


This checklist has been included to further assist you in meeting document/payment deadlines. It is for your convenience and does not need to be returned.

DESCRIPTION	DUE DATE No POSTMARKS. Items must be in the CMWF&F Admin Office by this date.	DONE
Commercial Exhibitor Application	October 3	
Copy of Seller's Permit	October 3	
Picture of Stand/Booth	October 3	
List of products for sale or give away (with prices where applicable)	October 3	
Signed Contract	See Contract	
Rental Fee and all other charges (electrical, RV, storage, etc.)	Due with Contract	
General Liability Insurance – with required endorsement (See Insurance Requirements)	Due with Contract	
Workers' Compensation Insurance Certificate	Due with Contract	
RV Parking Application	February 1	
Admission Credential Order Form	February 24	
Cash Registers ready for Auditor – if applicable	Feb 28 – Mar 1	
Commission Payment – only if on percentage	Mar 11 – 12 By appointment	
Complete move-out for everyone	March 15	

IMPORTANT PAYMENT NOTICE:

All payments and required paperwork received after the due dates will be subject to a \$100 late fee. All payments made after February 17, 2012 must be paid by **cash, cashier's check** or **credit card**. 

Please call 760.355.1181 to confirm that all required forms/money have been received.