



## AAA ROUTE 66 ROAD FEST – 2022

### Tulsa Vendor/Exhibitor Festival Guidelines

**Festival Dates/Hours: Saturday, June 25<sup>th</sup> 9am-7pm / Sunday, June 26<sup>th</sup> 9am-7pm**

#### Vendor/Exhibitor Check in Information:

**Location: SageNet Center at Expo Square- 4145 East 21<sup>st</sup> Street, Tulsa, Ok 74114**

**Check-in Hours: Friday, June 24<sup>th</sup>: 9am- 7pm. Vendors/Exhibitors must be completely moved in and set up by the 7pm deadline.** All show participants should arrive at **North Entrance** Upper Level of the SageNet Center and enter through the doors to the designated check in desk.

- At the conclusion of check in and receipt of your packet including vendor credentials, you will be directed to **load in at a pre-designated door** based on your location onsite at the venue. A labeled venue map is attached for reference. It is imperative that you load in at your assigned door, as you **will not have access to cross the main venue floor** due to preset festival attractions.
- Some outdoor areas on the venue grounds will be fenced off as part of the festival, please pay special attention to the gate noted on the separate grounds map marked with an **orange X** that you may need to access enroute to your overhead door. **Check in is required for all exhibitors prior to accessing the building for load in purposes.**
- **Overhead doors and walk-thru doors** are being utilized to facilitate load-in and load-out. **Please present your credentials to the door attendant prior to entering the building and make sure they are with you at all times during the festival.** Refer to your grounds map for accessible doors, but you will need to adhere to the doors closest to your area in the venue in order to be granted access.
- Drive in vehicles will be allowed in the building based on a **needs only** assessment. Most should plan on walking your booth items into the venue so please bring whatever you feel is necessary to accomplish this with ease.
- All permitted vehicles must exit the building immediately upon unloading. A 30-minute time frame to unload at your space is requested, then park your vehicle/trailer and return to the venue to finalize your set up.
- Event 1 will have a service desk onsite and can facilitate additional tables/chairs rental needs, however their stock will be limited so please ensure you have planned for your space needs in advance.

**Food/Beverage Vendors:** If you have been **approved** by the Road Fest to offer food/beverage items in your booth, the health inspector will be onsite during the festival. Please ensure that you have met all the health department requirements prior to check in and have any necessary paperwork available upon request. : <https://www.tulsa-health.org/food-safety/food-service-industry/temporary-and-seasonal-food-events>

**Vehicles/trailers in vendor/exhibitor spaces:** Vehicles may not be started or running at any time during the festival. If you received prior authorization from the Road Fest to utilize a vehicle or trailer as part of your display, the following restrictions must be adhered to by the Tulsa Fire Marshal as follows:

- All Vehicles in the venue must have 1/8 tank or less of fuel.
- All gas caps must be either locked or taped closed during festival hours and battery cables disconnected.
- Should your vehicle/trailer offer access to festival attendees, AND be 100 square feet or larger, a fire extinguisher must be present inside the structure per Tulsa Fire Marshal regulations.

**Vendor Parking:** The main parking lot on the North side of the SageNet Center marked **V-1** on your grounds map will be available for use and parking on Friday, June 24<sup>th</sup>, during check in and must be vacated overnight. On show days, please utilize available parking.

**ALL** empty trailers and large trucks **must use** the parking area designated **V-3** on the **East end** of the parking area on your grounds map.

**Wi-Fi:** Is included for all participants. Connect to network Expo Square Reserved and enter password: Driller2022.

**Electric Regulations:** If you opted for electric in your space, ONE (1) 110-volt/20amp outlet is included, unless prior arrangements have been made. It is the responsibility of the vendor/exhibitor to supply any needed extension cords for access to your outlet and it's recommended that you have a 30' cord for use. **All cords must be properly secured to avoid any trip hazard to booth workers or festival attendees. Only low adhesive tape** can be utilized on venue floors. Gaffer's or vinyl tape are considered best use. **All floor adhesives must be fully removed and properly disposed of at the end of the festival.** A master electrician will be onsite to assist and will be performing safety checks prior to festival opening.

**Pop up tent displays:** Must be of a noncombustible material and have a tag that complies with Fire Marshal requirements. Any tent in excess of 225 square feet will be required to have a city permit.

**Entry on Festival Days:** If your space is located on the **Upper Level-** please arrive at the Vendor access door in the **Northwest corner** of the SageNet Center as indicated on your grounds map to obtain building access.

If your space is located on the **Lower Level-** please arrive at the Vendor access door noted **on the lower level** .

**Both doors will open at 8:00am. Post 9:00am- exhibitor entry will be permitted through any public access point. Proper show credentials will always be necessary for authorized access.**

**Restocking: It is recommended that you facilitate restocking prior to show opening each festival day.**

**Sales Tax:** All vendors are responsible for remitting sales tax to the Oklahoma Sales Tax Commission, per Oklahoma law. The sales tax rate for Tulsa is 8.517% and is the rate allowed for use.

**Booth oversight:** All vendor/exhibitor areas will always need one representative in your space and must remain open during posted festival hours. Should you choose to cover your booth items overnight during the festival, you may only utilize noncombustible materials per Fire Marshal regulations. No tarps or other plastics however cotton sheets or covers are acceptable. All booth items must stay wholly contained in the space allotted at the festival. No items may encroach into aisles or other spaces for safety reasons.

**Vendor concierges** will be available for questions and will be walking the floor should you require assistance during festival hours and can contact Road Fest Staff if needed.

**Load Out: Sunday, June 26<sup>th</sup>: 7pm- Midnight.** Exit access will be allowed through your original designated overhead doors for loading out and all show participants must be completely out of the building by 10pm. Please exercise patience as there will be much activity during this time frame. **Always follow any direction provided by show staff as they are there to help guide everyone out of the building as quickly and safely as possible.**

**No authorized vehicle access will be permitted in the building until your booth is completely torn down and ready for loading.**

**No** firearms are permitted on the Tulsa Fairgrounds property. Smoking is prohibited in all buildings. Service animals are permitted with proper licensing.

**We recommend you print a copy of these guidelines and attachments for quick reference during your participation in the Road Fest.**

All Road Fest Vendors/Exhibitors should present a professional image using creative and innovative methods of design for your booth presentation. AAA Route 66 Road Fest retains the right to inspect or require changes should they feel it does not represent their vision for attendees.

Disclaimer: These guidelines do not constitute a comprehensive list of all requirements that may have been previously provided by the promotor, additional venue requirements or other city/state/government regulations that are the responsibility of the participant. Noncompliance could result in your removal from the festival.

**Vendor/Exhibitor Contact Information:**

**Ronda Adkisson #918.928.6108**

**Becky Nasworthy #918.693.9022**

**Text may be necessary during festival dates due to noise interference. Please state your booth number in your communications.**