



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

INFORMATION PACKET

We are delighted that you will be joining us for our Oct. 18-20, **Braum's An Affair of the Heart of Oklahoma City** show located at State Fair Park in Oklahoma City, Okla. We look forward to seeing our old friends and meeting new vendors.

This packet contains important information that will be helpful as you plan and prepare for this October show. Please read everything carefully.

THIS PACKET INCLUDES THE FOLLOWING:

- Sheet showing your booth assignment, size, and balance due.
- Map of building where your booth is assigned.
- Important dates and times.
- Diagram of Oklahoma City Fairgrounds.
- Order form, if you need pipe and drape.
- Fire marshall requirements

Our show is successful because of you and your wonderful products. As the show owners, 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, here are a few show guidelines:

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

In order to be in compliance with the fire marshall, you cannot have open flames or tent coverings over 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 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!

Love,

ELEANOR BLAKEMAN
SUSIE CREWS

ANITA HINKLE
LOIS ROGERS



INFORMATION PACKET

State Fair Park

3001 General Pershing Blvd, OKC, OK

Show hours: Oct. 18-19, 9 a.m. to 6 p.m. | Oct. 20, 11 a.m. to 5 p.m.

Set-up hours: Oct 17, 9 a.m. to 9 p.m.

FINAL PAYMENT – DUE ON September 5, 2019

Your final payment must be postmarked by September 5, 2019. Payments received after September 5, 2019 will be charged a \$75 late fee, and must be paid with a cashier's check, money order or credit card.

If you choose to pay your balance at the show, you'll be charged the \$75 late fee. Additionally, your balance **MUST** be paid with cash, cashier's check, credit card or a money order. Personal or business checks will not be accepted.

CHECK IN AND SET-UP DAY – THURSDAY, Oct. 17, 2019

Vendors may check in from 9 a.m. to 7 p.m. on Thursday, Oct. 17, 2019. Your booth is forfeited if you're not checked in by 7 p.m. 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.

If your balance is paid in full, check in at your assigned building. If you are paying a balance at the show, check in at the main office in the Pavilion. If you're paying a balance at the show, the balance **MUST** be paid with cash, cashier's check, money order or credit card.

Vendor wristbands will be in your check-in packet. Wristbands provide entrance to the show. You may purchase additional wristbands for \$10 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

SHOW HOURS

Friday and Saturday 9 a.m. to 6 p.m. | Sunday 11 a.m. to 5 p.m.

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

VENDOR HOSPITALITY

Thursday (set-up day): 1 p.m. - 6 p.m.

Friday and Saturday: 8 a.m. - 5 p.m.

Sunday | 10 a.m. - 4 p.m.

CHURCH SERVICES

You are invited to join us for a small church service at 9 a.m. on Sunday in the Pavilion.

SALES TAX INFORMATION

The tax rate for Oklahoma City is 8.625%.

Everyone is required to pay sales tax. All vendors will need to fill out the form and write a check to the OKLAHOMA TAX COMMISSION. Bring the form and payment to the show office on Sunday afternoon. A sales tax form will be in every check-in packet that you will receive at the show. You can either bring it to the main office in the Pavilion by 7 p.m. on Sunday, or mail it in yourself.

ELECTRICAL BOXES

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



INFORMATION PACKET

<p>State Fair Park 3001 General Pershing Blvd, OKC, OK</p>	<p>Show hours: Oct. 18-19, 9 a.m. to 6 p.m. Oct. 20, 11 a.m. to 5 p.m. Set-up hours: Oct 17, 9 a.m. to 9 p.m.</p>
--	--

BOOTH BACKDROP

It is required that you have some type of backdrop in your booth. We prefer that you come up with some creative ideas to give your booth a finished look that matches your personal style. You cannot rely on your neighbors for a booth backdrop in place of your own backdrop. Please make sure that your table covers reach the floor so items stored under the table won't be seen. If you need pipe and drape, there is an order form enclosed in this packet for Conventions & More.

FIRE MARSHALL 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. Non compliance will not be tolerated.*** 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 do not comply with the fire marshall's rules, they can either write you a citation or shut down the building.

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. 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.

OKLAHOMA STATE FAIR PARK
BRAUM'S AN AFFAIR OF THE HEART
 Your name, Booth number & TELEPHONE NUMBER
 Your Building Name
 Your Building Address (See below)

CENTENNIAL BUILDING
 609 Kiamichi Place
 Oklahoma City, OK 73107

PAVILION
 3212 Wichita Walk
 Oklahoma City, OK 73107

BENNETT EVENT CENTER
 3101 Gordon Cooper Blvd.
 Oklahoma City, OK 73107

MISCELLANEOUS

Here are a few miscellaneous items to remember:

- Wi-fi is available to our vendors.
- Bring a 100-foot extension cord.
- Bring plenty of change for the weekend.
- Bring a check for your October 2020 deposit (contract will be in your check-in packet.)
- The office and vendor relations table will offer contracts for future shows, space permitting, including:

UPCOMING SHOWS

- Nov. 22-24, 2019** Tulsa, Okla.
- Feb. 7-9, 2020** Oklahoma City, Okla.
- June 5-7, 2020** Oklahoma City, Okla.
- July 10-12, 2020** Tulsa, Okla.
- Sept. 11-13, 2020** Springfield, Mo.
- Oct. 23-25, 2020** Oklahoma City, Okla.

INFORMATION PACKET

State Fair Park
3001 General Pershing Blvd, OKC, OK

Show hours: Oct. 18-19, 9 a.m. to 6 p.m. | Oct. 20, 11 a.m. to 5 p.m.
Set-up hours: Oct 17, 9 a.m. to 9 p.m.

MAP OF STATE FAIR PARK

1. BENNETT EVENT CENTER 2. CENTENNIAL BUILDING 3. PAVILLION



INFORMATION PACKET

State Fair Park

3001 General Pershing Blvd, OKC, OK

Show hours: Oct. 18-19, 9 a.m. to 6 p.m. | Oct. 20, 11 a.m. to 5 p.m.

Set-up hours: Oct 17, 9 a.m. to 9 p.m.

PREFERRED HOTEL LIST

Wyndham Garden OKC Airport - Host Hotel

2101 S Meridian Ave | Oklahoma City, OK 73108

405.685.4000

\$92/night kind or double

Complimentary breakfast for up to 2 and free gift upon check-in

Tru by Hilton OKC Airport

802 S Meridian Ave | Oklahoma City, OK 73108

405.609.3955

\$89/night

La Quinta Inn & Suites OKC Airport

808 S Meridian Ave | Oklahoma City, OK 73108

405.702.7720

\$89/night

Fairgrounds Camping

6920 W Reno | Oklahoma City, OK 73107

405.948.6713

Electrical, water, and dump station

Fairfield Inn & Suites OKC Airport

4521 SW 15th St | Oklahoma City, OK 73128

405.604.3223

\$89/night 1 king or 2 queens

Complimentary breakfast

Complimentary shuttle service to/from fairgrounds

TownePlace Suites by Marriott OKC Airport

4601 SW 15th St | Oklahoma City, OK 73128

405.600.9988

\$94/night

Complimentary breakfast

Complimentary shuttle service to/from fairgrounds

Pet friendly (\$100 non-refundable fee)

Four Points by Sheraton OKC Airport

4708 W 1-40 Service Rd | Oklahoma City, OK 73128

405.605.0511

\$89/night

Radisson Hotel OKC Airport

4716 W 1-40 Service Rd | Oklahoma City, OK 73128

405.621.0002

\$89/night

