



39th ANNUAL TULSA WOMEN'S EXPO WITH A CAUSE

WWW.WOMENSLIVINGEXPO.COM

Thank You for participating in the 39th Annual Tulsa Women's Expo With A Cause. Should you need assistance during the Expo please go to Exhibitor Registration and ask for Expo Manager, Brad Walsh or you can reach him on his cell phone at 203-293-5985.

EXHIBITOR MOVE-IN	Feb. 2 8am-5pm	All exhibits must be moved in by 5pm	
EXHIBITOR ACCESS TO EXPO	Feb. 3 8am-5pm	Feb. 4 10am-6pm	Wear badge for entry to hall.
EXPO HOURS	Feb. 3 10am-5pm	Feb. 4 11am-4pm	Booths must be staffed.
EXHIBITOR MOVE-OUT	Feb. 4 4pm-6pm	Dismantling of booths prior to 4pm is subject to a fine	

FREE TICKETS

The enclosed 25 Free tickets are for you to distribute as you wish entitling the recipient to one free entry.

BADGES FOR YOUR BOOTH PERSONNEL

When you check in you will receive your badges for your booth personnel. There are 5 badges but only take badges for people that you will see before they arrive at the Expo. Exhibitor Registration will assist you in rotating badges to your staff over the weekend.

BOOTH FURNISHINGS

Booth furnishings include a 6' black skirted table, 2 chairs and ID sign. The 8'H back drapes and 3'H side drapes are black and purple. You can bring additional tables, chairs, etc. or order from Event 1.

EXHIBITOR REGISTRATION/PARKING

Exhibitor Registration is located inside the Main Entrance. Please park in the Designated Exhibitor Parking.

BUILDING SECURITY

Building Security begins Friday at 5pm and continues through Sunday. We are not responsible for theft in your booth or vehicle 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.

CERTIFICATES OF INSURANCE

Exhibitors conducting interactive demos, sampling or selling food or conducting any services that poses a liability are required to provide a Certificate of Insurance listing Donnell Productions as a co-insured. List as: Donnell Productions 75 Old Post Road Southport CT. 06824 and have your insurance provider email a copy to bdonnell@womenslivingexpo.com

SALES TAX – 8.517%

Exhibitors shall assume all responsibility for collecting sales tax and filing an online tax form, whether or not sales are made. All tax forms are filed and paid by the vendor online at <https://tax.ok.gov>

HOST HOTEL

The COURTYARD BY MARRIOTT TULSA our host hotel is located at 3340 S 79th East Avenue Tulsa OK 74145. Exhibitor Discounted Rates: King with sleeper sofa-\$94, Double Queen-\$104 - Breakfast included. To make your reservation call the hotel directly at 918-660-0646 or go to the Expo website and click on the hotel reservation link. Reservations must be made by January 13th to receive the discounted rates.

EXPO DECORATOR

Event 1 is the Expo Decorator. Their order form is in the Exhibitor Kit or call them at 918-245-8006.

EXPO PRINTER

The Official Expo Printer, Boomerang Printing will help you with all your printing needs for the Expo at a discounted rate. Call Alton 918-747-1844 or email boomerangprinting@gmail.com

EXHIBITOR KIT

All forms and information necessary for exhibiting is outlined in the Exhibitor Kit. To access go to <https://www.womenslivingexpo.com/tulsa-womens-expo/tulsa-exhibitors-kit/> In the meantime, should you have any questions call our office at 203-259-3351.

EXHIBITOR CONTRACT AND TERMS OF AGREEMENT

Donnell Productions must have signed copies of your contract and terms of Agreement for your company to set up your booth.

MOVE-IN TIMES

We have 200 booths to move in so to avoid lines you are asked to select a move-in time that will work for you. 8am-12pm or 1pm-4pm. All merchandise must be moved in at 5pm when the building closes.

FAILURE TO SET UP

As per your contract failure to set up does not entitle the Exhibitor to any refund for sums paid for exhibit space. Donnell Productions has the right to assign space to another company.

ELECTRIC /WIFI

To order your Electric return the enclosed Electrical Order Form via email or fax to 203-259-3354. Electric Orders taken at the Expo will be charged an additional fee. Exhibitors manage their own connection to the Wifi system, limited connections are no charge, with the option for upgraded services at \$6 per day.

SHIPPING

Shipments should be scheduled to arrive on Thursday February 1st or Friday February 2nd before 3pm. Ship to: SHIPPING RECEIVING- Expo Square 4000 East 15th Street Tulsa 74112. Include your name, cell phone and Tulsa Women's Expo on the shipping label.

INCREASE YOUR BOOTH ATTENDANCE

To help you spread the word about your participation you will receive a free Facebook Post and Digital Free Ticket. Just email your logo, website, Facebook tag and any pictures you want to share and our social media team will create a Facebook post that you can like and share on your social pages.