



# TULSA WOMEN'S EXPO WITH A CAUSE

WWW.WOMENSLIVINGEXPO.COM

Thank you for reserving exhibit space at the **38<sup>th</sup> Annual Tulsa Women's Expo With A Cause** being held at Central Park Hall at Expo Square. The venue is located at 4145 E 21<sup>st</sup> Street Tulsa, OK 74112. To complete the registration process, return a signed copy of your contract and terms of agreement via email to [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com) or fax to 203-259-3354. All final balances are due January 4, 2023. If your deposit was made with a credit card we will charge the balance to your card on file on January 4<sup>th</sup> unless you notify us with a different preference for payment.

**Promote Your Booth At The Expo With A FREE Facebook Post** Email a brief description of your show specials or giveaway and any information you want shared in your post along with photos and your Facebook page link. We will create a post on our FB page that you will be able to share on your social media pages.

**Cancellation Policy** Payment for companies receiving an exclusive in their product or service is non-refundable. All cancellations must be in writing. Cancellations received 6 months prior to the show date will have their payment refunded in full less a \$100 cancellation fee. Cancellations received between 3 and 6 months prior to the show date will be refunded any sum over the 50% deposit. Cancellations received less than 3 months prior to the show date will not receive any credits or refunds and you are responsible for full payment.

### ***Exhibitor Kit***

Includes information and decorator forms you will need to plan your exhibit. It is posted on the Expo website: <https://www.womenslivingexpo.com/tulsa-2023/>

***Exhibitors are required to staff their booths during hours that the Expo is open to the public***

Friday	Feb. 3	8am-6pm	Exhibitor Move-In
Saturday	Feb. 4	10am-5pm	Expo Hours - Exhibitor Access 8am
Sunday	Feb. 5	11am-4pm	Expo Hours - Exhibitor Access 10am
Sunday	Feb. 5	4pm-6pm	Exhibitor Move-out

### ***Insurance & 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. Food Vendors sampling and selling pre-packaged foods need to provide a Certificate Of Liability Insurance Certificate listing Donnell Productions as a co-insured: Donnell Productions – 75 Old Post Road-Southport, CT 06890.