

# OKLAHOMA STATE FAIR

## 2021 Important Dates to Remember

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**End of January:** Expression of Interest will be emailed to qualifying Exhibitors. If one has not yet been received by the first part of February, contact the office of Space Sales to check Exhibitor status.

**March 15:** Signed interest forms are due

- *Any space without a signed interest form will be released and made available for other Exhibitor requests and/or new applicants.*
- 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 Exhibitor space and/or product requests. Requests can be to change or add a product, a change in location, increased space at the same location and/or an additional number of locations.

**End of 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 7:** Signed contracts are due.

To properly secure the contracted space, **all four** of the following must be on file:

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

**July 8:** 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 2:** 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.
- Absolute last date Clover accounts and hardware/software orders may be placed for Concessionaires. Any concessionaire without an account and/or equipment may be cancelled without refund.

**August 13:** Concessionaires: Final menu due and no price changes after this date.

**August 31: PAYMENTS BY CHECK WILL NO LONGER BE ACCEPTED.** 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.

**September 8:** Outdoor/Bennett Event Center Exhibitor move-in begins.

**September 11:** Centennial Building/Pavilion Exhibitor move-in begins

**September 16-26: Oklahoma State Fair - 11 days of fun, food & festivities!**

Oklahoma State Fair, Inc.

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