

# Tulsa Women's Living Expo



## EXHIBITOR KIT

Our Online Exhibitor's Kit:

[http://www.womenslivingexpo.com/Tulsa2015/exhibitors\\_kit.php](http://www.womenslivingexpo.com/Tulsa2015/exhibitors_kit.php)

*Welcome* to the 29<sup>th</sup> annual Tulsa Women's Living Expo. Your Exhibitor Kit contains information you will need when planning for the Expo. We appreciate your participation and look forward to working with you. In the meantime, should you have any questions please refer to the contact information listed below.

#### **CONTACT INFORMATION**

Donnell Productions: 203-259-3351, Fax 203-259-3354

Expo Decorator: Midwest Decorating, Contact: Pam Rist - 918-584-0988, Fax: 918-585-9157,

Expo Square Contact: Jennifer Haddix - 918-744-1113 [jhaddix@exposquare.com](mailto:jhaddix@exposquare.com)

#### **EXPO LOCATION**

The Tulsa Women's Living Expo will be held at The River Spirit Expo, Expo Square/Upper Level 4145 E 21st Street, Tulsa, OK 74114 [www.exposquare.com](http://www.exposquare.com)

#### **EXPO HOTEL**

The Wyndham Tulsa located at 10918 E 41st Street Tulsa, OK, 74146 has been designated as our Expo Hotel. The special rate of \$75 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.

#### **APPLICATION & CONTRACT/TERMS OF APPLICATION**

Executed copies of these forms must be returned to our office for you to exhibit at the Expo. Return by mail, or email to [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com) or fax to 203-259-3354.

#### **FINAL BALANCES ARE DUE BY JANUARY 13, 2015**

All balances indicated on your final invoice must be received by Donnell productions prior to January 13, 2015. For companies that commit to the Expo after January 12, 2015 payment must be with a credit card. Checks will not be accepted. All companies must have a zero balance to set up their booth.

#### **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.

#### **FAILURE TO SET UP**

Failure to set up within specified move-in times will result in forfeiture of exhibit space and all monies paid to date. Exhibit space can be reassigned at Show Managements discretion.

#### **FOOD SAMPLING**

Exhibitors sampling any food products must follow the Sanitation Guidelines. Drink samples are to 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 in individual portions. A state and city temporary license will need to be purchased on site from the Tulsa health department after inspection. The fee is \$30 and is to be paid with a company check, money order or cash. Please read the enclosed Health Department Letter.

## GENERAL INFORMATION

### MOVE-IN - Thursday Feb. 12, 9am - 7pm

All exhibits must be moved in by 7:00pm unless prior arrangements have been made with Show Management. You may drive your vehicle on the show floor to unload your merchandise. Once your vehicle is unloaded it will need to be moved off the show floor. Exhibitors need to provide their own rolling/moving equipment to transport their merchandise.

### EXHIBITOR HOURS

Thursday (Move-In)	February 12	9:00am	to	7:00 pm
Friday	February 13	8:00am	to	6:15 pm
Saturday	February 14	9:00 am	to	6:15 pm
Sunday	February 15	10:00 am	to	5:00 pm
Sunday (Move-Out)	February 15	5:00 pm	to	9:00 pm

**SHOW HOURS** – exhibitors are required to staff their booth during all public hours.

Friday	February 13	10:00pm	to	6:00 pm
Saturday	February 14	10:00 am	to	6:00 pm
Sunday	February 15	11:00 am	to	5:00 pm

### MOVE-OUT

The Expo 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 before the close of the Expo as this will result in a **\$100 fine**. All items must be removed from the building by 9:00pm.

### SHOW DECORATOR

Our Expo Decorator is Midwest Decorating Company. Forms for Decorator services are available in our Online Exhibitor's Kit.

### ELECTRIC IS NOT INCLUDED IN YOUR BOOTH

To order electric service, return the electrical form to our office with your payment. To receive the discounted price, orders must be placed by February 10, 2015. The Electrical Form is on our Exhibitor's Kit webpage.

### INSURANCE AND LIABILITY

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.

### EXHIBITOR BADGES/COMPLIMENTARY TICKETS

Badges and Complimentary Tickets are allocated as follows; 10'x10' booth and 10'x20' Showcase will receive 5 badges and 10 Complimentary Tickets. 10'x20' booth and 20'x20' Showcase (& larger) will receive 10 badges and 20 Complimentary Tickets. Display & Food Tables will receive 3 badges and 5 Complimentary Tickets. Your Complimentary Tickets will be mailed to you and are for you to distribute as you wish. Your Exhibitor Badges are for your booth personnel and are to be picked up at Exhibitor Registration when you check in at move-in. Additional badges can be purchased for \$5 each. We will assist you in rotating them to your staff throughout the weekend.

## GENERAL INFORMATION– PAGE 2

### **GUEST/MODEL BADGES**

If you are planning to use guest presenters or models please *furnish us with a list of their names in advance*. Their badges are to be picked up at Exhibitor Registration.

### **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.

### **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.

### **HANGING SIGNS AND GRAPHICS FROM THE CEILING**

Approval for the use of hanging signs and graphics from the ceiling over your exhibit must be received from Show Management prior to move-in. It is your responsibility to retrieve your banners after the Expo.

### **SALES TAX**

The Tulsa sales tax rate is the full 8.517% (State of Oklahoma - 4.5%, Tulsa County - 0.917%, City - 3.1%). If you have your own sales tax permit please list your permit number next to your company name on our list at Exhibitor Registration. For companies without sales tax permits we will provide a packet for you with the necessary forms. At the close of the Expo turn in the completed forms and collected taxes to Exhibitor Registration Desk.

### **STANDARD BOOTH CONTENTS**

Furnishings include 8' high back drapes, 3' high side drapes, (1) 6' skirted table, (2) chairs and a 7" H X 44' W black & white ID sign. See our website's Exhibitor Kit page for diagrams on Booth content height restrictions.

### **BOOTH COLORS**

Red & black 8' high backdrape, red 3' side drape and red & black skirted tables with white plastic tops.

### **WIRELESS INTERNET SERVICE**

Expo Square now has High Speed Wireless Internet access, open to all. Publically available internet access may have trouble at peak times and the operation of the wireless internet is outside of our control.

### **SHOWCASES DO NOT INCLUDE FURNISHINGS**

**Connected showcases** include an 8' high back drape and 3' high side drape, ID sign but do not include furnishings. **Island showcases** include an ID sign but do not include drapes or furnishings.

**SHIPPING ON MOVE-IN DAY** Expo Square will receive freight ONLY ON Feb. 12, 2015. Ship to: Expo Square 4125 E 21 Street, Tulsa, OK 74114. Include 'Tulsa Women's Living Expo' and your 'Booth #' on the shipping label.

### **ADVANCE SHIPPING**

To ship your materials in advance, contact Pam Rist at Midwest Decorating Company at 918-584-0988.

## EXPO REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published show hours.
2. Exhibitors must wear badges to gain entry and on the floor during Show hours.
3. 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.
4. Exhibit space must be large enough to contain a reasonable audience if demonstrations are planned. The aisles cannot be blocked.
5. Only services and products approved on your "Application for Exhibit Space" may be displayed or sold in your booth.
6. Promotional materials may not be distributed outside your exhibit space.
7. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
8. The sale ,sampling or distribution of food for consumption on the premises must be approved by Show Management and licenses or permits required by the Health Department obtained by the Exhibitor.
9. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
10. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape.
11. Signs in booths will not be permitted to extend above their 8' backdrape. Signs in island showcases will not be permitted to extend more than 16' above the floor.
12. Exhibitors may not share booth space without the written approval of Show Management.
13. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
14. 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.
15. Fire regulations prohibit the use of sterno or an open flame including candles.
16. Any booth cooking with an appliance or food warming device must be equipped with at least one 20BC fire extinguisher- No LP gas, bottled gas or bottled gas tanks are permitted in the building.
17. Electrical wiring and displays must conform to the National Electrical Code safety rules.
18. 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.
19. Dismantling of your booth prior to the close of the show will result in a \$100 fine.
20. **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.**