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### AGREEMENT

The terms and conditions outlined in this Agreement are for tradeshow services to be provided by Event 1 for Tulsa Women's Expo With A Cause. (referred to as "Client")

**Barbara Donnell  
Donnell Productions  
75 Old Post Rd.  
Southport, CT 06890**

Event 1 shall be responsible for providing complete tradeshow set up, tear down and vendor assistance as needed for Tulsa Women's Expo With A Cause at the Central Park Hall in Tulsa, Oklahoma.  
Setup/teardown schedule is as follows:

**Planning Contact** \_\_\_\_\_ **Barbara Donnell**  
**Event Name** \_\_\_\_\_ **Tulsa Women's Expo With A Cause**  
**Location & Room** \_\_\_\_\_ **Central Park Hall- Tulsa Fairgrounds**  
**Estimated Booths** \_\_\_\_\_ **190 with a minimum of 150**  
**Show Colors** \_\_\_\_\_ **TBD *BLACK/ROYAL BLUE***  
**Booth Package Price** \_\_\_\_\_ **\$40.00 per 10x10 Booth**  
**Booth Package Includes** \_\_\_\_\_ **8' Back Wall Drape, 3' Side Rail, (1) 6' Skirted Table, (2) Folding Chairs, (1) ID Sign, (1) Wastebasket**

**Booth Package Price** \_\_\_\_\_ **\$40.00 per 10x20 Booth**  
**Booth Package Includes** \_\_\_\_\_ **8' Back Wall Drape, 3' Side Rail, (1) ID Sign, (1) Wastebasket**

#### DATE

#### TIME

<b>Event 1 Setup</b> _____	<b>Thursday, February 19, 2026</b>	<b>9:00am-5:00pm</b>
<b>Exhibitor Installation</b> _____	<b>Friday, February 20, 2026</b>	<b>9:00am-5:00pm</b>
<b>Show Dates/Times</b> _____	<b>Saturday, February 21, 2026</b>	<b>10:00am-5:00pm</b>
	<b>Sunday, February 22, 2026</b>	<b>11:00am-4:00pm</b>
<b>Exhibitor Dismantle</b> _____	<b>Sunday, February 22, 2026</b>	<b>4:00pm</b>
<b>Event 1 Teardown</b> _____	<b>Sunday, February 22, 2026</b>	<b>4:00pm</b>

**Additional Equipment-** This is discounted pricing for set up the Tulsa Women's Expo only, pricing for vendors will vary.

#### **Tables:**

- 4' Skirted Tables: \$20.00 per table
- 6' Skirted Tables: \$23.00 per table
- 8' Skirted Tables: \$25.00 per table
- 4' Counter High Skirted Tables: \$30.00 per table

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- 6' Counter High Skirted Tables: \$35.00 per table
- 8' Counter High Skirted Tables: \$40.00 per table
- Highboy tables with spandex \$45.00 per table

**Drape:**

- 3' Pipe and Drape: \$1.50 per linear ft.
- 8' Pipe and Drape: \$3.00 per linear ft.
- 16' Velour Drape: \$10.00 per linear ft.

**Additional Equipment:**

- Carpet (10' Wide) \$5.50 per running ft.
- Counter High Stools: \$30.00 each
- Padded Arm Chairs: \$25.00 each
- Service Desks: \$125.00 each
- Service Desks with Headers \$175.00 each
- Service Desks with headers and kick panels \$350.00 each
- Direct Client Drayage Charges: \$60.00 per 100 pounds

**Furniture:**

- Black Leather Couches: \$325.00 each
- Black Leather Loveseats: \$275.00 each
- Black Leather Chairs: \$175.00 each
- Coffee Tables: \$65.00 each
- End Tables: \$50.00 each

**Labor Rates-**

**Labor charges for set up and tear down will be added to the invoice.**

Sign installation-	\$65.00 per hour (plus cost of the lift if needed)
General Labor straight time	\$30.00 per hour (minimum of one hour)
General Labor over time-	\$45.00 per hour (minimum of one hour)
Forklift Labor straight time-	\$60.00 per hour (minimum of one hour)
Forklift Labor over time-	\$90.00 per hour (minimum of one hour)

Straight time is *Monday-Friday 8:00am-7:00pm*

Overtime is *Saturday and Sunday all day, Monday-Friday 7:00pm-7:00am*

**BILLING/DEPOSIT**

Event 1 requires a 50% Deposit 30 Days before the move-in of the vendors for the event. The deposit is based on the estimated number of booths multiplied the booth package rate, plus any additional equipment, and services that will be required during the event. A deposit invoice will be sent to the

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client to show estimated cost prior to the deposit deadline. The estimated revenue will not include revenue generated by vendors. The balance will be invoiced at the conclusion of the show and is payable upon receipt.

### COLLECTION OF FEES

In the event it becomes necessary for Event 1 to initiate legal action to collect any fees owed it by Client under this Agreement, Event 1 shall be entitled to recover from Client its attorneys' fees and costs, in addition to such relief as may be awarded at law or equity.

### RIGHT TO STOP WORK

Notwithstanding any provision in this Agreement, in the event Client fails to make any payment specified above, fails to reimburse Event 1 for expenses as specified above, or fails to make a required payment to any supplier, Event 1 shall have the right to stop all work being performed in connection with this Agreement until such time as Client has made the required payment(s). Event 1 shall provide written notification to Client at least forty-eight (48) hours prior to any work stoppage. In the event Client fails to make such payment(s) within seven (7) days following the commencement of the work stoppage, such failure to pay shall be treated as a cancellation pursuant to this Agreement and Client shall pay the appropriate cancellation fee.

### CANCELLATION

If Client cancels the Program, cancels this Agreement, or otherwise is in breach of this Agreement, Client shall pay to Event 1 a cancellation fee as liquidated damages as follows:

Date Written Cancellation Notice is Received  
By Event 1

Cancellation Fee

Signing of this Agreement - February 5, 2026  
February 6, 2026 - February 21, 2026

\$ 3,000.00  
\$ 8,000.00 plus labor charges incurred

### AMERICANS WITH DISABILITIES ACT

Client acknowledges that it may be responsible for compliance with the Americans with Disabilities Act, its regulations and guidelines ("the Act"), with respect to its meetings or programs. Client shall be solely responsible for compliance with the Act. If requested by Client, Event 1 shall assist Client in complying with the Act. Client shall inform Event 1 of any requests for special access or accommodations as it relates to the event.

### FORCE MAJEURE

The parties' performance under this Agreement is subject to acts of God, war, disaster, strikes, civil disorder, or pandemic making it impossible to perform their obligations under this Agreement. This

Client Initial BD Event 1 Initial \_\_\_\_\_



Agreement may be canceled by either party for any one or more of such reasons upon written notice to the other.

### INDEMNIFICATION

Event 1 shall indemnify, defend and hold harmless Client, its officers, directors, employees, agents, and each of them, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which Client, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of Event 1, its officers, directors, employees, or agents.

Client shall indemnify, defend and hold harmless Event 1, its officers, directors, employees, and agents, and each of them, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which Event 1, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the Client, its officers, directors, employees, or agents.

### LIMITATION OF LIABILITY

Client acknowledges that services performed by Event 1 will be performed in a manner reasonably calculated to achieve the purposes of this contract, and that there are no warranties or guarantees stated or implied with reference to those services rendered.

### COMPLIANCE WITH APPLICABLE LAWS

Client and Event 1 shall perform this Agreement in compliance with all applicable rules and regulations of all regulatory bodies and with all laws, ordinances, orders, rules and regulations of all local, state, federal and all other jurisdictions having authority over the performance hereof. Client shall be responsible for securing such permits, licenses and approvals as may be necessary for the meeting or program, unless otherwise provided in this Agreement.

### MISCELLANEOUS

- a. **Section Headings** - Section headings in this Agreement are included for convenience of reference only, and if there is any conflict between any of such headings and the text of this Agreement, the text shall control.
- b. **Applicable Law**. This Agreement has been prepared in accordance with the laws of the State of Oklahoma and is construed and enforced in accordance with the law of said State. Client agrees to consent to the jurisdiction of, and any action concerning this Agreement shall be brought in courts located in Tulsa County, Oklahoma, U.S.A.
- c. **Entirety**. This Agreement contains the entire understanding by and between the parties hereto respecting the subject matter. There are no representations, agreements,

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arrangements or understandings; oral or written, between or among the undersigned, relating to the subject matter hereof, which is not fully expressed herein.

**d. Assignment** - Neither party shall assign any of its rights or obligations under this Agreement without the prior written consent of the other party, and any attempted assignment in violation of this section shall be of no force or effect.

**e. Amendment and Waiver.** This Agreement cannot be amended, modified or terminated orally. Any amendment or change hereof must be reduced to writing and signed or initialed by both parties.

**f. Binding Effect.** This Agreement shall be binding upon all of the parties hereto, their respective heirs, legatees, devisees, legal and personal representatives, successors and assigns.

**g. Severability.** If for any reason any paragraph, term or provision of this Agreement is held to be invalid or unenforceable, all other valid provisions herein shall remain in force and effect and all terms, provisions and paragraphs of this Agreement shall be deemed to be severable in nature.

**h. Waiver** - Waiver by either party of any term or condition of this Agreement or any breach shall not constitute a waiver of any other term or condition or breach of this Agreement.

IN WITNESS WHEREOF, the undersigned parties and each of them have executed this Agreement on the dates listed below.

EVENT 1 PRODUCTIONS, Inc.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Lee Ann Potter

Title: Director of Business Development

TULSA WOMEN'S EXPO WITH A CAUSE

By: Barbara Donnell 12/2/25  
Barbara Donnell Date

Title:

Client Initial \_\_\_\_\_

Event 1 Initial \_\_\_\_\_