



## VENDOR KIT

June 13-15, 2025  
OKC Fairgrounds

We are delighted that you will be joining us for our June 13-15, 2025, Braum's An Affair of the Heart of Oklahoma City show located at the OKC Fairgrounds in Oklahoma City, Oklahoma. We look forward to seeing our old friends and meeting new vendors. For this show, we'll be utilizing the Pavilion and Centennial buildings. This packet contains important information that will be helpful as you plan and prepare for this June show.

### THIS PACKET INCLUDES THE FOLLOWING:

- Important dates and times
- Diagram of Oklahoma City Fairgrounds
- Order form, if you need pipe and drape
- Fire marshal requirements
- And much more

Our show is successful because of you and your wonderful products. As the show producers, we do everything we can to draw shoppers to the show to ensure a good weekend for you. To ensure a positive show environment for everyone, we have included show guidelines in the following pages of the Vendor Kit. ***Please read everything carefully and share with those responsible for your participation in the show.***

Please see the attached forms for additional important information. As always, you can call our office with any questions at 405.632.2652.

Thank you again for your support and we look forward to seeing you in June!

Love,

Tina Robinson  
Tausha Gagnon  
Rachel Whitmire

## SHOW MANAGEMENT

The Braum's An Affair of the Heart of Oklahoma City Show is produced and managed by:

### Marketplace Events

2000 Auburn Drive, Suite 200  
Beachwood, OH 44122  
[www.marketplaceevents.com](http://www.marketplaceevents.com)

## SHOW TEAM

Tina Robinson	Group Manager	<a href="mailto:tinar@mpeshows.com">tinar@mpeshows.com</a>	904-622-9140
Tausha Gagnon	Exhibitor Sales / Show Coordinator	<a href="mailto:taushag@mpeshows.com">taushag@mpeshows.com</a>	405-923-1843
Rachel Whitmire	Operations Manager	<a href="mailto:rachelw@mpeshows.com">rachelw@mpeshows.com</a>	904-594-1253

## SHOW FACILITY/LOCATION

### OKC Fairgrounds

#### Pavilion and Centennial buildings

3001 General Pershing Blvd. | Oklahoma City, OK 73107  
P: 405-948-6700  
<https://okcfairgrounds.com/>

## SHOW OFFICE

During move-in, show hours & move-out, Show Management will maintain an office at the OKC Fairgrounds. The office is located in the Pavilion building outside the entrance doors, space formerly utilized as the Vendor Hospitality room. Look for the show office sign.

## SOCIAL MEDIA

Follow & tag the Braum's An Affair of the Heart Shows on social media before and during the show! Tag us on Facebook [@AffairoftheHeartShows](https://www.facebook.com/AffairoftheHeartShows) and on Instagram [@AffairoftheHeartShows](https://www.instagram.com/AffairoftheHeartShows).

## FINAL PAYMENT

Final payment is due **May 5, 2025**. Final payments must be made by this due date or, if paid at the show, vendors must pay a \$75 late fee. If you choose to pay your balance at the show, your balance **MUST** be paid with cash or a money order. Personal or business checks will not be accepted.

## SHOW DATES & HOURS

Friday	June 13, 2025	9:00 AM – 6:00 PM
Saturday	June 14, 2025	9:00 AM – 6:00 PM
Sunday	June 15, 2025	11:00 AM – 5:00 PM

The building will be open to exhibitors one hour before and one hour after show hours.



## CHECK-IN & SET-UP DATES, HOURS, DETAILS

Vendors may check in from 9:00 AM to 7:00 PM on **Thursday, June 12, 2025**. Your booth is forfeited if you're not checked in by 7:00 PM.

The buildings are open until 9 p.m. on Thursday for set-up activities. You may **NOT** wait until Friday to set up your booth. In Oklahoma City, we cannot allow you to drive in to unload your booth. Please be prepared with carts or other equipment as necessary for your set up.

Please check in at show office in the Pavilion.

## MOVE-OUT

Dismantling your booth prior to show close at **5:01pm on Sunday** is strictly prohibited. All materials **must be removed** from the facility by **8:00 PM on Sunday, June 15, 2025**. Your space must be clean of all debris. If any materials are left behind, your company will be subject to a removal and cleaning fee. Marketplace Events is not responsible for any materials that are left in the building.

Do not break down early as this is a serious safety issue for our shoppers and extremely discourteous to your neighboring vendors who are trying to conduct business.

## VENDOR WRISTBANDS

Vendor wristbands can be picked up in the show office in the Pavilion be in your check-in packet. Wristbands provide entrance to the show. You may purchase additional wristbands for \$12 each. The size of your booth determines the number of wristbands you'll receive in your packet: 10x10 & 10x20 = 2 wristbands | 10x30 = 3 wristbands | 10x40 = 4 wristbands.

## VENDOR HOSPITALITY

For this show, we'll offer beverages in our vendor hospitality rooms. The hours will be:

Thursday	June 12, 2025	1:00 PM – 5:00 PM
Friday	June 13, 2025	8:00 AM – 5:00 PM
Saturday	June 14, 2025	8:00 AM – 5:00 PM
Sunday	June 15, 2025	10:00 AM – 4:00 PM

## SALES TAX INFORMATION

The tax rate for Oklahoma City is 8.625%. You will receive information directly from the Oklahoma Tax Commission about how to pay your sales tax for this show. Please watch your email inbox for this.

## BOOTH INFORMATION

### BOOTH BACKDROP

It is required that you have some type of backdrop and sides in your booth. Your booth will need walls to give it a finished look. You can use pipe and drape, grids, or lattice work (which have to have material behind them). Please note that if you have a corner, you will need two sides, if you do not, you will need 3 sides covered. You may use tent sides, but not the top, as no tents are permitted due to fire marshal safety rules. We prefer that you come up with some creative ideas to give your booth a finished look that matches your personal style.



## VENDOR KIT

If you need pipe and drape, please contact Conventions and More. Their form is included in this packet. Conventions & More **Early Bird Discount ends on 5/30/2025** and **Final Orders are due by 6/6/2025**. If you do not have a full backdrop and sides to your booth, you will receive one verbal warning. After that, you will not be allowed to vend at Braum's An Affair of the Heart in the future.

### **TABLE SKIRTING**

It is mandatory that all tables are properly skirted. Please make sure that your table covers reach the floor so items stored under the table won't be seen.



### **STAFFING YOUR BOOTH**

All exhibitors are expected to be in their booths during all published show hours. Our shoppers pay an entrance fee and expect to be able to do business with our vendors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity must take place inside your contracted space.

We ask that all children remain in the booth with their parents. Allowing them to roam disturbs other exhibitors and is a safety risk.

### **FIRE MARSHAL REQUIREMENTS**

All exhibitors must set up and stay inside their marked lines. Nothing can be outside of your booth. Management will be checking throughout the show. If you are asked to move something, please do it the first time and do not move it back once we leave.

You cannot have open flames or tent coverings over your booth.

Do not move the orange cones or the barriers that are in the fairground parking lots. They are put up by the fairgrounds for a reason. If you put out your own cones, they will be removed.

All RVs and motor homes must leave the fairgrounds at night. You can stay at the fairgrounds RV park or come back each day to work out of your RV or motor home. If you wish to stay at the OKC Fairgrounds RV park, please [click here](#) for more information and to reserve your space. If you do not comply with the fire marshal's rules, they can either write you a citation or shut down the building.

### **ELECTRICAL BOXES**

Electrical boxes will be pulled at 5 p.m. on Sunday. Please bring long extension cords to reach the wall plugs.



## MISCELLANEOUS

Here are a few miscellaneous items to remember:

- No profanity of any kind on any of your products is permitted as this is a family friendly event.
- No candy is allowed in your booth. Candy cannot be handed out from your booth or available at your register.
- Bring a 100-foot extension cord.
- Bring plenty of change for the weekend.
- Watch your email for your 26 June renewal link, all bookings will be done online, no more paper contracts.
- Please visit the show office to book contracts for future shows including:
  - **UPCOMING SHOWS**
    - July 11-13, 2025 – Tulsa, Oklahoma
    - Oct. 17-19, 2025 – Oklahoma City, Oklahoma
    - Nov. 21-23, 2025 – Tulsa, Oklahoma
    - Feb. 6-8, 2026 – Oklahoma City, Oklahoma
    - June 12-14, 2026 - Oklahoma City, Oklahoma

## **WI-FI**

Free wi-fi is available at the OKC Fairgrounds but is limited to 10 Mbps download / 5 Mbps upload speeds. Additionally, as more people utilize the free connection, the slower/less reliable the connection may become. Instructions for connecting to the free wi-fi can be found [here](#).

We strongly encourage you to purchase the premium wi-fi service for your point of sale. Premium wi-fi is limited to 20 Mbps download / 10 Mbps upload speeds. Premium wi-fi is priced per device at the following:  
\$15 – 1 Day (24 hours)  
\$50 – 4 Days (96 hours)  
\$70 – 1 Week (168 hours)

Instructions for purchasing and connecting to premium wi-fi can be found on page 2 [here](#).

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see the [OKC Fairgrounds Internet Order Form](#).

## **FOOD & BEVERAGE VENDORS**

Deadline to book into the show for food & beverage vendors is the Monday three (3) weeks prior to the show opening, which is **May 19, 2025**.

In order to book in the show you must complete the [OKC Fairgrounds Food/Beverage Booth and /or Sampling Request](#) and receive approval from the venue prior to the above deadline and booking of your space. Additionally, you will need to submit your **COI** and **Health Department License/Facility #** (if applicable) to the Operations Manager, Rachel Whitmire, [RachelW@mpeshows.com](mailto:RachelW@mpeshows.com)

Additionally, please be sure to submit the [Food Vendor Electric Needs Form](#) to the Operations Manager, Rachel Whitmire, [RachelW@mpeshows.com](mailto:RachelW@mpeshows.com) by **May 19, 2025**, to ensure you have the correct electrical power.



## SECURITY

Security is provided and guards will be on duty 24 hours throughout the event. Every reasonable precaution will be taken to protect exhibitors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

## INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

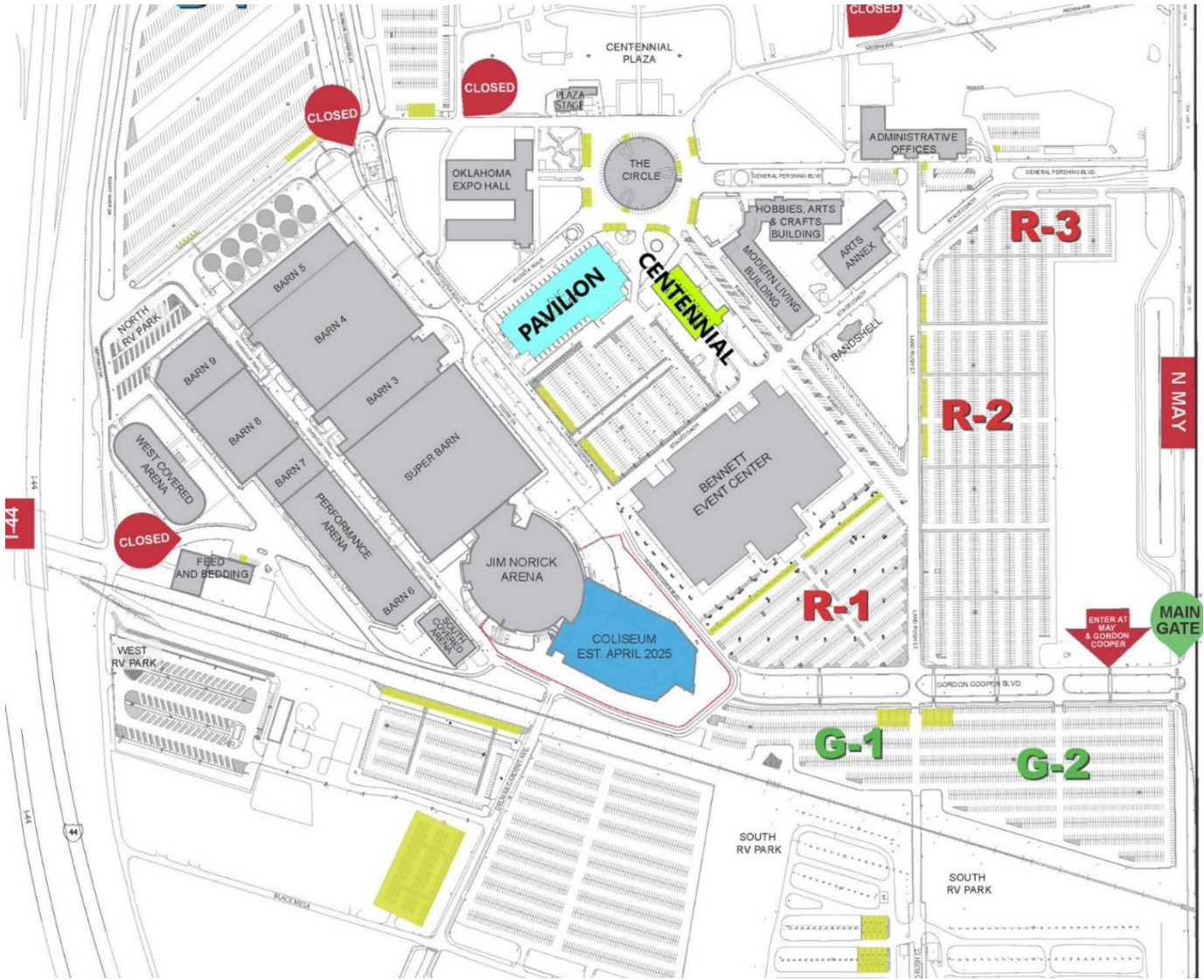
## SHIPPING INFORMATION

If you need to ship something to the Oklahoma City Fairgrounds, you need to have the following info. You must be there to accept shipment. Braum's An Affair of the Heart will not take it. Packages will need to be shipped by Fed Ex or UPS as USPS will not deliver to individual buildings.

OKC FAIRGROUNDS BRAUM'S AN AFFAIR OF THE HEART <u>Your name, Booth number &amp; TELEPHONE NUMBER</u> Your Building Name Your Building Address (See below)	
<b>CENTENNIAL BUILDING</b> 609 Kiamichi Place OKC, OK 73107	<b>PAVILION</b> 3212 Wichita Walk OKC, OK 73107



# MAP OF OKC FAIRGROUNDS



# VENDOR KIT



## CONVENTIONS & MORE

### BOOTH BACKDROP ORDER FORM

Early Bird Discount end on 5/30/2025 and Final Orders are due by 6/6/2025.

**An Affair of the Heart  
Oklahoma City June 13,14,15, 2025**

**All Orders MUST be received by 10am June 6th** **ALL Sales are Final - NO REFUNDS**

<b>VENDOR</b>	Contact Name:	<b>SHIP TO</b>	Building Name:
	Company Name:		Booth Number:
	Billing Address:		Booth Size:
	City, State, Zip:		Special Requests:
	Phone:		Email for receipt:

QTY	DESCRIPTION	UNIT PRICE- Early Bird Rate by 3pm 5/30/25	UNIT PRICE- after 5/30/25	LINE TOTAL
	Up to 10' Wide 8' high Red Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Blue Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Black Pipe &Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Gray Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Lemon Yellow Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Orange Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Dove Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Kelly Green Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Hunter Green Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Burgundy Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Hot Pink Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Plum Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide 8' high Gold Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10" Wid 8' high Teal Pipe & Drape	\$ 60.00	\$ 80.00	
	Up to 10' Wide PIPE ONLY	\$ 45.00	\$ 75.00	
	6'x30" Table	\$ 30.00	\$ 40.00	
	8'x30" Table	\$ 35.00	\$ 45.00	
			<b>Sub Total</b>	
			<b>Tax 8.625%</b>	

**There is Now a 3% service charge for Credit Cards** CC 3%

<input type="checkbox"/> Front	Mark How you want your drape set up in your booth. <b>Pipe &amp; Drape is billed by 10' sections</b>	<b>Total</b>
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Credit Card #:	Expiration Date:		If Paying by Check
CC# Billing Address:	CVC Code:		Check #:
City, State, Zip:			

CONVENTIONS AND MORE  
 300 S. Vermont Ave  
 Oklahoma City, OK 73108  
 Fax: (405) 949-5557 Phone: (405) 949-0641  
 E-Mail: [diana@conventionsok.com](mailto:diana@conventionsok.com) or [marie@conventionsok.com](mailto:marie@conventionsok.com)  
**Please call to confirm we received your order.**



OKC FAIRGROUNDS WI-FI INSTRUCTIONS



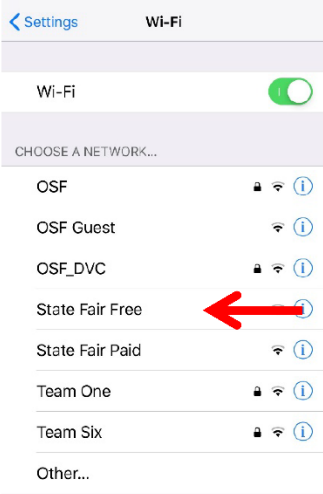
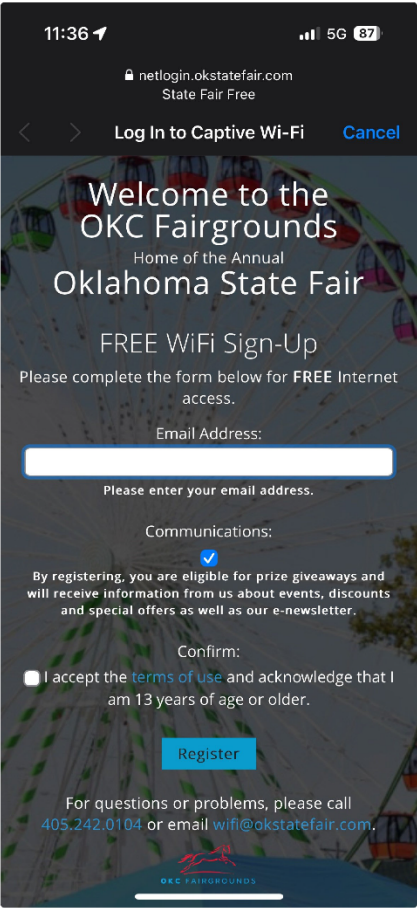
OKC Fairgrounds

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fairgrounds Internet Order Form.

FREE WI-FI INSTRUCTIONS

Free Wi-Fi is limited to 10 Mbps download / 5 Mbps upload speeds.

- 1. While onsite, in your list of available wireless networks, connect to "State Fair Free."
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Enter your email address; check the box to accept the terms of use and acknowledge that you are 13 years of age or older; and click the "Register" button.



For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

OKC Fairgrounds Wi-Fi

Revised: June 2024





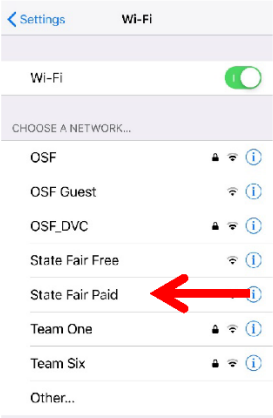
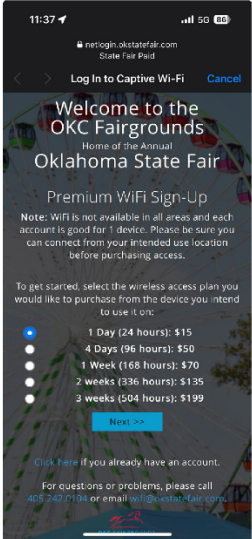
OKC Fairgrounds

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fairgrounds Internet Order Form.

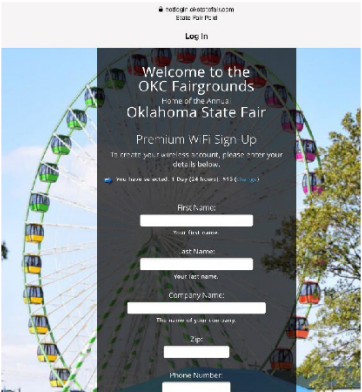
PREMIUM WI-FI INSTRUCTIONS

Premium Wi-Fi is limited to 20 Mbps download / 10 Mbps upload speeds.

- 1. Using the device you wish to purchase premium access for, connect to "State Fair Paid."
Note: Premium account purchases are only good for one (1) device.
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Select your plan of choice and click the "Next" button.



- 4. Enter your billing information, check the box to accept the terms of use and click the "Purchase Access" button.



For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

OKC Fairgrounds Wi-Fi

Revised: June 2024



# FOOD VENDOR ELECTRIC NEEDS FORM



## FOOD VENDORS ELECTRIC NEEDS FORM OKC FAIRGROUNDS

SHOW:         June 2025    October 2025    February 2026

**BOOTH INFORMATION:**

Building Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**ELECTRICAL NEEDS:**

Single Phase: \_\_\_\_\_ 3 Phase: \_\_\_\_\_ How many amps of Power: \_\_\_\_\_

List of items you need electricity for:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Please return this form to Rachel Whitmire, Operations Manager, [rachelw@mpeshows.com](mailto:rachelw@mpeshows.com)