



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: [mail@event1inc.net](mailto:mail@event1inc.net)

[www.event1inc.net](http://www.event1inc.net)

## SHOW INFORMATION

### Tulsa Women's Expo With a Cause 2026

Central Park Hall at Expo Square, Tulsa, Oklahoma  
Saturday, February 21 - Sunday, February 22, 2026

#### Official Service Contractor

Event 1 Productions, Inc.  
1601 S. 129th W. Ave.  
Sand Springs, OK 74063  
Phone: 918-245-8006  
Fax: 918-245-8007  
Email: [mail@event1inc.net](mailto:mail@event1inc.net)  
Online: [www.event1inc.net](http://www.event1inc.net)

#### Show Location

Central Park Hall at Expo Square  
1701 S. Sandusky Ave.  
Tulsa, OK 74112

#### Show Information

Backwall Drape: BLACK//BLUE  
Sidewall Drape: BLACK//BLUE  
Table Skirting: BLACK//BLUE

#### Single Booth Package (10'X10')

8' Back Drape and 3' Siderail  
1-6' Skirted Table  
2-Folding Chairs  
1- Wastebasket w/Liners  
1-ID Sign (7"X36")

**FOR EASY  
ONLINE  
ORDERING  
PLEASE VISIT**

[www.event1inc.net](http://www.event1inc.net)

**NOTES: Electricity/internet are not provided with your booth package. If you need electricity or internet services, call 203-259-3359 during regular business hours, or email the official Electricity Order Form (see form at the end of Vendor Packdt) to [wlexpos@womenslivingexpo.com](mailto:wlexpos@womenslivingexpo.com). The trade show floor is not carpeted. Please order carpet/padding online or refer to page 8 in this packet.**

*At the close of the show, all exhibitor orders must be paid in full.*

*All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.*

#### IMPORTANT DATES & TIMES:

*All dates are for 2026, unless otherwise noted. All times are Central Time.*

*Be sure to check all order forms for additional information and deadlines:*

|   |  |                                  |
|---|--|----------------------------------|
| Discount Deadline (for orders received w/ payment):     | Monday, February 9                           | by 4:30pm                        |
| Advance Shipments may begin arriving at Warehouse:      | Monday, January 26                           |                                  |
| Advance Shipments will be accepted until:               | Friday, February 13                          | by 3:30pm                        |
| Direct Shipments to Exhibit Site will ONLY be accepted: | Thursday, February 19<br>Friday, February 20 | 9:00am-3:00pm<br>9:00am-3:00pm   |
| Exhibitor Installation:                                 | Friday, February 20                          | 9:00am-5:00pm                    |
| Show Hours  | Saturday, February 21<br>Sunday, February 22 | 10:00am-5:00pm<br>11:00am-4:00pm |
| Exhibitor Dismantle:                                    | Sunday, February 22                          | 4:00pm-7:00pm                    |

#### Exhibitors will need to make their own arrangements for freight pickup and outbound shipping.

Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. **All exhibitor freight must be removed by 7:00pm on February 22nd or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.**



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### Shipping Addresses

#### **Advance Shipments to Warehouse**

#### **Company Name & Booth #**

Tulsa Women's Expo With a Cause 2026  
C/O Event 1 Productions, Inc.  
1601 S. 129th W. Ave  
Sand Springs, OK 74063

#### **Shipments should arrive between:**

Monday, January 26 and Friday, February 13  
by 3:30pm daily

### Direct Shipments

#### **To Exhibit Site & for Pick-Up**

#### **Company Name & Booth #**

Tulsa Women's Expo With a Cause 2026  
C/O Event 1 Productions, Inc.  
Central Park Hall at Expo Square  
1701 S. Sandusky Ave.  
Tulsa, OK 74112

#### **Shipments will be accepted only between:**

Thursday, February 19 and Friday, February  
20 by 4:00pm daily

#### **Shipment Pickups will be accepted on:**

Sunday, February 22 before 7:00pm

**Any freight that will be delivered directly to Central Park Hall will only be received February 19th or 20th.** All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. **All freight into the 2026 Tulsa Women's Expo With a Cause will require a material handling and payment form on file before arriving on show site as well as before freight will be released to exhibitors.**

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

#### **Cortland Potter**, Exhibit Sales Manager

918-245-8006

918-906-1795

[cortland@event1inc.net](mailto:cortland@event1inc.net)

#### **Brandon Hagins**, Event Manager

918-245-8006 (O)

918-200-4051 (C)

[brandon@event1inc.net](mailto:brandon@event1inc.net)

We look forward to the opportunity to serve you and help The Tulsa Women's Expo With a Cause make this year's expo and trade show a great success!

Sincerely,

*Corbin H. Potter*

### **Corbin H. Potter**

#### **Director of Convention Services**

Event 1 Productions, Inc.

1601 S. 129th W. Ave

Sand Springs, OK 74063

918-245-8006 - office

918-245-8007 - fax



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## STANDARD BOOTH FURNITURE

Standard & Counter High Skirted Tables  
(4 ft., 6 ft. and 8 ft. lengths available)



Premium Folding Chair - Black



Padded Arm Chair



Counter High Stool



30" Lowboy & Highboy  
Tables



*Other styles available. Styles may vary due to availability. Payment information on following page.*



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# STANDARD BOOTH FURNITURE

PRICING INFORMATION

|  |   |                      |
|--|---|----------------------|
| <b>Show Name</b> <u>Tulsa Women's Expo With a Cause 2026</u> | <b>Show Dates</b> <u>February 21-22, 2026</u> | <b>Booth #</b> _____ |
| <b>Company</b> _____   | <b>Contact Person</b> _____                   |                      |
| <b>Address</b> _____   | <b>City, State, Zip</b> _____                 |                      |
| <b>Telephone</b> _____                                       | <b>Email Address</b> _____                    |                      |

| Item Description                         | Discount Rate | Standard Rate             | Qty.  | Total    |
|--|---------------|---------------------------|-------|----------|
| Padded Arm Chair                         | \$45.00       | \$55.00                   | _____ | \$ _____ |
| Counter High Stool                       | \$65.00       | \$85.00                   | _____ | \$ _____ |
| Premium Folding Chairs (Black)           | \$10.00       | \$15.00                   | _____ | \$ _____ |
| Wastebaskets                             | \$12.00       | \$15.00                   | _____ | \$ _____ |
| 4' Table - Non-Skirted                   | \$65.00       | \$75.00                   | _____ | \$ _____ |
| 4' Table - Skirted                       | \$75.00       | \$90.00                   | _____ | \$ _____ |
| 6' Table - Non-Skirted                   | \$75.00       | \$85.00                   | _____ | \$ _____ |
| 6' Table - Skirted                       | \$85.00       | \$100.00                  | _____ | \$ _____ |
| 8' Table - Non-Skirted                   | \$85.00       | \$95.00                   | _____ | \$ _____ |
| 8' Table - Skirted                       | \$95.00       | \$110.00                  | _____ | \$ _____ |
| Convert Provided Table to Counter Height | \$45.00       | \$55.00                   | _____ | \$ _____ |
| 4' Counter High Table - Non-Skirted      | \$70.00       | \$80.00                   | _____ | \$ _____ |
| 4' Counter High Table - Skirted          | \$85.00       | \$95.00                   | _____ | \$ _____ |
| 6' Counter High Table - Non-Skirted      | \$80.00       | \$95.00                   | _____ | \$ _____ |
| 6' Counter High Table - Skirted          | \$95.00       | \$110.00                  | _____ | \$ _____ |
| 8' Counter High Table - Non-Skirted      | \$90.00       | \$105.00                  | _____ | \$ _____ |
| 8' Counter High Table - Skirted          | \$105.00      | \$125.00                  | _____ | \$ _____ |
| 60" Round with Linen                     | \$85.00       | \$100.00                  | _____ | \$ _____ |
| 30" Lowboy Round with Spandex            | \$70.00       | \$80.00                   | _____ | \$ _____ |
| 30" Highboy Round with Spandex           | \$90.00       | \$105.00                  | _____ | \$ _____ |
| Extra Table Skirts (Standard Size)       | \$25.00       | \$35.00                   | _____ | \$ _____ |
| Extra Table Skirts (Counter Size)        | \$35.00       | \$45.00                   | _____ | \$ _____ |
| Additional 3' Pipe & Drape               | N/A           | \$5.00 (per linear foot)  | _____ | \$ _____ |
| Additional 8' Pipe & Drape               | N/A           | \$7.00 (per linear foot)  | _____ | \$ _____ |
| Additional 16' Pipe & Drape              | N/A           | \$25.00 (per linear foot) | _____ | \$ _____ |

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**Order Cancellations:** All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

|                    |          |
|--------------------|----------|
| Sub-Total          | \$ _____ |
| Sales Tax (8.517%) | \$ _____ |
| <b>TOTAL DUE</b>   | \$ _____ |



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## PREMIUM BOOTH FURNITURE



Leather Couch (available in black or white)



Leather Loveseat (available in black or white)



Leather Chair (available in black or white)



Premium White Leather Counter High Stool



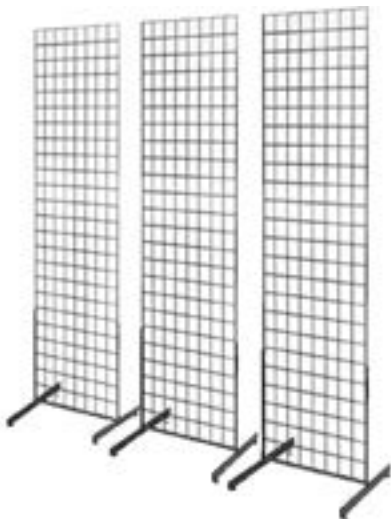
Tripod Easel



Presentation Board



3'x6' Slat Wall



Black 6'x2' Gridwall



Adjustable T-Rack/ Bag Holder



Literature Rack (black and silver available)



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## PREMIUM BOOTH FURNITURE

PRICING INFORMATION

|  |   |                      |
|--|---|----------------------|
| <b>Show Name</b> <u>Tulsa Women's Expo With a Cause 2026</u> | <b>Show Dates</b> <u>February 21-22, 2026</u> | <b>Booth #</b> _____ |
| <b>Company</b> _____   | <b>Contact Person</b> _____                   |                      |
| <b>Address</b> _____   | <b>City, State, Zip</b> _____                 |                      |
| <b>Telephone</b> _____                                       | <b>Email Address</b> _____                    |                      |

| Item Description                         | Discount Rate | Standard Rate | Qty.  | Total    |
|--|---------------|---------------|-------|----------|
| Black Leather Couch                      | \$410.00      | \$510.00      | _____ | \$ _____ |
| Black Leather Loveseat                   | \$310.00      | \$385.00      | _____ | \$ _____ |
| Black Leather Chair                      | \$160.00      | \$200.00      | _____ | \$ _____ |
| White Leather Couch                      | \$410.00      | \$510.00      | _____ | \$ _____ |
| White Leather Loveseat                   | \$310.00      | \$385.00      | _____ | \$ _____ |
| White Leather Chair                      | \$160.00      | \$200.00      | _____ | \$ _____ |
| Premium White Leather Counter High Stool | \$ 95.00      | \$110.00      | _____ | \$ _____ |
| Coffee Table                             | \$ 70.00      | \$ 85.00      | _____ | \$ _____ |
| End Table                                | \$ 50.00      | \$ 65.00      | _____ | \$ _____ |
| 8.5"x11" Literature Rack (60"H)          | \$ 70.00      | \$ 85.00      | _____ | \$ _____ |
| Aluminum Tripod Easel (60"H)             | \$ 40.00      | \$ 50.00      | _____ | \$ _____ |
| 8'W x 4' H Presentation Board            | \$160.00      | \$200.00      | _____ | \$ _____ |
| Black 6' H x 2' W Gridwall               | \$ 85.00      | \$100.00      | _____ | \$ _____ |
| 3' x 6' Silver Slat Wall                 | \$210.00      | \$260.00      | _____ | \$ _____ |
| Adjustable T-Rack/Bag Holder             | \$ 75.00      | \$ 90.00      | _____ | \$ _____ |

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## QUALITY RENTAL CARPET

PRICING INFORMATION

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors. ***If you do not choose a carpet color, the official show color will be used in your booth space.***

**NOTE:** If you require extension cords to be run under the carpet and booth padding, an electrical layout will be required. Please email your booth layout diagram to [mail@event1inc.net](mailto:mail@event1inc.net).

| Carpet Options   | Star Color Option |        |  | Discount Rate | Standard Rate | Qty.  | Total    |
|--|-------------------|--------|--|---------------|---------------|-------|----------|
| 10' x 10' Carpeting  | Black             | Tuxedo |  | \$100.00      | \$125.00      | _____ | \$ _____ |
| 10' x 10' Carpet Padding   |                   |        |  | \$55.00       | \$70.00       | _____ | \$ _____ |
| 10' x 10' Visqueen Plastic Cover   |                   |        |  | \$40.00       | \$50.00       | _____ | \$ _____ |
|  |                   |        |  |               |               |       |          |
| 10' x 20' Carpeting  | Black             | Tuxedo |  | \$190.00      | \$230.00      | _____ | \$ _____ |
| 10' x 20' Carpet Padding   |                   |        |  | \$110.00      | \$130.00      | _____ | \$ _____ |
| 10' x 20' Visqueen Plastic Cover   |                   |        |  | \$80.00       | \$100.00      | _____ | \$ _____ |
| <b>NOTE: For a 20' x 20' booth, order two (2) 10' x 20' sections of carpet or padding.</b> |                   |        |  |               |               |       |          |
| 10' x 30' Carpeting  | Black             | Tuxedo |  | \$280.00      | \$360.00      | _____ | \$ _____ |
| 10' x 30' Carpet Padding   |                   |        |  | \$160.00      | \$190.00      | _____ | \$ _____ |
| 10' x 30' Visqueen Plastic Cover   |                   |        |  | \$120.00      | \$150.00      | _____ | \$ _____ |
| <b>NOTE: For a 20' x 30' booth, order two (2) 10' x 30' sections of carpet or padding.</b> |                   |        |  |               |               |       |          |
| 10' x 40' Carpeting  | Black             | Tuxedo |  | \$370.00      | \$440.00      | _____ | \$ _____ |
| 10' x 40' Carpet Padding   |                   |        |  | \$210.00      | \$250.00      | _____ | \$ _____ |
| 10' x 40' Visqueen Plastic Cover   |                   |        |  | \$160.00      | \$200.00      | _____ | \$ _____ |
| <b>NOTE: For a 20' x 40' booth, order two (2) 10' x 40' sections of carpet or padding.</b> |                   |        |  |               |               |       |          |
| 10' x 50' Carpeting  | Black             | Tuxedo |  | \$460.00      | \$550.00      | _____ | \$ _____ |
| 10' x 50' Carpet Padding   |                   |        |  | \$260.00      | \$310.00      | _____ | \$ _____ |
| 10' x 50' Visqueen Plastic Cover   |                   |        |  | \$200.00      | \$250.00      | _____ | \$ _____ |

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# PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

|  |   |                      |
|--|---|----------------------|
| <b>Show Name</b> <u>Tulsa Women's Expo With a Cause 2026</u> | <b>Show Dates</b> <u>February 21-22, 2026</u> | <b>Booth #</b> _____ |
| <b>Company</b> _____   | <b>Contact Person</b> _____                   |                      |
| <b>Address</b> _____   | <b>City, State, Zip</b> _____                 |                      |
| <b>Telephone</b> _____                                       | <b>Email Address</b> _____                    |                      |

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

## **Initial Vacuuming** - Once before show opens:

| Service Description     | Discount Rate | Standard Rate | Qty.  | Total    |
|-------------------------|---------------|---------------|-------|----------|
| 10' x 10' Exhibit Space | \$35.00       | \$45.00       | _____ | \$ _____ |
| 10' x 20' Exhibit Space | \$65.00       | \$80.00       | _____ | \$ _____ |
| 10' x 30' Exhibit Space | \$95.00       | \$120.00      | _____ | \$ _____ |
| 10' x 40' Exhibit Space | \$130.00      | \$160.00      | _____ | \$ _____ |

## **Daily Vacuuming** - Once each day of the show. Does **NOT** include the initial vacuuming:

| Service Description     | DAILY Discount Rate | DAILY Standard Rate | Qty.  | # of Show Days | Total    |
|-------------------------|---------------------|---------------------|-------|----------------|----------|
| 10' x 10' Exhibit Space | \$30.00             | \$40.00             | _____ | _____          | \$ _____ |
| 10' x 20' Exhibit Space | \$60.00             | \$80.00             | _____ | _____          | \$ _____ |
| 10' x 30' Exhibit Space | \$90.00             | \$120.00            | _____ | _____          | \$ _____ |
| 10' x 40' Exhibit Space | \$120.00            | \$160.00            | _____ | _____          | \$ _____ |

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**TOTAL DUE** \$ \_\_\_\_\_



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# AUDIO/VISUAL SERVICES

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|  |   |                      |
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| <b>Company</b> _____   | <b>Contact Person</b> _____                   |                      |
| <b>Address</b> _____   | <b>City, State, Zip</b> _____                 |                      |
| <b>Telephone</b> _____                                       | <b>Email Address</b> _____                    |                      |



43", 55", 65" and 75" Flat Panel Displays w/Power Cord and Remote



Extension Cord (25')



DVD Player



Laptop DVD Player Shelf for Display Stand



Display Stand (Truss)



HDMI Cable (6')



Power Strip

| Item Description                                    | Quantity | Discount Rate | Standard Rate | Total    |
|---|----------|---------------|---------------|----------|
| 55" Flat Panel Display w/Remote                     | _____    | \$515.00      | \$640.00      | \$ _____ |
| 65" Flat Panel Display w/Remote                     | _____    | \$615.00      | \$765.00      | \$ _____ |
| 75" Flat Panel Display w/Remote                     | _____    | \$715.00      | \$890.00      | \$ _____ |
| Flat Panel Display Stand (Truss) & Mounting Bracket | _____    | \$95.00       | \$105.00      | \$ _____ |
| Laptop/DVD Player Shelf for Display Stand           | _____    | \$30.00       | \$40.00       | \$ _____ |
|   |          |               |               |          |
| DVD Player  | _____    | \$45.00       | \$55.00       | \$ _____ |
| HDMI Cable (6')                                     | _____    | \$30.00       | \$40.00       | \$ _____ |
| Extension Cord (25')                                | _____    | \$27.50       | \$40.00       | \$ _____ |
| Power Strip   | _____    | \$15.00       | \$25.00       | \$ _____ |
| <b>EXAMPLE:</b>                                     |          |               |               |          |
| 65" Flat Panel Display                              | 1        | \$615.00      | \$765.00      |          |

X

or

=

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## FREIGHT FAQs

### WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1:** Advance Shipping is sending your materials, up to 30 days prior to the event, to our advance warehouse (ABF Freight in Tulsa for Tulsa shows or ABF Freight in Oklahoma City for shows in Oklahoma City, Norman, Edmond or Enid). They'll store your freight and then deliver it to the show venue during the Event 1 Productions move-in date. The advantages of sending your freight in advance are knowing it has arrived and knowing it'll be in your booth when you arrive to set up.
- **Option 2:** Direct Shipping is sending your materials directly to the show site during the designated move-in times. There is some risk involved with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your items.

### WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING/DRAYAGE AND SHIPPING?

- **Material handling/drayage** includes receiving your freight, unloading your exhibit materials from the carrier's delivery vehicle, storage for up to 30 days at the advance receiving warehouse, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to your booth at the end of the show) and removal of your packed materials from your exhibit booth for reloading onto your outbound carrier of choice. This charge does NOT include the cost of shipping your freight on to its next destination.
- **Shipping** is the means by which shipments are transported via your company's carrier of choice (UPS, FedEx, etc.) to and from the event location.

### WHAT IS A BILL OF LADING?

- A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging a shipment of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its next destination.

### WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

- You may use any carrier your company chooses. **However, it is your responsibility to contact and make all pickup arrangements.** Event 1 Productions cannot guarantee that other carriers will show up to pick up your shipment. We also do not provide outside carrier shipping documents and/or labels.

### WHAT ARE THE MOVE-OUT PROCEDURES?

- A completed bill of lading is required on ALL outbound shipments and your booth must be packed, labeled and ready to be shipped. You must make prior pickup arrangements with your company's carrier of choice. If your carrier fails to show up, your outbound freight shipment will be returned to the Event 1 Productions warehouse and force-shipped out on our preferred carrier at the exhibitor's expense. Such shipments will be assessed a service fee of \$.99 per pound with a 100 pound minimum (\$99.00 minimum charge). An Event 1 Productions representative will be available at the show site during move-out to help answer any questions.

*If you have any additional questions, call us at 918-245-8006 or email [cortland@event1inc.net](mailto:cortland@event1inc.net).*

*Thanks for using Event 1 Productions!*



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

www.event1inc.net

# ADVANCED RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

### Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

**Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.99 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***

### Material Handling Rates figured per pound

| DISCOUNT<br>RATE - PER<br>POUND | STANDARD<br>RATE - PER<br>POUND |                                   |
|---------------------------------|---------------------------------|-----------------------------------|
| <b>\$1.09</b>                   | <b>\$1.19</b>                   | <b>*100<br/>POUND<br/>MINIMUM</b> |

I will be shipping to:

**The Advanced Receiving Warehouse. (Use label provided in the following pages.)**

Receiving Dates are: January 26 - February 13, 2026 by 3:30pm (CST)

*If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.99 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.*

## Estimated Weight of Shipment:

\_\_\_\_\_ **POUNDS**

**By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.**

|  |                |
|--|----------------|
| AUTHORIZED REPRESENTATIVE (SIGNATURE)    |                |
| AUTHORIZED REPRESENTATIVE (PRINT PLEASE) | DATE           |
| CONTACT (PLEASE PRINT)                   |                |
| MOBILE PHONE #                           | OFFICE PHONE # |

|                                     |                 |
|-------------------------------------|-----------------|
| Sub-Total                           | \$ _____        |
| Fuel Surcharge<br>(4% of Sub-Total) | \$ _____        |
| <b>TOTAL DUE</b>                    | <b>\$ _____</b> |



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# DIRECT RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

## Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

**Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.99 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***

## Material Handling Rates figured per pound

| DISCOUNT<br>RATE - PER<br>POUND | STANDARD<br>RATE - PER<br>POUND |                          |
|---------------------------------|---------------------------------|--------------------------|
| \$0.99                          | \$1.09                          | *100<br>POUND<br>MINIMUM |

I will be shipping directly to:

**The Venue hosting the event. (Use label provided in the following pages.)**

Receiving Dates are: February 19 - 20, 2026 by 3:00pm (CST)

*If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.99 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.*

## Estimated Weight of Shipment:

\_\_\_\_\_  
POUNDS

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

|   |                         |
|---|-------------------------|
| AUTHORIZED REPRESENTATIVE (SIGNATURE)<br>_____    |                         |
| AUTHORIZED REPRESENTATIVE (PRINT PLEASE)<br>_____ | DATE<br>_____           |
| CONTACT (PLEASE PRINT)<br>_____                   |                         |
| MOBILE PHONE #<br>_____                           | OFFICE PHONE #<br>_____ |

|                                     |          |
|-------------------------------------|----------|
| Sub-Total                           | \$ _____ |
| Fuel Surcharge<br>(4% of Sub-Total) | \$ _____ |
| <b>TOTAL DUE</b>                    | \$ _____ |



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## OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

### Additional Packaging Options for Outbound Shipments

Outbound freight will be delivered to the loading dock from your booth. If you wish to have extra packaging services for your outbound freight, a representative **MUST** be on site for supervision of freight packaging.

| Item Description        | Standard Rate | Quantity | Total    |
|-------------------------|---------------|----------|----------|
| Shrinkwrap (per pallet) | \$95.00       | _____    | \$ _____ |

|           |          |
|-----------|----------|
| TOTAL DUE | \$ _____ |
|-----------|----------|



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## FREIGHT CARRIER INFORMATION

All advanced shipment freight will be received at the ABF warehouse and transported to the venue. After the show, an Event 1 Productions representative will be available to help answer any shipment questions.

If you have an account or would like to use a carrier other than ABF, please make arrangements to have all shipments dropped off and picked up from the venue within the time frames listed on page 1. Event 1 Productions will not be responsible for third-party carriers who fail to pick-up freight within the allotted pick-up time. *Exhibitors who do not pay for material handling are responsible for getting freight from the loading dock to their assigned booth space and back to the loading dock at the end of the show.*

*Event 1 Productions does **NOT** handle/schedule any shipments. These freight carriers are recommended carriers only. Exhibitors must make individual arrangements for both inbound and outbound shipping.*

### Official Carrier



[www.arcb.com](http://www.arcb.com)

Phone: 1-800-654-7019

Email: [tradeshow@arcb.com](mailto:tradeshow@arcb.com)

(See the following page for Order Request Form)

### Third-Party Shipping



[www.ups.com](http://www.ups.com)

Email: [customer.service@ups.com](mailto:customer.service@ups.com)

**UPS Ground** 1-800-742-5877

**UPS Freight**  
Less than Truck (>150 lbs) 1-800-333-7400  
Truckload (>12,000 lbs) 1-888-682-4652  
Air Freight (>150 lbs) 1-800-443-6379

[www.fedex.com](http://www.fedex.com)



**FedEx Express/Ground** 1-800-463-3339

**FedEx Freight** 1-866-393-4585





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## FREIGHT CARRIER INFORMATION

### ***Official Transportation Provider*** *via the ABF Freight® Network*

**Let ArcBest® make your next trade show the easiest you have ever attended!**

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

**800-654-7019**

#### **Our Services Include:**

*Priority  
handling of  
your inbound  
and outbound  
shipments*

*Guaranteed  
expedited air  
and ground  
services*

*LTL Ground  
Transportation*

*International  
Transportation*

*Trust your important trade  
show shipment to the leader in  
exhibition transportation services.*

**ArcBest®**  
*More Than Logistics®*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

### SHIP TO: Warehouse ☐ Show Site ☐

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**SUBMIT**

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916



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## FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company

Booth Number

**TULSA WOMEN'S EXPO WITH A CAUSE 2026**

C/O EVENT 1 PRODUCTIONS, INC.

1601 S. 129TH W. AVE

SAND SPRINGS, OK 74063



Advanced Receiving

Place exhibitor name & booth number on top line.

Company

Booth Number

**TULSA WOMEN'S EXPO WITH A CAUSE 2026**

C/O EVENT 1 PRODUCTIONS, INC.

CENTRAL PARK HALL AT EXPO SQ.

1701 S. SANDUSKY AVE

TULSA, OK 74112



Direct Shipment





1601 South 129th West Avenue  
Sand Springs, OK 74063  
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## MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 1 OF 2

**Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:**

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. During these times, your materials will be left unattended. Event 1 Productions recommends that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.
3. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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## MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 2 OF 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. At the close of the show, all exhibitor orders must be paid in full. **All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the venue, Event 1 Productions reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition. ***There will be a service fee of \$0.75 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. Event 1 Productions are not responsible for any delay of rush shipments. Event 1 Productions will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.
19. By signing these forms, exhibitors authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.



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# SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

|  |   |                      |
|--|---|----------------------|
| <b>Show Name</b> <u>Tulsa Women's Expo With a Cause 2026</u> | <b>Show Dates</b> <u>February 21-22, 2026</u> | <b>Booth #</b> _____ |
| <b>Company</b> _____   | <b>Contact Person</b> _____                   |                      |
| <b>Address</b> _____   | <b>City, State, Zip</b> _____                 |                      |
| <b>Telephone</b> _____                                       | <b>Email Address</b> _____                    |                      |

## Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

|                | Time             | Days      | Rate     |
|----------------|------------------|-----------|----------|
| Straight Time: | 8:00am - 5:00pm  | Mon -Fri  | \$85.00  |
| Overtime:      | 6:00am - 8:00am  | Mon -Fri  | \$127.50 |
| Overtime:      | 5:00pm - 12:00am | Mon -Fri  | \$127.50 |
| Overtime:      | Entire Day(s)    | Sat - Sun | \$127.50 |
| Double Time:   | 12:00am - 6:00am | Everyday  | \$170.00 |
| Double Time:   | Entire Day(s)    | Holidays  | \$170.00 |

## Booth Description

Type of Display      Portable Booth      Custom Booth      Table Top Display      Other

## Please Indicate the Set Up & Tear Down options that best fit your needs:

**Option #1:** Set up and tear down with supervision by an exhibitor representative.

|                  | Date Needed | Time Needed | # of Persons | Hrs/Person | Rate  | Total Hrs | Total    |
|------------------|-------------|-------------|--------------|------------|-------|-----------|----------|
| Set Up Labor:    | _____       | _____       | _____        | _____      | _____ | _____     | \$ _____ |
| Tear Down Labor: | _____       | _____       | _____        | _____      | _____ | _____     | \$ _____ |

**Option #2:** Set up and tear down with supervision by Event 1 Productions:

|                  | Date Needed | Time Needed | # of Persons | Hrs/Person | Rate  | Total Hrs | Supervision 25% | Total    |
|------------------|-------------|-------------|--------------|------------|-------|-----------|-----------------|----------|
| Set Up Labor:    | _____       | _____       | _____        | _____      | _____ | _____     | _____           | \$ _____ |
| Tear Down Labor: | _____       | _____       | _____        | _____      | _____ | _____     | _____           | \$ _____ |

## NOTE:

- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

**- EXHIBITORS WHO DO NOT USE THE FULL NUMBER OF PERSONS FOR THE ENTIRE NUMBER OF HOURS CONTRACTED FOR WILL STILL BE CHARGED THE TOTAL DUE. NO PRORATED AMOUNTS OR DISCOUNTS WILL BE GIVEN FOR ANY LABOR ORDERS CANCELLED AFTER THE DISCOUNT DATE LISTED ON PAGE 1. YOU'LL BE CHARGED FOR THE FULL AMOUNT DUE SHOWN ABOVE.**

|                  |          |
|------------------|----------|
| <b>TOTAL DUE</b> | \$ _____ |
|------------------|----------|



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## FORKLIFT SERVICES

PRICING INFORMATION

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

### Forklift Service Rates (1 Hour Minimum on ALL Forklift Service Orders)

|                | Time             | Days      | Rate     |
|----------------|------------------|-----------|----------|
| Straight Time: | 8:00am - 5:00pm  | Mon -Fri  | \$95.00  |
| Overtime:      | 6:00am - 8:00am  | Mon -Fri  | \$135.00 |
| Overtime:      | 5:00pm - 12:00am | Mon -Fri  | \$135.00 |
| Overtime:      | Entire Day(s)    | Sat - Sun | \$135.00 |
| Double Time:   | 12:00am - 6:00am | Everyday  | \$190.00 |
| Double Time:   | Entire Day(s)    | Holidays  | \$190.00 |

### Forklift Service Options:

|                             | Date Needed | Time Needed | Hours | Rate  | Total    |
|-----------------------------|-------------|-------------|-------|-------|----------|
| Set Up Forklift Service:    | _____       | _____       | _____ | _____ | \$ _____ |
| Tear Down Forklift Service: | _____       | _____       | _____ | _____ | \$ _____ |

### NOTE:

- Exhibitors are responsible for checking with Event 1 Productions at the service desk for forklift services in and out.
- Only 8:00am forklift service calls can be guaranteed during vendor move-in.

|           |          |
|-----------|----------|
| TOTAL DUE | \$ _____ |
|-----------|----------|





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## PAYMENT TERMS & POLICIES

|   |  |               |
|---|--|---------------|
| Show Name <u>Tulsa Women's Expo With a Cause 2026</u> | Show Dates <u>February 21-22, 2026</u> | Booth # _____ |
| Company _____   | Contact Person _____                   |               |
| Address _____   | City, State, Zip _____                 |               |
| Telephone _____                                       | Email Address _____                    |               |

### METHOD OF PAYMENT

|   |                         |                        |              |
|---|-------------------------|------------------------|--------------|
| Company Check                             | Credit Card             | Purchase Order#: _____ | Other: _____ |
| Authorized Representative Signature _____ | Print Name Please _____ | Date _____             |              |

### CREDIT CARD AUTHORIZATION / COMPANY INFORMATION

|                                       |                                 |            |                  |          |
|---------------------------------------|---------------------------------|------------|------------------|----------|
| Type of Card:                         | VISA                            | MasterCard | American Express | Discover |
| Card Number _____                     | Expiration Date _____           |            |                  |          |
| Card Member Name (Please Print) _____ | Signature _____                 |            |                  |          |
| Card Member Address _____             |                                 |            |                  |          |
| City, State, Zip Code _____           | Telephone Number _____          |            |                  |          |
| Send Receipt To: _____                | At: email, address, fax # _____ |            |                  |          |

| TOTAL CHARGES     |                 |
|-------------------|-----------------|
| Sub-Total:        | \$ _____        |
| Taxes (8.517%)    | \$ _____        |
| Total Surcharges: | \$ _____        |
| <b>TOTAL:</b>     | <b>\$ _____</b> |

## PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard, Discover and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. Exhibitors must call the Event 1 Productions' office prior to the discount deadline date for authorization of a PO to be eligible for the discount deadline. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time will receive standard pricing. All payments are due in advance. Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered. **At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**

All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed on show site).

**REFUNDS: Questions regarding refunds should be brought to the service desk at the show site, if possible. If not, you have 14 days after the show's end date to request a refund.**

**Thanks for your business. Please let us know if there is anything more we can do to make your event a success. We look forward to working with you again!**

The Event 1 Team



41st Annual  
**TULSA WOMEN'S EXPO**  
 WWW.WOMENSLIVINGEXPO.COM

## ELECTRICAL ORDER FORM

Booth # \_\_\_\_\_ Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

### *Electrical Power for Booth Space*

| <u>Qty</u> | <u>Description</u>   | <u>Advance</u> | <u>Floor Order</u> | <u>Total</u> |
|------------|----------------------|----------------|--------------------|--------------|
| _____      | 120V5A Outlet - 500W | \$55.00        | \$65.00            | _____        |

(For Addition power needs, please contact our office for custom power setup

)

**You must bring your own  
 power strips &  
 extension  
 cord  
 up to  
 4**

CIRCLE ONE: **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

CARD #: \_\_\_\_\_ \$Amount: \_\_\_\_\_

EXP DATE: \_\_\_\_/\_\_\_\_ SECURITY CODE: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

### CHECK PAYMENTS:

**Make Checks Payable to Donnell Productions**

Check Number \_\_\_\_\_ DATED \_\_\_\_\_

In the Amount of \$

\*Payment by check must be received before advance order deadline

### SUBMIT FORM:

EMAIL TO: [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com)

OFFICE PHONE: 2032593351

### MAIL FORM TO:

Donnell Productions  
 1035 3rd Ave South, Unit 518  
 Naples, FL., 34102