



# Exhibitor Kit

[www.womenslivingexpos.com](http://www.womenslivingexpos.com)

All Kit Forms and Instructions are  
available online at:

<http://www.womenslivingexpo.com/Tulsa2008/exhibitorskit.html>

# WELCOME!

Your Exhibitor Kit contains information to assist you in planning for your participation in the Expo. Please note that your invoice needs to be paid in full prior to set up and all order forms returned by the listed date. Should you have any questions please call the office at 203-259-3351.

## **Invoice**

All balances must be received by Donnell productions prior to **January 5, 2008**. If paying with a credit card please fax back your credit card form to our office at 203-259-3354. For companies coming in after January 5<sup>th</sup> payment must be with a credit card. Checks will not be accepted.

## **Advance Ticket Form**

To order advance tickets return the form along with your check or fax with credit card information to 203-259-3354. Orders received after **January 25<sup>th</sup>** can be picked up on move-in day at Exhibitor Registration.

## **Electric Service Order Form**

To order electric service, return required forms to Midwest Decorating. To receive the discounted price, orders must be placed on or before **January 21<sup>st</sup>**.

## **Furnishing Form**

To order additional tables, chairs, carpet etc. return the enclosed form to Midwest Decorating. To receive the pre-show discount orders must be placed on or before **January 21<sup>st</sup>**.

## **Telephone Service**

All telephone orders must contain credit card information – checks are not accepted. Fax completed form to Francine Grayson at Expo Square at 918-744-8725. For further questions call 918-744-1113.

## **Wireless Internet Service**

Expo Square now has High Speed Wireless Internet access. All service is provided by Tulsa MetroNet. For help connecting, registering or general questions regarding service, contact Tulsa MetroNet at 918-806-9434.

## **Hotel Reservations**

The Radisson is the Show's Host hotel. Call 918-627-5000 for reservations. To receive the \$65 Show rate mention that you are an Exhibitor at the Tulsa Women's Living Expo.

## **Stage Confirmation**

The stage schedules are posted on the website beginning December 15<sup>th</sup>. If you have requested stage time you will need to check the schedules for your time(s).

# GENERAL INFORMATION-Page 1

## **EXPO LOCATION**

The **22nd annual Tulsa Women's Living Expo** will be held at Expo Square/Upper Level: 4145 E 21<sup>st</sup> Street, Tulsa, OK 74114. [www.exposquare.com](http://www.exposquare.com)

## **MOVE-IN**

Move-in will be conducted from **9:00 am to 8:00 pm on Thursday, February 7<sup>th</sup>**. All exhibits must be moved in by 8:00pm unless prior arrangements have been made with Show Management. **Let us know at least two weeks in advance if you will need a fork-lift. It is available for a fee.** You may drive your vehicle on the show floor. Once your vehicle is unloaded, please remove it from the building and park outside in a designated parking space. Exhibitors need to provide their own rolling/moving equipment.

## **BOOTH PAYMENT**

**ALL FINAL BALANCES ARE DUE IN FULL BY JANUARY 5th** . Companies must have a zero balance to set up their booth. For companies that commit to the Show **after January 5th** payment must be made with a credit card – checks are not accepted.

## **LOCATION OF EXHIBIT**

All measurements and exhibit space layouts shown on the floor plan are as accurate as possible. ***Donnell Productions reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at anytime to meet the needs of the sponsors, exhibitors, exhibits, and traffic flow.***

## **HOTEL ACCOMMODATIONS**

The **Radisson**, 10918 E 41<sup>st</sup> Street Tulsa, OK, 74146 has been designated as our Host Hotel. The special rate of \$65 for a double room with parking will be offered to our exhibitors. To make reservations please call **918-627-5000 or 800-333-3333**. Be sure to mention you are an exhibitor in the Tulsa Women's Living Expo to secure these rates.

## **SHOW DECORATOR**

**Midwest Decorating** is the Show Decorator and your contact is Pam Rist. She can be reached at **(918) 584-0988**, by **Fax** at **(918)-585-9157** or by **email** at [Pammw@craindisplays.com](mailto:Pammw@craindisplays.com) . If you need to order additional equipment please complete the enclosed decorator form. Order on or before **January 21st** to receive the advance order discount.

## **HANGING SIGNS AND GRAPHICS**

Approval for the use of hanging signs and graphics **from the ceiling** over your exhibit should be received from Show Management at least 30 days prior to move-in. It is your responsibility to retrieve your banners or signs when they are dismantled.

## GENERAL INFORMATION- PAGE 2

### EXHIBITOR BADGES

Each company will be allocated 5 badges and 5 complimentary tickets per 10'x10' booth, 3 badges and 3 complimentary tickets per 5'x10' booth, 8 badges and 6 complimentary tickets for a 10'x20' showcase and 12 badges and 10 complimentary tickets for a 20'x20' showcase. Your complimentary tickets will be mailed to you with your final invoice. Your badges are to be picked up at Exhibitor Registration when you check in at move-in beginning Thursday at 9:00am. Additional badges can be purchased for \$10 each.

### GUEST/MODEL BADGES

Should your company be conducting a presentation or fashion show using guest presenter(s) or models please fax a list of their names to 203-259-3354. Prior to their presentation they will be able to pick up a Guest or Model badge at Exhibitor Registration. If we do not have their names they will need to purchase a ticket to gain entry,

### MOVE-OUT

The Show closes Sunday at 5:00 pm and as soon as all attendees have left the building we will begin move-out. Please do not attempt move out while there are still attendees on the floor. A subsequent injury to an attendee would pose a liability to your company. All items must be removed from the building by 11:00pm.

### PARKING

Parking is free at Expo Square with space for more than 9000 vehicles. It is in your best interest to use the further lots, leaving closer parking for the attendees. Expo Square maintains an RV Park on 15th Street. An attendant will collect the parking/utility fees.

### EXHIBITOR HOURS

Thursday (Move-In)	February 7	9:00 am	to	8:00 pm
Friday	February 8	12:00pm	to	8:15 pm
Saturday	February 9	9:00 am	to	6:15 pm
Sunday	February 10	10:00 am	to	5:00 pm
Sunday (Move-Out)	February 10	5:00 pm	to	11:00 pm

### SHOW HOURS

Friday	February 8	12:00pm	to	6:15 pm
Saturday	February 9	10:00 am	to	6:15 pm
Sunday	February 10	11:00 am	to	5:00 pm

## GENERAL INFORMATION- PAGE 3

### SECURITY

Security is provided for your protection however, we are not responsible for theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors are open, with overnight guards throughout the duration of the event. As a safety precaution your exhibit space should not be left unattended. Show Management does provide an over-night lock-up area in the exhibit hall. This service is complimentary.

### SALES TAX

Expo Square is not inside the Tulsa City limits and items sold are not subject to city sales tax. You must collect and pay 5.517% sales tax, 4.5% state tax and 1.017% Tulsa County Tax. For information on collecting and reporting sales tax, call the Oklahoma Tax Commission at 918-581-2751.

### STANDARD BOOTH CONTENTS

Each 10'x10' and 5'x10' exhibit space will be equipped with 8'high backdrapes, 3'high sidedrapes, (1) 8' skirted table, (2) chairs, a 7"H X 44'W black & white ID sign and wastebasket.

### ISLAND/PERIMETER SHOWCASES

Showcases are sold as floor space at \$4 per square foot. The minimum showcase space sold is 10'x20'. It provides cost effective exhibit space for companies with large exhibits. Island Showcases will **not** be equipped with drapes or tables and chairs. Connecting Showcases will be divided by backdrapes but will not be equipped with any furnishings. **It is your responsibility to bring all booth contents including tables, chairs, wastebasket and signage.**

### FOOD SAMPLING

Exhibitors sampling any food products must follow the attached Sanitation Guidelines. Drink samples must be no more than 2oz and wine samples 1 oz. Drink samples must not compete with Coca Cola products. The sale of food and beverages for consumption at the Show is not permitted.

### BOOTH COLORS

The 8' high backdrapes will be burgundy and gold. The 3' high side drapes will be burgundy and the 8' skirted tables will be burgundy with white tops.

### FREIGHT

Expo Square will not receive freight prior to move-in. Arrangements should be made with Midwest Decorating to provide drayage. To ship freight to arrive on move-in day, the shipping address is Expo Square 4125 E 21 Street, Tulsa, OK 74114. Please mark the Tulsa Women's Living Expo on the shipping label.

## SHOW REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published show hours. Exhibitors must wear badges to gain entry and on the floor during Show hours.
2. Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level and lights resulting from the display does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
3. Exhibit space must be large enough to contain a reasonable audience if demonstrations are planned. The aisles cannot be blocked.
4. Only promotional materials or merchandise approved on your "Application for Exhibit Space" may be displayed or sold in your booth. Promotional materials may not be distributed outside your exhibit space.
5. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
6. The sale or sampling of food other than in the Food Pavilion must have written approval from Show Management.
7. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
8. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Sidewalls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape (see diagram).
9. Exhibitors may not share booth space without the written approval of Show Management.
10. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
11. Helium balloons can only be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
12. Fire regulations prohibit the use of sterno or an open flame including candles. Any booth cooking with an appliance or food warming device must be equipped with at least one 20BC fire extinguisher. Booth decorations must be flame-retardant and electrical wiring and displays must conform to the National Electrical Code safety rules.
13. No LP gas, bottled gas or bottled gas tanks are permitted in the building.
14. Any display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
15. It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons , including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor does indemnify and hold harmless Show management against any and all claims as may be asserted against it.

**ORDER FORM FOR ADMISSION TICKETS**



**ORDER ADMISSION TICKETS IN  
ADVANCE AND SAVE \$20.00**

**Advance Tickets- \$30.00 / Book of Ten**  
**\$50.00 if Purchased at the Door**  
**Please send me \_\_\_\_\_ Books.**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Enclosed is my check for \$ \_\_\_\_\_ made payable to Donnell Productions.

**or**

Bill my Credit Card: (Circle One)

VISA      Master Card      American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Return Completed Form & Payment by Mail or Fax to:**

**Donnell Productions**  
**80 Spruce Street**  
**Southport, CT 06890**  
**Fax: (203) 259-3354**

**Orders Received After January 25<sup>th</sup> will need to be picked up at move-in  
at Exhibitor Registration.**