



Thank You for reserving exhibit space in the 34th Annual Tulsa Women’s Expo With A Cause! The Expo is being held at Central Park Hall located at Expo Square/Tulsa Fairgrounds, 1701 S Sandusky Ave, Tulsa, OK. Listed below is pertinent information to guide you in planning your exhibit.

MOVE-IN

Friday, February 7th - 9am -6pm

All exhibits must be moved in by 6pm unless prior arrangements have been made with our office.

EXPO HOURS

Saturday Feb. 8th 10am-5pm; Sunday Feb. 9th 11am-4pm

Booths are required to be staffed during Expo Hours.

Vendors have to access to the building on Saturday at 8am and on Sunday at 10am.

MOVE-OUT

Sunday February 9th 4pm-6pm

Move-out or dismantling of your booth before 4pm on Sunday is prohibited and will result in a \$100 fine.

ONLINE EXHIBITOR KIT & SERVICE FORMS

The Exhibitor Kit contains pertinent information and forms for additional services. Be sure to order in advance for discount prices. Go to our website’s Exhibitor Kit webpage and follow the link on our home page or use this address <https://www.womenslivingexpo.com/tulsa2020/tulsa-exhibitors-kit/>

ALL FINAL BALANCES ARE DUE IN FULL BY JANUARY 8, 2020.

Companies must have a zero balance to set up their booth. There are no credits or refunds and your company is responsible for full payment of the Exhibit space.

CONTRACT, TERMS OF AGREEMENT and CREDIT CARD AUTHORIZATON FORM

Executed copies need to be received by our office for you to set up your exhibit. Return via email or fax to 203-259-3354.

BOOTH FURNISHINGS

Booths are equipped with (1) 6’ skirted table, (2) chairs, ID sign and wastebasket. *(Double Booths have (2)Tables)*. **Showcases do not come equipped with furnishings.** You have the option of bringing your own tables or ordering them from Event 1 the Expo Decorator. The Decorator order form in our online Exhibitor Kit.

HOTEL RESERVATIONS

The Hilton Garden Inn Midtown & Holiday Inn Express Midtown are our Host Hotels. The discounted Vendor Rate is \$95 for a King or QQ Standard room and includes a Complimentary Hot Full Breakfast, Parking and free Wifi. To make reservations call 918-878-7777 or online at <https://www.womenslivingexpo.com/tulsa2020/#hosthotel>. Be sure to mention you are an exhibitor in the Tulsa Women's Expo to secure these rates.

BADGES FOR YOUR BOOTH PERSONNEL

Staff badges will be distributed at Move-In on Friday February 7th. We will assist you in rotating the badges to your staff throughout the weekend. Additional badges may be purchased for \$8.

COMPLIMENTARY TICKETS

The enclosed tickets are for to distribute as you wish. They entitle recipients to one free entry to the Expo.

FREE FACEBOOK POST

Let us spread the word about your participation In the Expo. Email a brief description of your show specials or giveaway and any information you want shared in your post along with photos or a video, your Facebook page link and/or website link to bdonnell@womenslivingexpo.com We will create a post on our FB page and tag your business. Please "LIKE" our page and share the post.

BUILDING SECURITY

Building Security is provided for your protection, however, Donnell Productions is not responsible for any theft from your booth, car, etc. We recommend that during show hours you do not leave your booth unattended. When not in your booth take precautions and cover 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 exhibitors, their agents and their employees.

HEALTH DEPARTMENT GUIDELINES

If you are selling, or sampling and selling food/beverages, a state and city temporary license will need to be purchased on site from the Tulsa Health Department after your booth has been inspected. The cost of the license is \$75 for two days and is to be paid to them with a company check, money order or cash. A license is not required if you are only sampling food/beverage.

FOOD AND BEVERAGE SAMPLING

Sampling size must be limited to 2 oz. for food, 2 oz. for beverages and 1 oz. for wine. Please read and follow our Food and Sanitation Guidelines, available on our Exhibitor Kit web page.

OKLAHOMA SALES TAX IS 8.52%

If you have a sales tax permit please list the number at Exhibitor Registration when you check in on Friday. For companies without sales tax permits the necessary forms will be available for you.