



- DECEMBER 1:** Vendors who meet the criteria will receive a Renewal Application for contracted space occupied at the previous fair.
- JANUARY 1:** Applications available online for new applicants.
- JANUARY 31:** Renewal applications, are due with signature and any corrections/requests on or before January 31. Any space without a signed complete renewal application will forfeit their space requests. The Authority will review renewal requests for additional space, new products, and change in location according to the order received.
- FEBRUARY 29:** You will be informed of the decision regarding your renewal request.
- MARCH 15 – APRIL 1:** Lease Agreements, Invoices and Additional paperwork will be emailed.
- MAY 1:** Signed Lease Agreements including service form and insurance purchased are due with 50% deposit. Please note; corrections or additions written on Lease Agreement will NOT BE ACCEPTED. Any corrections to the Lease Agreement need to be on a separate sheet of paper and submitted for review in the Commercial Space Sales Office.
- MAY 2:** Any space without a signed Lease Agreement and 50% deposit will be released. If the space has not been resold and the Tulsa State Fair reinstates the vendor by request, a \$50.00 reinstatement fee will be assessed. Cancellation fee of \$100.00 will be assessed for any written request of refund from May 2-July 1. Refunds will be processed after the Tulsa State Fair.
- JULY 1:** Balance is due in full. All Lease Agreements and required documents must be in the Commercial Space Sales Office by this time.
- JULY 2:** Written request of cancellation for refund of monies will only be applicable if space is resold. A \$200.00 cancellation fee will be assessed to your account; refunds will be processed after the Tulsa State Fair.
- AUGUST 3:** No refund of monies paid on cancellations or services ordered. Changes in product listing or menu prices must have approval after this date.
- SEPTEMBER 1:** Payments must be in the form of a money order, cashier's check, cash or credit card for additional services, tickets and/or last minute space agreements;
NO EXCEPTIONS WILL BE MADE.
- SEPTEMBER 13:** Vendor move-in begins for Independent Midway.
- SEPTEMBER 15:** Move-In for Bulk Vendors and Concessionaires begins in River Spirit Expo; requires prior approval from Commercial Space Sales Office.
- SEPTEMBER 22:** Vendor move-in begins for space inside the facilities.
- SEPT. 22 – SEPT. 28** Vendor Packets will be available for pick-up at the Exhibitor Office Friday, September 22nd and Monday – Wednesday, September 25 – September 27, between the hours of 8:00am – 5:00pm and Thursday, September 28th between the hours of 8:00am – 3:00pm.
- SEPT. 28 – OCT. 8:** **2017 TULSA STATE FAIR**
- SEPTEMBER 29:** Corn Dog Classic 5K (See operation restrictions)
- OCTOBER 8 – 10:** Vendors may begin tear down at 9:00pm and must be moved out by:
- Exchange Building: 3:00pm, Monday, October 9
 - Central Park Hall: 5:00pm, Monday, October 9
 - River Spirit Expo: Upper and Lower Level: 8:00am, Tuesday, October 10
 - Midway: 5:00pm, Tuesday, October 10
- OCTOBER 9:** No vehicles will be permitted in buildings until cleared of public.
All percentage based vendors/concessionaires must report final day sales and settle accounts between the hours of 8:00am -1:00pm.