



TULSA WOMEN'S EXPO WITH A CAUSE

WWW.WOMENSLIVINGEXPO.COM

Thank you for reserving Exhibit Space in the 35th ANNUAL TULSA Women's Expo With A Cause.
The following information is provided to help you plan your exhibit.

- EXHIBITOR INFORMATION -

EXPO VENUE:

Central Park Hall
Expo Square/Tulsa Fairgrounds
1701 S Sandusky Ave, Tulsa, OK 74112

EXHIBITOR MOVE-IN:

Friday February 19th 8am-6pm *All booths must be moved in by 6pm*

EXPO DATES & TIMES:

Saturday February 20th 10am-5pm *Exhibitors have access to building at 8am*
Sunday February 21st 11am-4pm *Exhibitors have access to building at 10am*

EXHIBITOR MOVE-OUT:

Sunday February 21st 4pm-6pm *Breaking down exhibits before 4pm will result in a \$100 fine.*

DISCOUNTED TICKETS: Exhibitors may purchase additional tickets for \$3 in advance. Go to our Online Exhibitor KIT for the Form. <https://www.womenslivingexpo.com/tulsa-2021/tulsa-exhibitors-kit/>

FREE PARKING

Please note: Exhibitors Park in a designated area on Sat & Sun

- CONTACT INFORMATION -

MAILING ADDRESS

Donnell Productions
75 Old Post Road
Southport CT, 06890

PHONE/FAX

Office Phone 203-259-3351 | Fax (203) 259-3354

EMAIL

General: wlexpos@womenslivingexpo.com
Executive Director Barbara Donnell: bdonnell@womenslivingexpo.com
Expo Manager Brad Walsh: brad@womenslivingexpo.com

LINKS

Website: <https://www.womenslivingexpo.com/tulsa-2021/>
Online Exhibitor Kit: <https://www.womenslivingexpo.com/tulsa-2021/tulsa-exhibitors-kit/>
LIKE US ON FACEBOOK: <https://www.facebook.com/TulsaWomensLivingExpo/>

- DECORATOR CONTACT INFORMATION -

Decorator: Event1

Order forms for EXTRA/additional furniture, carpet, drape or display items for your booth will be available on our Online Exhibitors Kit webpage

- BOOTH INFORMATION -

BOOTH FURNISHINGS: 8' H Black Backdrape, 3' H Black Sidedrape, 6' Black skirted Table, 2 Chairs and ID Sign with 5 Staff Badges and 10 Complimentary Tickets to distribute as you wish.

EXHIBIT DISPLAYS: Only products and services listed on your contract may be exhibited.

STANDARD ELECTRICAL OUTLET: Order In Advance \$55 – Pre-order by Feb 15th.

WIFI: Ask for a passworded at our Exhibitor Registration at Move-in, use only for vital booth services.

BOOTH BANNERS: The best size for banners for your 10'x10' exhibit is 8'Wx3'H.

SALES TAX FOR TULSA is 8.517 % (total city rate) Exhibitors will be provided daily Sales tax forms.

LOCATION OF YOUR EXHIBIT: Donnell Productions reserves the right to make modifications and change exhibit space assignments as be necessary and to adjust the floor plan at any time to meet the needs of safety requirements and traffic flow.

SHIPPING TO EXPO SQUARE: Shipments must arrive ON, Thursday Feb 18th OR Friday Feb. 19th, sent directly to SHIPPING / RECEIVING address at Expo Square. *(The Expo Square Shipping Dept will accept packages for a few days in advance of the Expo)*

PICKUP PACKAGES AT THESE TIMES: On FRIDAY Move-in DAY: 8-11am or 1-3pm ONLY

The Tulsa Fairgrounds Shipping Receiving Department closes as 3:00pm, you cannot pick up your packages after 3:00pm. If you have any questions about shipping to the Expo Center, call Expo Square's Shipping and Receiving Center at 918-744-1113 ext. 2151

The Shipping Label must contain:

Your Name

Name of Event

4000 E. 15th Street

Tulsa, OK 74112

PALLET DELIVERY TO THE EXPO CENTER from Tulsa Fairgrounds Shipping and Receiving Dept.: The fee for this service is \$50 and is only available for PALLETED SHIPMENTS. We will have a forklift bring the pallet to the vendors booth once they arrive and are ready to set up. Payment is made to the EXPO at the Registration DESK at the Expo.

FOR RETURN SHIPPING of PALLETS:

You must provide a return label, PALLETED shipments will be picked up from the same delivery address, on Monday FEB 22nd.

ADVANCE SHIPPING - *If you require shipments to be received more than a few days before the expo, please use the Event1 shipping and dryage services. See our Online Exhibitor's KIT for details.*

- EXPO SECURITY -

SECURITY is provided for your protection however we are not responsible for theft of merchandise or personal theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door Guards and a Security Officer are on duty during the hours that the Expo is open to the public. As a safety precaution your Exhibit Space should not be left unattended during Expo hours.

- INSURANCE -

EXHIBITORS shall assume all responsibility for damages to the Exposition facility and property, and it shall indemnify and hold harmless Donnell Productions from all liability that might arise from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees and to attendees at the Expo. A Certificate of Insurance shall name Donnell Productions as a co-insured.

- CANCELLATION/FAILURE TO SET UP -

CANCELLATIONS received less than three months prior to the EVENT will receive no refund or credit and the Exhibitor is responsible for full payment. Failure to set up does not entitle the Exhibitor to any refund for sums paid for exhibit space.

- STAND OUT IN THE CROWD -

PRE-EXPO

Let us spread the word about your participation In the Expo with your FREE POST on the Colorado Springs Women's Expo Facebook page.

Email to wlexpos@womenslivingexpo.com a brief description of your show specials or giveaway and any information you want shared in your post along with photos or a video, your Facebook page link and/or website link. We will then create a post on our FB page and tag your business. **BE SURE TO GO TO OUR PAGE AND SHARE WITH YOUR COMMUNITY!**

We will also provide you with Customized Digital Invitations To E-Mail To Your Mailing Lists or to Post on your Social Media platforms.

AT THE EXPO - With creative exhibit design you can tell your brand story and drive marketing results.

- Prize Giveaway
- Gift Bags
- Custom Designed Banners & Marketing Materials
- Stage Presentation

**Women's Expo With a Cause – Donnell Productions
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