



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 Expo is being held at Central Park Hall located at Expo Square at 1701 S Sandusky Ave, Tulsa, OK. Listed below is information to guide you in planning your exhibit.

COVID 19 DIRECTIVES

The health and safety of our vendors and attendees has always been our first priority. This year following Health Department directives masks will be required, sanitizer stations will be set outside restrooms and at the entrance and exit, there will be one - way aisles and 6' floor distancing signs. We will create an Expo floor where everyone can feel safe and comfortable.

MOVE-IN - Friday, February 19th - 9am -6pm

All exhibits must be moved in by 6pm unless prior arrangements have been made with Brad Walsh.

EXPO HOURS - Booths are required to be staffed during Expo Hours.

Saturday Feb. 20th 10am-5pm; Sunday Feb. 21st 11am-4pm

Vendors have access to the building on Saturday at 8am and on Sunday at 10am.

MOVE-OUT -Sunday February 21st 4pm-6pm

Move-out or dismantling of your booth before 4pm on Sunday is prohibited and will result in a \$100 fine.

ONLINE EXHIBITOR KIT & SERVICE FORMS

The Exhibitor Kit contains information and forms for additional services. Be sure to order in advance for discount prices. Go to our website's Exhibitor Kit webpage and follow the link on our home page or <https://www.womenslivingexpo.com/tulsa-2021/tulsa-exhibitors-kit/>

ALL FINAL BALANCES ARE DUE IN FULL BY JANUARY 20, 2021.

Companies must have a zero balance to set up their booth. There are no credits or refunds should you not be able to attend the Expo and occupy your exhibit space.

CONTRACT, TERMS OF AGREEMENT and CREDIT CARD AUTHORIZATION FORM

Executed copies need to be received by our office **prior to the Expo** for you to set up your exhibit. Return via email or fax to 203-259-3354.

BOOTH FURNISHINGS

Each 10'x10' booths is equipped with (1) 6' skirted table, (2) chairs, ID sign and wastebasket.

Showcases do not come equipped with furnishings. You have the option of bringing your own tables or ordering them from Event 1 the Expo Decorator. The order form can be found in our online Exhibitor Kit.

HOTEL RESERVATIONS

The Hampton Inn & Suites is our Host Hotel. They are located at 3418 S 79th East Avenue in Tulsa 74145. The discounted Vendor Rate is \$79 for a Standard and \$89 for a Suite. Rate includes a Complimentary Breakfast, Free Parking and Free Wifi. To make your reservations call 918-779-4000 and mention you are an Exhibitor at the Tulsa Women's Expo to secure those rates or go online to <https://www.womenslivingexpo.com/tulsa-2021/tulsa-exhibitors-kit/#host-hotel>

BADGES FOR YOUR BOOTH PERSONNEL

Staff badges will be distributed at Move-In on Friday February 19th. We will assist you in rotating the badges to your staff throughout the weekend. Additional badges may be purchased for \$8.

COMPLIMENTARY TICKETS

The **enclosed 25 tickets** are for to distribute as you wish. They entitle recipients to one free entry to the Expo.

FREE FACEBOOK POST

Let us spread the word about your participation In the Expo. Email 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 create a post on our FB page and tag your business. Please "LIKE" our page and share the post.

BUILDING SECURITY

Building Security is provided for your protection, however, Donnell Productions is not responsible for any theft or loss of merchandise from your booth, car, handbag, etc. We recommend that during show hours you do not leave your booth unattended and that you cover your tables prior to leaving the Expo and place valuable items out of sight.

INSURANCE AND LIABILITY

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 result from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees.

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.

OKLAHOMA SALES TAX IS 8.517%

If you have a sales tax permit please list the number at Exhibitor Registration when you check in on Friday. For companies without sales tax permits the necessary forms will be available for you.

For show info go to www.womenslivingexpo.com