

# Oregon State Fair & Expo Center

## PERMITTEE CHECKLIST

The following is a guideline for clients use in submitting the necessary information and material to the Oregon State Fair & Expo Center:

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

- Signed Facility Use Permit Date: \_\_\_\_\_
- Deposit Due Date: \_\_\_\_\_
- Final Rental Payment Due Date: \_\_\_\_\_
- Preliminary floor plans and equipment needs list is required to your Event Representative for review by Date: \_\_\_\_\_
- For catered events at the Oregon State Fair & Expo Center contact
  - o Premier Services Group 503-371-2399
- Certificate of Liability Insurance (if applicable) provided to Event Representative prior to event Date: \_\_\_\_\_
- List of show exhibitors and vendors Date: \_\_\_\_\_
- Electrical layout/needs 10 days prior to event (to avoid fees) Date: \_\_\_\_\_
- Larger Trade Shows that are open to the public are to submit floor plans to Fire Marshall for approval prior to the event and copy provided to the OSF. Date: \_\_\_\_\_
- Credit Card on file with Oregon State Fair & Expo Center for incidentals incurred during event.

**Please Note:** Failure to provide information above by the established deadline(s) may result in additional fees and labor charges.