.
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 an agreement and/or the hold will be released. Any expenditure or other arrangements made prior to signing an 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 leased by one party, per calendar year.
9. All balances must be paid in full prior to placing event dates on 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.
11. Two or more non-established events placed on the booking calendar resulting in cancellation will not be considered for future holds; per Expo Square's discretion. Event that has not been fully executed or occurred at Expo Square within the past two years is considered non-established.

## EVENT SEPARATION

TCPFA Management will make every effort to maintain 30 days before/after events similar in category/event type as a standard business practice. TCPFA Management will appropriately adjust this business practice when necessary.

## 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. As a processing fee for utilizing a credit card for payment, an additional 3% fee will be implemented and in addition to the total invoice amount. A 1½% per month late charge will be assessed to all bills outstanding beyond 30 days of billing date. Failure to pay will constitute an event of default hereunder and any future holds will be released.

## CANCELLATION

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.

This policy shall not apply if the event is cancelled due to Force Majeure Event (as such term is defined below).

"Force Majeure Event" shall mean any act, event or condition which is beyond the reasonable control or avoidance of a party including, but not be limited to, an act of God; an act of a public enemy; civil disturbance or unrest; lawsuits; injunctions; lightning; fire, explosion or other serious casualty; water damage; terrorist attack (or threats thereof); epidemics or pandemics (including COVID-19 and any variations or mutations thereof and any related epidemics/pandemics or residual effects); quarantine restrictions; other disease or illness; strike, lock-out or labor dispute (without regard to the reasonableness of any party's demands or any party's ability to satisfy such demands); accident or sabotage (such as a bomb threat or actual or threatened cyber-attack); unusually severe weather (including hurricane, earthquake, tornado, landslide, blizzard or flood); war (whether declared or not) or threats thereof; blockades; embargoes; condemnation or other taking by the action of any governmental body on behalf of any public, quasi-governmental or private entity; any action or change in law, regulation or rule by a governmental entity or other governing body (such as a professional sports league); a change in league rule or schedule; a day of national mourning; shortages or failures of sources of labor, material, energy, fuel, water, other vital utility, technical facilities, equipment or transportation; or any cause whatsoever, whether similar or dissimilar to the foregoing, beyond the reasonable control of a party. For avoidance of doubt, the parties agree that the failure of the parties to list a particular act, event or condition in the foregoing definition shall not, in of itself, preclude such unenumerated act, event or condition from qualifying as a Force Majeure Event.

## 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 & REGULATIONS

Event must abide by all applicable laws, regulations, ordinances, and codes of the United States, State of Oklahoma, County and City of Tulsa, and the Tulsa County Public Facilities Authority. This includes, but is not limited to, Oklahoma ABLE Commission, Oklahoma Tax Commission, Oklahoma Department of Labor – Amusement Ride Rules, Tulsa Fire Marshal, and Tulsa Health Department.

## DISPLAY VEHICLES

All display vehicles are required 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. Display vehicles require approval by the Event Coordinator.

## **GOLDEN DRILLER PLAZA**

Expo Square strives to improve for event stakeholders and partners. In 2021, the Golden Driller Plaza was completed as part of the Vision Tulsa Project. The Plaza will only allow pedestrian traffic; parking, displays, equipment and vehicular traffic is prohibited in the plaza area.

## **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.

## **TICKET OFFICE**

To better serve your events' needs, Expo Square operates a Ticket Office year-round. All ticketed events are able 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](https://exposquare.com/tickets) if Expo Ticket Xpress is utilized for ticket sales. If the event is ticketed and you choose to sell your own tickets, a Ticketing Response Form is required and a per event day Ticket Buyout Fees structure applies.

## **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)  
  
Matt Eidson, [meidson@exposquare.com](mailto:meidson@exposquare.com)  
(918) 744-1113, ext. 2040
- For Livestock Event Coordinator assignment, please contact:  
Brandi Herndon, Chief Agribusiness Officer  
(918) 744-1113, ext. 2104 | [bherndon@exposquare.com](mailto:bherndon@exposquare.com)  
  
Pamela Rist, [prist@exposquare.com](mailto:prist@exposquare.com)  
(918) 744-1113, ext. 2100
- Michelle Helm, [mhelm@exposquare.com](mailto:mhelm@exposquare.com)  
(918) 744-1113, ext. 2051
- Lauren May, [lmay@exposquare.com](mailto:lmay@exposquare.com)  
(918) 744-113, ext. 2012

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; significant changes to your plat may result in additional fees reflected on your final event invoice.

## **SECURITY**

Expo Square maintains a security officer on the perimeter of our buildings at all times. At the discretion of the Security Director, security services may be required 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

## 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.

## 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. 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.

## OUTSIDE FOOD & BEVERAGE POLICY

Food vendors the lessee desires to include as event participants, are eligible to request approval from Expo Square. If approved, Expo Square will relinquish exclusivity on Food and Beverage sales and sampling during your event. Charges for applicable exhibitors will be placed on the final event invoice, and will be due and payable upon completion of the event. The following fee schedule will be firmly enforced:

### Authorized Food & Beverage Items with Front Footage Fee:

	Front Foot Fee	Minimum Fee
Beef Jerky*	\$12.50	\$100.00 per day
Nuts*	\$17.50	\$140.00 per day
Candy*	\$17.50	\$140.00 per day
Cookies*	\$16.50	\$132.00 per day
Pastries*	\$16.50	\$132.00 per day
Oklahoma Wine*	\$11.00	\$88.00 per day

\* Front Footage Fee is charged at a minimum of 8'. Fees are charged for authorized food and beverage items unless item qualifies under the 16oz. FDA Guidelines below.

**Authorized Food Items without Front Footage Fee:** Jams, preserves, honeys, salsas, dips/spices, soup/bread mixes, and 2oz. or less food sampling.

**Prohibited Food & Beverage Items:** Kettle corn, popcorn, health/energy drinks, bulk/bottled water, soft drinks, non-alcoholic beverages, alcoholic beverages, and wine by the glass.

Sample size is 2oz. or less; must follow Tulsa County Health Department or Oklahoma Cottage Food Law requirements. Events of three or more days will receive a 30% discount on Fees.

Lessee is required to obtain from exhibitors General Liability/Product Liability Insurance coverage of \$1 Million per occurrence with an aggregate of \$2 Million. The certificate of insurance must name Tulsa County Public Facilities Authority and ExpoSERVE Management Corporation as additional insured. Applicable insurance certificates must be received no less than two weeks prior to event.

You are responsible for all acts/damages relating to actions of exhibitors, subcontracts and/or licensees.

**16oz. FDA Guidelines:** Commercially packaged products and bulk foods, excluding any beverages, in 16oz. non-bundled packages or greater are not restricted by Facilities Lease Agreement and no fees shall be due from Lessee. Commercially packaged products are produced in a single factory sealed, unopened container processed from a manufacturer with FDA labels, including product bar code on the original packaging. All food items in non-FDA labeled packaging, or any package less than 16oz., will be subject to the qualifications and fees above.

Expo Square reserves the right to approve or deny exhibitors covered under this Policy. Strict penalties will be enforced if sampling policies are not followed. Notify us of your plan to include food vendors in your event prior to development of the Facility Lease Agreement.

## CONCESSIONS

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

## 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 \$9,999.99	No Applicable Discount
Catering Purchase of \$10,000.00 to \$19,999.99	50% off Standard Rental Rate
Catering Purchase of \$20,000.00 to \$24,999.99	75% off Standard Rental Rate
Catering Purchase of \$25,000.00 & Above	100% off Standard Rental Rate

Applicable Facilities: Central Park Hall, Exchange Center, Fair Meadows Exhibit Hall, Ranger Arena Event Space and Pavilion for gala/banquet type events only

Standard Rental Rates Include: Facility Rental for (1) Move In/Out and (1) Event Day, Additional Square Footage, (1) Utility Charge and equipment (ie. tables, chairs, staging, etc. utilized for gala/banquet seating area 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.

## 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. Designated valet parking will result in a Parking Lot rental reflected on final event invoice.

## RV PARK

As a convenience to you and your exhibitors, Expo Square maintains an RV Park. Reservations can be made by completing a reservation form available on our website at [exposquare.com/rvpark](http://exposquare.com/rvpark). All RVs and campers must check in at the RV Park Office upon arrival. Dry camping is prohibited. For additional information, please contact the RV Park Office, (918) 744-1113, ext. 2154.

## 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. Expo Square has multi-year agreements in place with local agencies for emergency operations. These operations may require dual occupancy or relocation of event at minimal notice.

## 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.

## SMOKING

Smoking is prohibited in all Expo Square facilities.

## ANIMALS

Animals are not permitted inside facilities or show offices; service animals are permitted with the proper license. Owners will be requested to remove any animal from the building. If the animal is a legitimate part of your event, inform your Event Coordinator.

## 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.

## 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.

## 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

## SAGENET CENTER

Banners may not be displayed from the railing of the event space located above the West Conference Room in the SageNet Center Upper Level.

## MARKETING OPPORTUNITIES

Expo Square offers numerous on-site marketing opportunities to enhance the awareness of events.

### Banners on Yale

Events may display approved banners on Yale Ave, between 21st St and 15th St. Banners are installed on the fence across from main entrances of the shopping area on the east side of Yale Ave. Banners are 5' x 15' and displayed for two (2) weeks.

Fees\*:

Banner Production	\$600.00
Additional Dates	\$275.00 per week
Custom Design Production	\$300.00

\* Subject to availability and change depending on the request

Additional locations will be reviewed on an individual basis and will follow the same cost structure.

### Entrance Gates

Upon arrival, entrance gates feature a 10' wide x 4' tall digital signage board where upcoming events are listed and displayed for approximately five (5) seconds. Digital Marquees provide custom graphic and video opportunities to increase exposure to passing traffic on 21st St and 15th St; service is free to Expo Square clients.

Additional or Custom Exposure Fees\*:

Additional Dates – Standard Graphic	\$175.00 per additional week
Additional Exposure – Additional Standard Graphic	\$275.00 per first two weeks / \$150.00 each additional week
Custom Static Graphic	\$300.00

\* Subject to availability and change depending on the request. Expo Square will provide marquee sign graphics at our discretion.

## 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.

## 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.

## 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
SageNet Center	\$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

## 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 Expo Square Bedding & Feed; no outside vendor will be permitted to distribute or sell livestock feed or bedding at Expo Square.

Expo Square has an exclusive agreement with Ford in the Built Ford Tough Livestock Complex. Display vehicles require approval by the Event Coordinator.



## **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.
- All electrical box utilization must follow current electrical code.

## **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.

## **DECEASED ANIMAL**

The show and its exhibitors are strictly liable for care of his/her animal(s) while at Expo Square. In the event an animal dies while on Expo Square property, the show and its exhibitor are required to work directly with Expo Square Agribusiness Department Coordinator, Show Management, and the designated veterinarian to assist the exhibitor and coordinate the proper animal removal and disposal. Expo Square Security Department will maintain an Incident Report on all animal deaths.

Animal Disposal Procedure: Animal should be loaded onto conveyance and covered with a tarp to a designated, isolated location. Tarps will be utilized to shield the loading of the animal onto the conveyance. The designated animal removal company will be contacted promptly to remove the animal from Expo Square property at the expense of the owner and/or lessor.

## **SERVICE PROVIDERS OPERATING OUTSIDE OF LEASED PREMISES**

Service providers providing a service to exhibitors outside of the leased premises, including the exterior of the leased premises, will be charged \$250.00 per location. Equipment and services required for operation (barricades, fencing, electric, etc.), will be charged at event year's current rate and reflected on final event invoice. Such booths will not be allowed to set up without event approval. Service providers include, but are not limited to, golf cart rental, stall mat rental, evaporative cooler rental, power washing, etc.

## Exhibit Facilities

<b>SageNet Center</b>	Total Usable Square Feet: 399,080 sq. ft. Upper Level Usable Square Feet: 259,120 sq. ft. Lower Level Usable Square Feet: 139,960 sq. ft.	Full Facility: \$38,684.84 per event day Upper Level: \$24,968.76 per event day Lower Level: \$13,291.08 per event day
Standard Rental	\$9,375.00 per event day; base rental includes 1 – 100,000 sq. ft.	
Additional Square Footage	\$.098 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	Full Facility: \$1,975.00 Upper Level: \$1,215.00 per event day Lower Level: \$760.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$500.00 per day, if available	
Additional Move In/Out Day(s)	\$845.00 per day, if available	
HVAC during Move In/Out Day(s)	\$160.00 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>Pavilion</b>	202 ft. x 104 ft. Arena with Approximately 4,233 Permanent Seats, Including Sky Boxes	
Standard Rental	\$2,915.00 per event day	
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day	
Utility Charge	\$425.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$165.00 per day, if available	
Additional Move In/Out Day(s)	\$425.00 per day, if available	
HVAC during Move In/Out Day(s)	\$147.00 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.	Full Facility: \$5,573.00 per event day
Standard Rental	\$2,780.00 per event day; base rental includes 1 – 30,000 sq. ft.	
Additional Square Footage	\$.098 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	\$320.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$350.00 per day, if available	
Additional Move In/Out Day(s)	\$595.00 per day, if available	
HVAC during Move In/Out Day(s)	\$125.00 per hour, if requested	
Rental includes aisle and restroom cleanup, trash removal, paging system and office space, as available.		

<b>Central Park Hall</b>	Total Usable Square Feet: 43,000 sq. ft.	Full Facility: \$4,054.00 per event day
Standard Rental	\$2,780.00 per event day; base rental includes 1 – 30,000 sq. ft.	
Additional Square Footage	\$.098 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	\$320.00 per event day	
Move In/Out Day(s) – Equal to Number of Event Days	\$350.00 per day, if available	
Additional Move In/Out Day(s)	\$595.00 per day, if available	
HVAC during Move In/Out Day(s)	\$125.00 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>Oklahoma Stage</b>	2,400 sq. ft.
Standard Rental – Non-Ticketed	\$2,200.00 per event day
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day
Utility Charge	\$525.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$290.00 per day, if available
Additional Move In/Out Day(s)	\$550.00 per day, if available
Rental includes cleanup and trash removal.	

<b>Fair Meadows Exhibit Hall</b>	Total Usable Square Feet: 7,000 sq. ft.
Standard Rental	\$575.00 per day
Move In/Out Day(s) – Equal to Number of Event Days	\$575.00 per day, if available
Additional Move In/Out Day(s)	\$770.00 per day, if available
Rental includes utilities, cleanup and trash removal.	

<b>Meeting Rooms</b>	Square Footage Varies
Standard Rental	\$75.00 per hour; maximum \$450.00 per day, per room
Meeting Spaces Available	(2) Central Park Hall, (2) Exchange Center, Pavilion Green Room, Fair Meadows Simulcast South Side, Armory Conference Center, Ranger Arena Event Space
Rental includes cleanup and trash removal. Armory Conference Center and Ranger Arena Event Space include tables, chairs, projector screen, podium and microphone.	

<b>Parking Lots</b>	Consumer Events
Standard Rental	\$575.00 per day, per lot for event & restricted parking use; availability not guaranteed
Additional Square Footage	\$.049 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.	

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SUBJECT TO CHANGE

## Built Ford Tough Livestock Complex

<b>Ford Truck Arena</b>	150 ft. x 300 ft. Arena with Approximately 2,750 Permanent Seats
Standard Rental	\$3,400.00; one day event (Friday – Sunday) \$2,400.00; one day event (Monday – Thursday) \$2,400.00 per event day; two or more event days \$870.00 per day; exercise/warm-up 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	\$525.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$325.00 per day, if available
Additional Move In/Out Day(s)	\$575.00 per day, if available
HVAC during Move In/Out Day(s)	\$130.00 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	\$1,200.00 per event day
Rental in Conjunction with Ford Truck Arena	\$590.00 per event day
Utility Charge	\$105.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$125.00 per day, if available
Additional Move In/Out Day(s)	\$360.00 per day, if available
HVAC during Move In/Out Day(s)	\$34.00 per hour, if requested
Rental includes cleanup and trash removal.	

<b>Mustang Arena</b>	135 ft. x 240 ft.
Standard Rental	\$1,875.00; one day event (Friday – Sunday) \$1,690.00; one day event (Monday – Thursday) \$1,690.00 per event day; two or more event days \$665.00 per day; exercise/warm-up 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	\$300.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$170.00 per day, if available
Additional Move In/Out Day(s)	\$425.00 per day, if available
HVAC during Move In/Out Day(s)	\$85.00 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	\$1,875.00; one day event (Friday – Sunday) \$1,690.00; one day event (Monday – Thursday) \$1,690.00 per event day; two or more event days \$665.00 per day; exercise/warm-up arena only and does not include HVAC or arena working
Super Duty Barn Arena	\$335.00 per day; exercise/warm-up arena only and does not include arena working
Ticketed Events	Standard Rental Rate or 10% of gross ticket sales; whichever is greater per event day
Utility Charge	\$300.00 per event day
Move In/Out Day(s) – Equal to Number of Event Days	\$170.00 per day, if available
Additional Move In/Out Day(s)	\$425.00 per day, if available
HVAC during Move In/Out Day(s)	\$85.00 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	\$1,275.00; one day event (Friday – Sunday) \$1,135.00; one day event (Monday – Thursday) \$1,135.00 per event day; two or more event days \$460.00 per day; exercise/warm-up arena only and does not include arena working
Move In/Out Day(s) – Equal to Number of Event Days	\$170.00 per day, if available
Additional Move In/Out Day(s)	\$410.00 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.
Rental in Conjunction with Event	\$790.00 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	\$850.00; one day event (Friday – Sunday) \$695.00; one day event (Monday – Thursday) \$695.00 per event day; two or more event days \$335.00 per day; exercise/warm-up arena only and does not include arena working
Move In/Out Day(s) – Equal to Number of Event Days	\$170.00 per day, if available
Additional Move In/Out Day(s)	\$425.00 per day, if available
Arena rental includes cleanup, trash removal, paging system, and one (1) arena working per event day.	

<b>F-150 Canopy Arena</b>	70 ft. x 200 ft.
Standard Rental	\$335.00 per day; exercise/warm-up arena only and does not include arena working
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 \$110.00 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		

<b>Stalling Rental</b>			
1 Day Show	\$40.00 per stall	5 Day Show	\$60.00 per stall
2 Day Show	\$42.00 per stall	6 Day Show	\$66.00 per stall
3 Day Show	\$50.00 per stall	7 Day Show	\$71.00 per stall
4 Day Show	\$57.00 per stall	8 Day Show	\$78.00 per stall
Before & After Show	\$115.00 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	\$320.00 per first event day
<ul style="list-style-type: none"> <li>Two (2) Powered Speakers &amp; One (1) Microphone</li> </ul>	\$160.00 per additional event day(s)
Powered Speaker(s) – Additional	\$80.00 each, per event day
Microphone – Additional Handheld	\$22.00 each, per event day
Microphone – Additional Hands-Free	\$45.00 each, per event day
1/8 Inch Music Cable	\$7.00 each, per event day
HD Camera with Stand	\$145.00 per day
LCD Multimedia Projector with Screen – 70 Inch	\$160.00 per event day
LCD Multimedia Projector with Screen – 120 Inch	\$180.00 per event day
LCD Multimedia Projector with Screen – 200 Inch	\$240.00 per event day
Video Feed Line Installation	\$160.00 per line dropped
55" Television with Stand	\$60.00 per television
Ford Truck Arena Scoreboard	\$70.00 per hour production \$160.00 for plug-in (no production included), per day
Audio Fold Back Monitor	\$40.00 per event day
Mixer	\$25.00
Miscellaneous IT & Sound Equipment (Mixer, Equalizer, etc.)	Call for Availability & Pricing

### Wireless Price Plans

Wireless Price Plans (30 min)	FREE
Wireless Price Plans (per day, one (1) device)	\$10.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$5.00
Wireless Price Plans (per week, one (1) device)	\$30.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$10.00
Wireless Price Plans (per two (2) weeks, one (1) device)	\$50.00
<ul style="list-style-type: none"> <li>Additional device(s), maximum three (3)</li> </ul>	\$10.00

### WiFi Buyout Plans

SageNet Center Upper Level	\$220.00 per event
SageNet Center Lower Level	\$200.00 per event
Exchange Center	\$195.00 per event
Pavilion	\$220.00 per event
Central Park Hall	\$195.00 per event
Ford Truck Arena	\$170.00 per event
Ford Truck Arena Exhibit Hall	\$170.00 per event
Mustang Arena	\$135.00 per event
Super Duty Arena	\$135.00 per event
Bronco Barn & Ranger Arena	\$170.00 per event
Ranger Arena Event Space	\$60.00 per event
Explorer Barn	\$110.00 per event
Oklahoma Ford Dealers Barn	\$110.00 per event
Fair Meadows/Simulcast	\$85.00 per event
Armory Conference Center	\$60.00 per event

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

SUBJECT TO CHANGE

## Equipment & Service Rates *(continued)*

### Internet & Telephone Connectivity

DHCP IP Address	\$445.00 for first IP address
Static IP Address	\$510.00 per event
Wired Ethernet & Static IP Bundle – 15 ft. Patch Cable to Service	\$70.00 per additional drop \$0.69 per foot for additional cable
Network Router & Switch	\$27.00 per device
Telephone – Ordered 1 Week in Advance	\$160.00 per line
Telephone – Ordered the Week of the Event	\$230.00 per line
Telephone – Long Distance/Voicemail/Call Waiting	\$42.00 per line

### Livestock Equipment

Arena Working(s) – Additional	\$80.00 per working
Stall Removal/Installation	\$35.00 per stall
Livestock Panels	\$14.00 per panel
Hog & Sheep Panels	\$8.00 per panel
Priefert Roping Chute	\$100.00 per chute
Bucking Chute	\$410.00 per section of three (3) chutes
Round Pen	\$165.00 per pen
Portable Announcer Stand	\$110.00 per stand
Tractor Rental	\$230.00 per day
Outside (Ext) Commercial Exhibit Space Rental	\$67.00 per exhibit
Outside (Ext) Commercial Exhibit Space Rental (service provider)	\$250.00 per exhibit
Additional Dirt Requirements	\$13.00 per cubic yard; as requested (1) Dump Truck is approximately 12 cubic yards
Lot Cleanup Fee	\$405.00

### Personnel Services

T-Shirt Security	\$21.00 per hour
T-Shirt Security – Supervisor	\$26.00 per hour
Expo Square Officer	\$32.00 per hour
Expo Square Officer – Supervisor	\$37.00 per hour
Tulsa Police Department Officer	\$45.00 per hour
Tulsa Police Department Officer – Supervisor	\$50.00 per hour
Ticket Agent	\$22.00 per hour
Ticket Agent – Supervisor	\$50.00 per hour
Usher	\$22.00 per hour
Usher – Supervisor	\$30.00 per hour
Ticket Taker	\$22.00 per hour
Ticket Taker – Supervisor	\$30.00 per hour
Technical Assistance – After Hours	\$60.00 per hour
General Labor	\$55.00 per hour
Mutuel Teller	\$22.00 per hour
Mutuel Teller – Supervisor	\$50.00 per hour
Electrician	\$90.00 per hour
Plumber	\$80.00 per hour
Forklift Operator (Includes Forklift)*	\$70.00 per hour (M - F, 8am – 5pm) / \$95.00 per hour (all other times)
Manlift/Scissorlift Operator (Includes Manlift/Scissorlift)*	\$145.00 per hour (M - F, 8am – 5pm) / \$185.00 per hour (all other times)
Lycian Follow Spot Lights – Pavilion & Ford Truck Arena Only	\$160.00 for four (4) hours (Two (2) available, does not include operator)
Sound Operator	Call for Pricing

\*Must be pre-scheduled through Event Coordinator

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

SUBJECT TO CHANGE

## Equipment & Service Rates *(continued)*

Equipment	
Chairs – Padded	\$3.00 per chair
Chairs – Non-Padded	\$1.15 per chair
Chairs – Bar Stools	\$6.50 per bar stool
Tables – 8 ft., Delivered & Picked Up on Rack	\$7.00 per table
Tables – 8 ft., Set to Plat	\$10.00 per table
Tables – Rack Fee	\$70.00 per rack
Tables – Round, 60 Inch & 72 Inch	\$11.50 per table
Tables – High Top, 30 Inch	\$11.50 per table
Tables – Picnic	\$20.00 per table
Staging – 8 ft. x 12 ft.; includes 1 set of stairs/ramp* (*2 ft. stage only)	\$330.00
Staging – Additional 4 ft. x 8 ft. Section	\$0.95 per square foot
Staging – Additional Stairs/Ramp	\$250.00 each
Riser – StageRight, 4 ft. x 8 ft. Section	\$40.00 per section
Riser – Wooden, 4 ft. x 8 ft. Section	\$23.00 per section
Bleachers – 5 Rows, Approximate Capacity: 50	\$145.00
Bleachers – 10 Rows, Approximate Capacity: 100	\$205.00
Bleachers – 15 Rows, Approximate Capacity: 150	\$280.00
Bleachers – 20 Rows, Approximate Capacity: 200	\$355.00
Bleachers – 25 Rows, Approximate Capacity: 250	\$465.00
Bleachers – 30 Rows, Approximate Capacity: 300	\$535.00
Bleachers – 35 Rows, Approximate Capacity: 350	\$615.00
Bleachers – Front Walkway	\$85.00
Tape – Carpet	\$25.00 per roll
Tape – Vinyl	\$10.00 per roll
Photo Copies	\$0.15 per paper
Ice by the Bag (20lb.)	\$9.00 per bag
Dumpster – Roll-Off	\$370.00 per container
Portable Building/Ticket Booth	\$115.00 per building/booth
Flag Stanchions	\$10.00 per stanchion
Flag Rope – 120 ft.	\$19.00
Barricade – Bicycle Rack	\$15.00 per barricade
Barricade – Concrete	\$25.00 per barricade
Fence Panel – 10 ft.	\$14.00 per panel
Podium – Acrylic & Wood	\$32.00 per podium
Non-Returned Key	\$70.00 per key
Electric Box (approximately 8 – 12 outlets per box)	\$85.00 per electric box
Perimeter Signage – 15 ft. x 5 ft. Banner	\$600.00 per banner, includes printing & installation
Banner Placement	\$160.00 per one (1) banner, up to 8 ft. x 10 ft. \$105.00 per additional banner, up to 8 ft. x 10 ft. \$260.00 per banner, larger than 8 ft. x 10 ft. \$320.00 per banner, multi-sided
Golden Driller Marketing – Exposure	\$200.00 per element
Golden Driller Marketing – Installation/Tear-Down	\$205.00 per hour

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

SUBJECT TO CHANGE