

OKLAHOMA CITY 2018 - APPLICATION FOR EXHIBIT SPACE



Company Name: _____
Contact Name: _____
Company Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: (____) ____-____ **Cell:** (____) ____-____ **Fax:** (____) ____-____
Email Address: _____
Website: _____
f/Social Media: _____

BOOTH RATES		5% Discount with Payment in Full.	
10'X10' Corner Furnished Booth	\$625	595	INCLUDES: 8' H Back Drape, 3' H Side Drape and (1) Standard Booth ID Sign, 10'x10':(1) 6' Draped Table, (2) Chairs, (5) Badges, (10) VIP Tickets 10'x20':(2) 6' Draped Table, (4) Chairs, (8) Badges, (10) VIP Tickets
10'X10' In-Line Furnished Booth	\$560	530	
10'X20' Furnished Booth	\$950	905	
Custom Booth Space			
Custom - Size: _____	\$ _____	As Specified:	
Exclusive* Product Line - (*Option terms; Non-refundable Booth Fee.)			
50% Minimum DEPOSIT DUE WITH COMPLETED APPLICATION, with Balance Due 30 days prior to Event. (Rates do not include electric, internet, floor covering or other additional services)			

Exhibit location preferred: 1st Choice _____ 2nd Choice _____ 3rd Choice _____.
 Location will be assigned upon receipt of deposit and may be changed at a later date due to the needs of the expo.

Please give a full description of the products and/or services you plan to exhibit.
 Only those items detailed below will be permitted in your exhibit.

How do you want your Booth ID Sign to read? (The sign measures 7"h x 44"w, and is approximately 24 characters total)

Cancellation Policy:

All Cancellations must be in writing. Cancellations received by six months prior to the show date will have their payment refunded in full less a \$100 cancellation fee. Cancellations received between three and six months prior to the show date will be refunded any sum paid over the 50% deposit. Cancellations received less than three months prior to the show will receive no refund and the Exhibitor is responsible for full payment. (No credits or refunds will be issued for Companies who have been given or have selected the 'Exclusive Product Line' option for their product or service.)

SEND COMPLETED FORM TO

FAX TO
(203)-259-3354

BY MAIL:
 Donnell Productions
 75 Old Post Road
 Southport, CT 06890

Make checks payable to:
 Donnell Productions

Credit Card Payments

MasterCard VISA AmEx Discover

Credit Card #: _____

Expiration Date: ____ / ____ **Security Code:** _____

Name on Card (if different than above): _____

I hereby authorize Donnell Productions to charge my credit card in the amount of: \$ _____.



Payment Signature: _____

By signing above I authorize Donnell Productions to process all payments on the above credit card. Account Balances are due 30 days prior to the Expo and will be automatically processed on the above card.

Dep. Rec'vd:	Total Due:	Assigned #:	Booth (circle)	Custom	Account Rep:
Check #:	\$ _____		Corner Inline 20' Double	Custom _____	

If accepted, I agree to abide by the Terms of Application & Contract on Page 2 - Signature Required.

TERMS OF APPLICATION & CONTRACT - Signature Required Below

1. The Expo shall be governed by the rules and regulations issued by Donnell Productions.
2. The Expo is limited to those persons and companies which have contracted for exhibit space.
3. Exhibitors may not assign their contract for exhibit space to other persons or companies.
4. All Cancellations must be in writing. Cancellations received by six months prior to the show date will have their payment refunded in full less a \$100 cancellation fee. Cancellations received between three and six months prior to the show date will be refunded any sum paid over the 50% deposit. Cancellations received less than three months prior to the show will receive no refund and the Exhibitor is responsible for full payment.
5. No credits or refunds will be issued for Companies who have been given or have selected the 'Exclusive Product Line' option for their product or service.
6. In the event, space assigned to the Exhibitor has not been paid for by the due date, Donnell Productions may, at its full discretion terminate the agreement and reassign space to another Exhibitor. The Exhibitor is not entitled to any refund for sums paid in advance to Donnell Productions as payment for exhibit space and the Exhibitor is responsible for full payment. Credit card information on file will be used for final balance due, unless otherwise noted.
7. In the event, the Exhibitor does not claim or occupy their assigned space during the scheduled move-in time Donnell Productions may terminate the agreement and reassign the space. The Exhibitor is not entitled to any refund for sums paid in advance to Donnell Productions as payment for exhibit space and the Exhibitor is responsible for full payment.
8. Booths that are cooking or sampling food must adhere to the guidelines set by the Health Department and obtain all necessary licenses and permits.
9. Each Exhibitor must make provisions for safekeeping its goods from the time they are placed in the Exhibitor's booth until they are removed. Donnell Productions shall not be responsible or guarantee to the exhibitor the safety of exhibit materials against fire, theft or any loss or injury. The Exhibitor agrees to assume all liability for damage to its own goods and to the Expo facility by reason of the exhibit and shall hold harmless Donnell Productions for all liability which might ensue by reason of the exhibit and its presence at the Expo.
10. A \$100.00 fine shall be imposed on the Exhibitor dismantling their booth prior to closing time.
11. All exhibits shall be removed by the end of the scheduled move-out period unless special arrangements have been made with Donnell Productions.
12. Exhibitor shall assume all responsibilities for damages to the Expo facility and property, and shall indemnify and hold harmless Donnell Productions from all liability that might result from any cause whatsoever including accidents or injuries to their exhibitors, agents and employees.
13. Exhibitor shall indemnify Donnell Productions against all liability resulting from negligence of Exhibitor, its agents and employees and for any loss or expense incurred by Donnell Productions by reason of such negligence.
14. Donnell Productions reserves the right to reject or prohibit any exhibit which in its opinion is not suitable to keeping with the character of the Expo.
15. In the Event, Donnell Productions shall fail to hold the Exposition, Donnell Productions shall refund to Exhibitor all sums paid and such refund shall be accepted by Exhibitor in full settlement of all loss or damage suffered by Exhibitor.
16. If by reason of fire, wind, storm or any other cause or condition beyond the control of Donnell Productions, the exhibition facility becomes unavailable, the Exhibitor authorizes Donnell Productions to assign to Exhibitor in lieu of the space, equivalent space at a rescheduled exhibition in the same facility or in another venue as Donnell Productions may be able to procure for the holding of the Exhibition a rescheduled date. Exhibitor shall use and occupy the space under the same terms and conditions and at the same exhibit fee as set forth in this agreement and Donnell Productions shall not be liable to Exhibitor for any loss or damages suffered by Exhibitor for the unavoidable postponement and or relocation of the Expo.
17. Donnell Productions reserves the right to remove from the Expo facility premises any and all property of the Exhibitor should the Exhibitor violate any of the conditions of these rules and regulations. This right may be exercised without prior written notice and without hearing.

I have read and agree to all the terms as stated.

Name: _____ **Signature:** _____ 

Title: _____ **Date Signed :** _____

Sign both pages and send to:

Donnell Productions, 75 Old Post Road Southport, CT 06890

FAX: 203-259-3354 | PHONE: 203-259-3351 | EMAIL: wlexpos@womenslivingexpo.com