

IMPORTANT DATES TO REMEMBER

2012 Oklahoma State Fair

January 16: Renewal Invitations will be mailed to qualifying exhibitors. (If one has not yet been received by the first part of February, contact the Office of Commercial Space Sales to check exhibitor status.)

March 1: Signed Renewal Invitation Forms are due with 50% deposit, less any deposit on file, if applicable.

- Any space without a signed renewal form and 50% deposit on file by this date will be released and made available for other renewal exhibitor requests and / or new applicants.
- OSF will begin considering renewal exhibitor requests in the order they were received in writing. (Requests might be for change in location, increased space at same location, and/or additional number of locations.)
- Last day for full refund of any good faith deposit money on account. Any other refunds requested after this date will be subject to fees or penalties as outlined below.

March 2: Requests (received in writing) for refund of any money are subject to a Cancellation Fee of \$100 or 5% of booth rent, whichever is greater.

Any offers of space extended to new applicants will require payment in full at the time the offer is made.

May 15: Contract Packets, including all Service Order Forms, will be mailed.

July 1: Signed Contracts are due. To secure your contracted space, you must include **all four** of the following:

- 1) Payment IN FULL (See Reinstatement Fee below.)
- 2) Signed ORIGINAL Contract including Exhibit A (includes Addendum for food vendor menus)
- 3) Workers' Compensation Status (exemption form, certificate of coverage OR WC order form)
- 4) General Liability Certificate (must include additional insured)

July 9: Any exhibit space with less than FULL payment on file will be at risk of being cancelled and resold.

- From this date forward, if contracted exhibit space has not yet been resold and is still made available upon Exhibitor's request, remaining rent may be subject to a Reinstatement Fee of 5% of the balance due.
- If cancellations must occur, requests for refunds of money on file must be submitted in writing and will ONLY be honored if the full space is resold. If these requirements are met and refunds can be honored, a Cancellation Fee of \$200 or 10% of booth rent, whichever is greater, will be assessed and the difference will be refunded. *(Refunds are processed as quickly as possible but may take as long as until AFTER the 2012 Fair.)*

August 1: Service Order Forms are due with payment(s) in full. If additional services are cancelled after this date, refunds are not guaranteed and will be honored based on individual circumstance.

- Requests for changes in Contract product listings may not be allowed after this date.
- Space cancellations after this date will be subject to forfeiture of full payment on file.

September 1: PAYMENTS BY CHECK WILL NO LONGER BE ACCEPTED. All accounts should be paid in full by this time, but for last minute space assignments, late add-on services, tickets and parking permits, please be prepared to make payments with cash, cashier's check or money order after this date.

September 5 and 8: Exhibitor move-in begins. **(Outdoor begins on the 5th / Indoor begins on the 8th)**

September 13: Most City-County official entities are available in the Safety Center (west end of the Administrative Building) for any permits or information Exhibitors may need.

September 13-23: 2012 Oklahoma State Fair - 11 days of Fun, Food & Festivities!

September 24: Exhibitors on percentage MUST report final-day sales & settle accounts no later than 5 p.m.

- All exhibitor booths must be cleaned and completely vacated by 7 p.m. unless a request for an extension has been made in writing and approved by OSF management. (If not approved, fines may be assessed.)

September 26: Any space left in disrepair or exceptionally soiled will be subject to fines at OSF discretion.

November 1: If you are eligible for a refund from OSF and have not yet received it, please contact the Office of Commercial Space Sales at 405-948-6739. No refunds will be processed after November 13.