

# OKLAHOMA STATE FAIR

## 2018 Important Dates to Remember

---

**End of January:** Renewal Invitations will be emailed to qualifying exhibitors. If one has not yet been received by the first part of February, contact the space sales office to check exhibitor status.

**March 8:** 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.*
- Requests for changes in Contract product listings may not be allowed after this date.
- Pay-to-play and food vendors must return their menus and price lists by this date. Prices may change after today; however, you must request any product changes or additions to your menu for approval. If not received by this date, you may forfeit the right to sell menu items that are on request by another vendor.
- Oklahoma State Fair (OSF) will begin considering renewal exhibitor requests in the order they were received in writing. Requests can be for a change in location, increased space at the same location and/or an 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 9:** 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. Spaces not secured will be released on this date and a reinstatement fee of 5% of booth rent will be charged to whatever space OSF may be able to offer, if any.

**Mid-May:** Contract packets, will be sent via email only, so have a current email on file. Service order forms and other important information will be updated and posted to the website.

**July 5:** Signed contracts are due. To secure your contracted space, you must include **all four** of the following:

- Payment IN FULL (see reinstatement fee below.)
- Signed contract, including complete menus with items & pricing, if applicable.
- Workers' Compensation: exemption form, current certificate of coverage or order form & payment)
- General Liability Certificate, must include additional insureds.

**July 6:** Any exhibit space with less than FULL payment and/or ALL required paperwork on file will be at risk of being cancelled and resold.

- From this date forward, any current/renewing vendors who have not secured their space will be subject to a reinstatement fee equal to 10% of the total booth rent for whatever space OSF may be able to offer, which may not be the originally offered space.
- 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.

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

- Reinstatement fees are now 15% of total booth rent, if space is available.
- Space cancellations after this date will be subject to forfeiture of full payment on file.

**August 31: PAYMENTS BY CHECK WILL NO LONGER BE ACCEPTED.** All accounts should be paid in full, 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, money order or credit card (we accept all major credit cards) on and after this date.

- Reinstatement fees are now 20% of total booth rent if space is available.
- **Concessionaires: Final menu due and no price changes after this date.**

**September 5: Outdoor exhibitor move-in begins.**

**September 8: Indoor exhibitor move-in begins**

**September 13-23: Oklahoma State Fair - 11 days of fun, food & festivities!**