



TULSA WOMEN'S EXPO WITH A CAUSE

WWW.WOMENSLIVINGEXPO.COM

MOVE-IN MEMO

Thank You for participating in the 37th Annual Tulsa Women's Expo With A Cause. Should you need assistance during the Expo please go to Exhibitor Registration and ask for Brad Walsh, Expo Manager.

EXHIBITOR MOVE-IN

Exhibitors move-in on Friday, February 18th between the hours of 9am and 6pm. All exhibits must be moved in by 6pm unless prior arrangements have been made with Brad Walsh.

EXHIBITOR ACCESS TO CENTRAL PARK HALL

The building opens for Exhibitors on Saturday February 19th at 8am and Sunday February 20th at 10am. Doors are locked at 6pm on Friday and 5:15pm on Saturday.

EXPO HOURS

Booths are required to be staffed during Expo hours: Saturday Feb. 19th 10am to 5pm; Sunday Feb. 20th 11am to 4pm.

MOVE-OUT

Move-out takes place Sunday Feb. 20th from 4pm to 6pm. Dismantling your booth before 4pm poses a liability to your company and to other Exhibitors and will result in a \$100 fine.

BADGES FOR YOUR BOOTH PERSONNEL

Each booth receives 5 staff badges. We will assist you in rotating the badges throughout the weekend so only take badges for the booth personnel that you will see before they arrive at the Expo.

EXHIBITOR ENTRANCES

During the Expo the Exhibitor Registration will be located inside the Main Entrance. Please park in the designated Exhibitor Parking.

BUILDING SECURITY

Building Security begins Friday at 8pm and continues through Sunday. We are not responsible for theft and recommend covering your tables prior to leaving the Expo and placing highly 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 attendees, exhibitors, their agents and their employees.