



EXHIBITOR KIT

Online Kit:

<https://www.womenslivingexpo.com/tulsa-2021/tulsa-exhibitors-kit/>

Welcome to the Tulsa Women's Expo With A Cause

CONTACT INFORMATION

Donnell Productions: Phone: 203-259-3351, Fax 203-259-3354, wlexpos@womenslivingexpo.com
Expo Decorator: EVENT1, Contact: Lee Ann - Office | 918-245-8006, leeann@event1inc.net
Expo Square Contact: Jennifer Haddix - 918-744-1113 jhaddix@exposquare.com

EXPO LOCATION

The Tulsa Women's Expo With A Cause will be held at Central Park Hall, Expo Square/Tulsa Fairgrounds, 1701 S Sandusky Ave, Tulsa, OK 74112 www.exposquare.com

EXPO HOST HOTEL

Hampton Inn & Suites Tulsa Central, Located at 3418 South 79th East Ave. tulsa OK 74145
We're off the Highway 64 and I-44 intersection, less than 10 minutes from Expo Square! Enjoy free Grab n Go breakfast and WiFi on us. Exhibitor Rates: \$79 for a Standard Room, \$89 for a Suite. Group Name: WOMEN'S LIVING EXPO, Phone: 918-779-4000 – A Reservation Link is on our Exhibitor Kit Webpage.

EXPO PRINTER

PRINT-N-COPY, Tulsa is our Official Expo Printer offering discounts for Exhibitor printing.
From general printing services to banners and screen printing, they have all of the product options you need to promote your business at the Expo. Call Dean at 918-258-8200, copyart@tulsacoxmail.com

CONTRACT/TERMS OF AGREEMENT

Executed copies of these forms must be returned to our office 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 JANUARY 20, 2021

All balances indicated on your final invoice must be received by Donnell productions prior to January 20, 2021. For companies that commit to the Expo after January 20, 2021 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.

HEALTH DEPARTMENT GUIDELINES

If you are selling food/beverages, and do not have a state mobile packaged retail license, the fee will for a temporary license will be \$75. This amount can be paid in cash or check (no temporary checks) on site from the Health Department after your booth has been inspected. There is no fee if you are only sampling food/beverage.

FOOD AND BEVERAGE SAMPLING

Sampling size must be limited to 2 oz. for food, 2 oz. for beverages and 1 oz. for wine. Please read and follow our Food and Sanitation Guidelines, available on our Exhibitor Kit web page.

GENERAL INFORMATION

MOVE-IN - FRIDAY FEB. 19TH 8AM-6PM

All exhibits must be moved in by 6:00pm unless prior arrangements have been made with Expo Management. You may drive your vehicle into the Expo to unload your merchandise. Once your vehicle is unloaded it will need to be moved off the Expo floor. Exhibitors need to provide their own rolling/moving equipment to transport their merchandise.

EXHIBITOR HOURS

Friday Move-In	February 19	8:00 am	to	6:00 pm
Saturday	February 20	8:00 am	to	5:15 pm
Sunday	February 21	10:00 am	to	4:00 pm
Sunday (Move-Out)	February 21	4:00 pm	to	6:00 pm

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

Saturday	February 20	10:00 am	to	5:00 pm
Sunday	February 21	11:00 am	to	4:00 pm

MOVE-OUT

The Expo closes Sunday at 4:00 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 6:00pm.

SHOW DECORATOR

Our Expo Decorator is EVENT1. 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 8, 2019**. 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. **Insurance Certificate Copy**; Please list Donnell Productions as a co-insured. Address: 75 Old Post Road Southport, CT 06890. Email certificate to bdonnell@women'slivingexpo.com

EXHIBITOR BADGES/COMPLIMENTARY TICKETS

Badges and Complimentary Tickets are allocated as follows; 10'x10' booth and 10'x20' Showcase will receive 5 badges and **25 Complimentary Tickets**. 10'x20' booth and 20'x20' Showcase (& larger) will receive 8badges and **25 Complimentary Tickets**. MIO 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. 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 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. 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 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

Black 8' high back drape, black 3' side drape and black covered tables.

WIRELESS INTERNET SERVICE

Expo Square now has High Speed Wireless Internet access, open to all. Publicly 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 showcase space** includes an ID sign but does not include drapes or furnishings.

SHIPPING ON MOVE-IN DAY Expo Square will receive freight ONLY ON Feb.19, 2021. Ship to: Expo Square 4125 E 21 Street, Tulsa, OK 74114. Include 'Tulsa Women's Expo With A Cause' and your 'Booth #' on the shipping label. **You must pick up your shipments BEFORE 3PM on FRIDAY FEB 19th.**

ADVANCE SHIPPING - Shipping to be received prior to Feb 19, 2021

To ship your materials in advance, contact Brad Walsh, brad@womenslivingexpo.com

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.**