



VENDOR KIT

Oct. 17-19, 2025
OKC Fair Park

We are delighted that you will be joining us for our **October 17-19, 2025**, Braum's Affair of the Heart of Oklahoma City show located at the OKC Fair Park 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 October show.

THIS PACKET INCLUDES THE FOLLOWING:

- Important dates and times
- Fire marshal requirements
- Food & Beverage vendor requirements
- Diagram of OKC Fair Park Parking
- Conventions & More order information, if you need pipe and drape or tables
- 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 October!

Sincerely,

Tina Robinson
Tausha Gagnon
Lindsay Zaras
Rachel Whitmire

**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



TABLE OF CONTENTS

SHOW MANAGEMENT	3
SHOW TEAM.....	3
SHOW FACILITY/LOCATION	3
SHOW OFFICE	3
SOCIAL MEDIA	3
SHOW DATES & HOURS	3
PARTNER HOTEL.....	3
CHECK-IN & SET-UP DATES, HOURS, DETAILS	4
MOVE-OUT	4
VENDOR WRISTBANDS	4
VENDOR HOSPITALITY	4
SALES TAX INFORMATION	4
SERVICE ANIMAL POLICY	5
BOOTH INFORMATION.....	5
BOOTH BACKDROP	5
TABLE SKIRTING.....	5
STAFFING YOUR BOOTH	6
FIRE MARSHAL REQUIREMENTS.....	6
PARKING	6
ELECTRICAL BOXES.....	6
MISCELLANEOUS.....	6
UPCOMING SHOWS	6
WI-FI.....	7
FOOD & BEVERAGE VENDORS	7
SECURITY.....	7
INSURANCE.....	7
SHIPPING INFORMATION	8
MAP OF OKC FAIR PARK	9
CONVENTIONS & MORE	10
BOOTH BACKDROP AND TABLE ORDER FORM.....	10
OKC FAIR PARK FREE WI-FI INSTRUCTIONS.....	11
OKC FAIR PARK PREMIUM WI-FI INSTRUCTIONS	12
FOOD & BEVERAGE VENDOR ELECTRIC NEEDS FORM	13



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



SHOW MANAGEMENT

The Braum's 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

SHOW TEAM

Tina Robinson	Group Manager	tinar@mpeshows.com	904-622-9140
Tausha Gagnon	Exhibitor Sales Consultant, M-Z / Show Coordinator	taushag@mpeshows.com	405-832-9088
Lindsay Zaras	Exhibitor Sales Consultant, #, A-L	lindsayz@mpeshows.com	704-969-6817
Rachel Whitmire	Operations Manager	rachelw@mpeshows.com	904-594-1253

SHOW FACILITY/LOCATION

OKC Fair Park

Centennial, Modern Living, OEH and Pavilion buildings

3001 General Pershing Blvd. | Oklahoma City, OK 73107

P: 405-948-6700

<https://okcfairpark.com/>

SHOW OFFICE

During move-in, show hours & move-out, Show Management will maintain an office at the OKC Fair Park. 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 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).

SHOW DATES & HOURS

Friday	October 17, 2025	9:00 AM – 6:00 PM
Saturday	October 18, 2025	9:00 AM – 6:00 PM
Sunday	October 19, 2025	11:00 AM – 5:00 PM

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

PARTNER HOTEL

Holiday Inn Oklahoma City Airport

4401 SW 15th

Oklahoma City, OK 73108

(405) 601-7272

Rate: \$99.00

Book [here](#) by two weeks prior to show to secure this special rate!



VENDOR KIT OKC FAIR PARK OCTOBER 17-19, 2025



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

Vendors may check in from **9:00 AM to 7:00 PM** on **Thursday, October 16, 2025**. Your booth is forfeited if you're not checked in by 7:00 PM.

The buildings are open until **9:00 PM** 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.

FOR SAFETY AND LIABILITY REASONS, NO ONE UNDER THE AGE OF 16 IS PERMITTED IN THE HALLS OR DOCK AREAS DURING MOVE-IN/OUT.

MOVE-OUT

Dismantling your booth prior to show close at **5:01 PM on Sunday** is strictly prohibited. All materials **must be removed** from the facility by **8:00 PM on Sunday, October 19, 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.

FOR SAFETY AND LIABILITY REASONS, NO ONE UNDER THE AGE OF 16 IS PERMITTED IN THE HALLS OR DOCK AREAS DURING MOVE-IN/OUT.

VENDOR WRISTBANDS

Vendor wristbands can be picked up in the show office in the Pavilion. 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, over 400 sq. ft. 1 wristband per 100 sq. ft.

VENDOR HOSPITALITY

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

Thursday	October 16, 2025	12:00 PM – 5:00 PM
Friday	October 17, 2025	8:00 AM – 5:00 PM
Saturday	October 18, 2025	8:00 AM – 5:00 PM
Sunday	October 19, 2025	10:00 AM – 4:00 PM

SALES TAX INFORMATION

The tax rate for Oklahoma City is **8.625%**. Please note that some food & beverage vendors will be subject to a different tax rate. Please check with the [Oklahoma Tax Commission](#) for any questions or additional details. 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.



VENDOR KIT OKC FAIR PARK OCTOBER 17-19, 2025



SERVICE ANIMAL POLICY

We are committed to accessibility and welcome Service Animals on our show sites, subject to the following guidelines. These guidelines are in place to ensure everyone's safety and comfort. If you have any questions about whether your animal will be permitted on-site, please email the Show Manager prior to move-in.

1. **Eligibility.** Service Animals are generally permitted at our shows. Under the ADA regulations, a Service Animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. To bring a dog on-site, the dog owner must be willing to answer the following questions:
 - a. Is the dog a service animal required because of a disability, and
 - b. What work or task has the dog been trained to perform?
2. **Limitations.** Emotional support animals are not necessarily "Service Animals." While an animal might provide comfort and emotional support for its owner, we are unable to permit the animal on the show site if it does not meet the criteria above.
3. **Behavior Expectations.** Individuals who use Service Animals must always retain control of their animals and should keep them on a leash or harness while on-site. If a Service Animal is required to be off-leash due to the nature of the disability, this will need to be cleared with the Show Manager. Further, Service Animals must be housebroken and are required to behave and not bark, growl, jump on, or lunge at others. MPE may take corrective action if the Service Animal is not behaving appropriately, up to and including the removal of the service animal from the show.

Thank you for helping us maintain a safe and accessible show site environment.

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.

If you need pipe and drape, please contact Conventions and More. Their form is included in this packet or you can [click here to download it](#). Conventions & More **Early Bird Discount ends on 9/26/2025 at noon CST** and **Final Orders are due by 10/9/2025 at noon CST**. Please be sure to include your booth number in your order. 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 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.



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



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.

PARKING

Parking is free at the OKC Fair Park. 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. Please note that due to the nature of the electrical boxes you may need to share the space it takes up with you neighbor. Please work together to get placed where it best serves everyone in your group of booths.

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 October 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

- 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
- July 10-12, 2026 – Tulsa, Oklahoma



VENDOR KIT OKC FAIR PARK OCTOBER 17-19, 2025



WI-FI

Free wi-fi is available at the OKC Fair Park 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 Fair Park 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 **September 22, 2025**.

In order to book in the show you must complete the [OKC Fair Park 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 (Certificate of Insurance)** and **Health Department License/Facility #** (if applicable) to the Operations Manager, Rachel Whitmire, RachelW@mpeshows.com

For more on the COI – see the [Insurance Section](#) below.

Additionally, please be sure to submit the [Food Vendor Electric Needs Form](#) to the Operations Manager, Rachel Whitmire, RachelW@mpeshows.com by **September 22, 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.

As a benefit to our vendors you can purchase insure through the compy listed below, or utilize your own insurance provider.

Show Insurance Made Easy - A simple way to establish insurance for the show. [CLICK HERE](#)

A few things to be aware of:

- Vendors will have to pick the show from a drop-down list that includes shows other than just those run by MPE.
- Marketplace Events is not selling this insurance and doesn't profit from it in any way. This is simply a



VENDOR KIT OKC FAIR PARK OCTOBER 17-19, 2025



resource for those vendors who don't already have the required insurance coverage per their contracts.

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. You may use any insurance company for insurance but it must meet the following requirements:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move in to the end of move out
- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of the certificate of insurance (COI) to MPE if requested

For the COI, the certificate holder should be:

Marketplace Events LLC
2000 Auburn Dr, Suite 200 Beachwood, OH 44122

And please list the following as additionally insured:

The State Fair of Oklahoma, INC.
The City of Oklahoma City
Oklahoma City Public Authority

Dates for the COI must cover the move-in to move-out period.

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 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 FAIR PARK BRAUM'S AFFAIR OF THE HEART <u>Your name, Booth number & TELEPHONE NUMBER</u> Your Building Name Your Building Address (See below)			
CENTENNIAL 609 Kiamichi Place OKC, OK 73107	MODERN LIVING 608 Kiamichi Place OKC, OK 73107	Oklahoma Expo Hall (OEH) 3213 Wichita Walk OKC, OK 73107	PAVILION 3212 Wichita Walk OKC, OK 73107



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**

BRAUM'S
AFFAIR OF THE HEART
find something you love.

MAP OF OKC FAIR PARK



VENDOR KIT OKC FAIR PARK OCTOBER 17-19, 2025



CONVENTIONS & MORE

BOOTH BACKDROP AND TABLE ORDER FORM

Early Bird Discount ends on **9/26/2025 at noon CST** and Final Orders are due by **10/9/2025 at noon CST**, for questions about orders or how to order, please contact Conventions and More at (405) 949-0641 or diana@conventionsok.com or marie@conventionsok.com. After you place your order, please call to confirm they received your order.

An Affair of the Heart
Oklahoma City October 17,18,19, 2025

ALL ORDERS MUST BE RECEIVED BY OCTOBER 9, 2025 BY Noon

All Sales are Final - NO REFUNDS

VENDOR		Contact Name:		SHIP TO		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 9/26/25 BY Noon	UNIT PRICE- after 9/26/25	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 Teal Pipe & Drape	\$ 60.00	\$ 80.00			
	Up to 10' Wide	8' high Gold 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			
MUST ADD TAX TO TOTAL			Tax 8.625%				
Credit Card Service Fee (add after taxes)			3% CC SC				
			TOTAL				

Front	Mark How you want your drape set up in your booth! Pipe & Drape is billed by 10' Sections
-------	---

Credit Card #:	Expiration Date:	If Paying by Check Check #:
CC# Billing Address:	CVC Code:	
City, State, Zip:		

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



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



OKC FAIR PARK FREE WI-FI INSTRUCTIONS

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



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



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



OKC FAIR PARK PREMIUM WI-FI INSTRUCTIONS

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



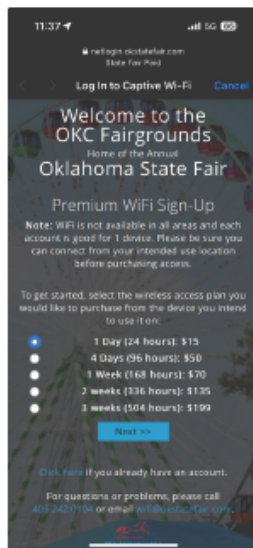
OKC Fairgrounds

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.

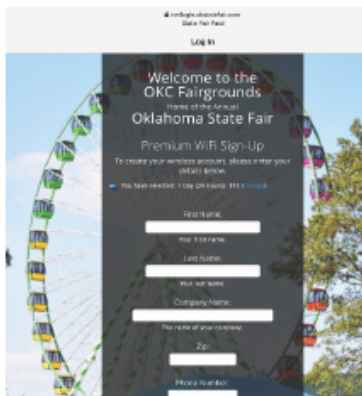
PREMIUM WI-FI INSTRUCTIONS

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



**VENDOR KIT
OKC FAIR PARK
OCTOBER 17-19, 2025**



FOOD & BEVERAGE VENDOR ELECTRIC NEEDS FORM



**FOOD VENDORS
ELECTRIC NEEDS FORM
OKC FAIR PARK**

SHOW: ☐ October 2025 ☐ February 2026 ☐ June 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

