



EXHIBITOR KIT

http://www.womenslivingexpo.com/OklahomaCity2018/exhibitors_kit.php

Welcome to the Oklahoma City Women's Living Expo

CONTACT INFORMATION

Donnell Productions: Phone: 203-259-3351, Fax 203-259-3354, wlexpos@womenslivingexpo.com

Oklahoma State Fair Contact: Alex Philbrick (Event Manager), 405-948-6830 alexphilbrick@okstatefair.com

EXPO LOCATION

The Oklahoma City Women's Living Expo will be held in The Pavilion at Oklahoma State Fair Park, 3001 General Pershing Blvd, Oklahoma City OK 73107

PREFERRED HOST HOTEL

The Hilton Garden Inn Airport, 801 South Meriden Ave, Oklahoma City, OK 73108, located 2 miles from Oklahoma State Fair Park, is our official Expo Host Hotel. A discounted Exhibitor rate of \$83 is being offered and includes a free hot breakfast buffet, complimentary airport transportation, complimentary shuttle to and from the Expo location (7am - 11pm), complimentary Wi-Fi, fitness and business center, and complimentary parking. See our Website for direct links for on-line reservations at the group rate.

CONTRACT/TERMS OF AGREEMENT

Executed copies of these forms must be returned to our office, prior to move-in, for you to exhibit at the Expo. Return via email to bdonnell@womenslivingexpo.com or fax to 203-259-3354.

FINAL BALANCES ARE DUE BY JULY 11, 2018

All balances indicated on your final invoice must be received by Donnell Productions by July 11, 2018. For companies that commit to the Expo after July 11, 2018 payment must be made 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. The sale of food and beverages for consumption at the Expo must be prepackaged and is not permitted in individual portions. Any and all sampling will require a state and city temporary license will need to be purchased on site from the Oklahoma City health department after inspection at 8:30 am on Saturday. The fee is \$30 and is to be paid with a company check, money order or cash. All food vendors at your event operating under a non-profit status must provide a copy of their 501(c)(3). More details and a full copy of the Health Regulations is available at our online Exhibitor Kit webpage.

GENERAL INFORMATION

MOVE-IN - **FRIDAY AUG 10TH 1PM-8PM**

All exhibits must be moved in by Friday at 8:00pm unless prior arrangements have been made with Expo Management. Exhibitors need to provide their own rolling/moving equipment to transport their merchandise. Exhibitors are required to use the designated move-in Locations, and prohibited from the use of carts or dollies in the front public lobbys of the Pavilion Building.

EXHIBITOR HOURS

Friday Move-In	August 10	1:00pm	to	8:00 pm
Saturday	August 11	8:00 am	to	5:15 pm
Sunday	August 12	10:00 am	to	5:00 pm
Sunday (Move-Out)	August 12	5:00 pm	to	8:00 pm

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

Saturday	August 11	10:00 am	to	5:00 pm
Sunday	August 12	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 8:00pm.

SHOW DECORATOR

Our Expo Decorator is 110 Events, Forms for Decorator services and materials 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. All Electrical Service must be preordered, orders must be placed by **August 4, 2018**. The Electrical Form is on our online 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 8 badges and 15 Complimentary Tickets. Craft Bazaar Tables will receive 3 badges and 5 Complimentary Tickets. Your Complimentary Tickets will be mailed to you prior to the Expo 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. We will assist you in rotating them to your staff throughout the weekend. Additional badges can be purchased for \$9 each.

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 State Fair Park. We will designate an Exhibitor Parking area, leaving closer parking for the attendees.

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. As a safety precaution your exhibit space should not be left unattended. Expo 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 Oklahoma City sales tax rate is 8.625% and must be charged on all applicable sales. Exhibitors are responsible for the collection of any sales tax derived from sales under their direct control. 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

Black 8' high backdrape, black 3' side drape and black stretch covered tables. (may change)

INTERNET SERVICE

State Fair Park now has 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. IF you required wired internet, contact our office for details and fees.

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

If freight is scheduled to be delivered, it should be guaranteed to deliver ONLY ON FRIDAY AUGUST 10 and be addressed to include: "Name of INTENDED RECEIVER, OKC WOMEN'S LIVING EXPO, EXHIBITOR NAME & BOOTH NUMBER (if applicable), PAVILION Building, OK State Fair Park, 3001 General Pershing Blvd, Oklahoma City, OK 73107".

You must be on hand to receive your shipment.

ADVANCE SHIPPING - Shipping to be received prior to Aug 10, 2018

Contact our Office.

EXPO REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published expo hours.
2. Exhibitors must wear badges to gain entry and on the floor during expo 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. Expo 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 "Contract 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 expo aisles.
8. The sale , sampling or distribution of food for consumption on the premises must be approved by Expo 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 Expo 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 Expo management against any and all claims as may be asserted against it.**