



MOBILE VISITOR CENTER ACTIVATION GUIDELINES

To help ensure our Mobile Visitor Center (MVC) activations have a direct tie to visitor services, as well as to establish a unified understanding of best practices and protocols among staff and external stakeholders, the following guidelines have been established for Visit OKC MVC requests.

GUIDELINES

Visit OKC gives priority to citywide conventions and events with signed Letters of Agreement for Visitor Services but may occasionally support other events or locations that show extraordinary value in promoting Oklahoma City to visitors. To be considered for a Mobile Visitor Center activation, events or locations must:

- Be within Oklahoma City limits.
- Draw a noteworthy number of visitors.
- Offer free positioning in a high-traffic area.
- Provide opportunity for quality conversation (not near loudspeakers, etc.).
- Be outdoors (with limited exceptions).
- Allow ample time for planning (ideally, no less than one month in advance).
- Conduct site visits to discuss placement and power connectivity.

Visit OKC does not utilize the Mobile Visitor Center for the following types of activations:

- Events that are political, sensitive in nature or in conflict with Visit OKC's mission and values.
- Fundraisers or marketing projects for schools, libraries or other groups with a predominantly local constituency.
- Fundraisers to support individuals or families.
- Events solely benefiting religious organizations.

ADDITIONAL CONSIDERATIONS

- Whenever possible, power should be provided (120 volts / 20- or 30-amp circuits via NEMA 5-20R or L5-30R outlets).
- Overall height clearance must be greater than 10' 6".
- Activation space should be no less than 20' wide by 10' deep.
- Overall weight is approximately 7,000 pounds.
- MVC should be positioned away from any source of loud music, street traffic or portable restrooms.
- Please be advised that the OKC Mobile Visitor Center's attendance at your event spanning multiple days cannot be guaranteed.