



# Show Information

**2010 Tulsa Women's Living Expo**  
Tulsa Fairgrounds-Quiktrip Center  
February 12-14, 2010

**Official Service Contractor**

Event 1 Productions, Inc.  
1601 S. 129<sup>th</sup> W. Ave.  
Sand Springs, OK 74063

Phone (Local): 918-245-8006  
Toll Free: 888-712-8922  
Fax: 918-245-8007  
Online: [www.event1inc.net](http://www.event1inc.net)

**Show Information**

Backwall Drape: Red/Black  
Sidewall Drape: Red/Black  
Table Skirting: Red/Black

**Show Location and Freight Pick up Address**

Tulsa Fairgrounds-Quiktrip Center  
4145 E. 21<sup>st</sup> St.  
Tulsa, OK 74114

**Booth Package**

8' Drape and 3' Siderail  
2-Folding Chairs  
1-6' Skirted Table  
1-Wastebasket  
1-ID Sign (7"X40")

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

Friday, January 29:	Discount Deadline for orders received with payment
Monday, January 11:	Advance Shipments may begin arriving at Warehouse
Monday, February 8:	Last day for Advance Shipments to be accepted (4:30 PM CT)
February 10-11	Only days for direct shipments to show site
Thursday February 11:	Installation 9:00 am- 8:00 pm
Friday, February 12:	Show Hours 10:00 am-6:00 pm
Saturday, February 13:	10:00 am- 6:00 pm
Sunday, February 14:	11:00 am- 5:00 pm
Sunday, February 14:	Dismantle 5:00 pm-11:00 pm

**Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight materials must be removed by 8:00 pm on Sunday, February 14, or it will be forced out through the official carrier, YRC collect to the exhibiting company.**

**Shipping Addresses**

***Advance Shipments to Warehouse***

**Company Name & Booth #**  
2010 Tulsa Women's Living Expo  
C/O Event 1 Productions, Inc.  
1601 S. 129<sup>th</sup> W. Ave.  
Sand Springs, OK 74063

**Shipments should arrive between:**  
January 11-February 8, 2010 by 4:30 pm Central Time

**Shipping Addresses**

***Shipments to show site***

**Company Name & Booth #**  
2010 Tulsa Women's Living Expo  
C/O Event 1 Productions, Inc.  
4145 E. 21<sup>st</sup> St.  
Tulsa, OK 74114

**Shipments should arrive between:**  
February 10-11, 2010 until 4:00 PM

**Pick up Times:**  
February 14, 2010 from 5:00-8:00 PM

If you would like to have electrical service, please contact **Barbara Donnell @ 203-259-3351** or [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com) to place your order.

If there are any specialty furniture items, theme décor, personal no listed that you would like for your booth or assistance with your booth, please contact:

**Corbin H. Potter**  
**Event 1 Productions, Inc.**  
**918-245-8006 – Office**  
**888-712-8922 – Toll Free**  
[Corbin@Event1inc.net](mailto:Corbin@Event1inc.net)

Freight deliveries 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. All freight will be handled by Event 1; a material handling form and payment form will be required for all freight for the 2010 Tulsa Women's Living Expo.

We look forward to the opportunity to serve you and helping Women's Living Expo make this year's Expo a great success!

Sincerely,

Corbin H. Potter  
Director of Convention Services  
Event 1 Productions, Inc.



PLEASE RETURN TO:

Event 1 Inc.  
1601 S. 129th W. Ave.  
Sand Springs, OK 74063

T: 918.245.8006

F: 918.245.8007

## Banner Stands and Pop-up Displays

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:	Fax:
	Email Address:



### Orient Retractable Banner Stands

With graphic and carrying bag

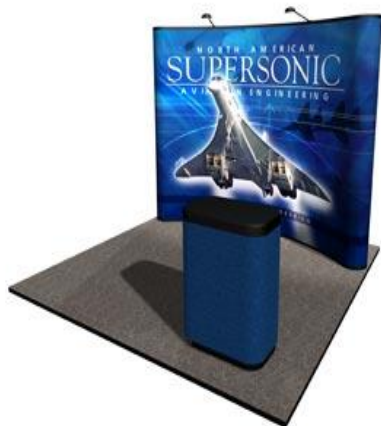
Orient 800 – 31.5” W x 83.25” H \$350.00

Orient 920 – 35.5” W x 83.25” H \$400.00

Orient 1000 – 39.25” W x 83.25” H \$450.00

Delivered within 5 business days with final art

Tax, Shipping & Handling Not Included



### Complete Pop Up Package – Includes lights, Shipping Case to Counter Conversion, Frame, Channel Bars and Panels

10’ All Fabric - \$1,400.00

10’ All Graphic - \$2,400.00

Delivered within 7 business days with final art

Tax, Shipping & Handling Not Included

**Other Styles and Designs available, just contact [Scott Cutten at 918-245-8006 or scutten@event1inc.net](mailto:scutten@event1inc.net)**

<p><b>Order Deadline for Show: January 29, 2010 @ 5:00 PM Central Time</b></p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	
	Sales Taxes (9.017%)	
	Total Due	



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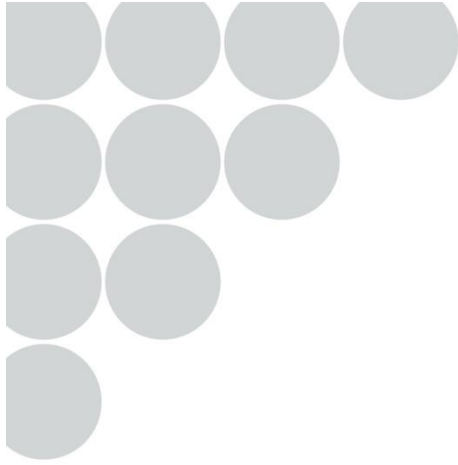
T: 918.245.8006  
F: 918.245.8007

# Standard Booth Furniture and Accessories

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>		BOOTH #/
COMPANY		CONTACT
Address:		City, State, ZIP:
Telephone:	Fax:	Email Address:

Item Description	Quantity	Discount Rate	Standard Rate	Total
Padded Arm Chairs		\$35.00	\$43.75	
Standard Counter High Stools		\$45.00	\$56.25	
Folding Chairs (Black)		\$10.00	\$12.50	
Wastebaskets		\$10.00	\$12.50	
Tripod Easels		\$25.00	\$31.25	
4qTable-Non Skirted		\$50.00	\$62.50	
4qTable-Skirted		\$65.00	\$81.25	
6qTable-Non Skirted		\$60.00	\$75.00	
6qTable-Skirted		\$75.00	\$93.75	
8qTable-Non Skirted		\$70.00	\$87.50	
8qTable-Skirted		\$85.00	\$106.25	
Convert Provided Table to Counter		\$35.00	\$43.75	
4qTable Counter High-Non Skirted		\$60.00	\$75.00	
4qTable Counter High-Skirted		\$75.00	\$93.75	
6qTable Counter High-Non Skirted		\$70.00	\$87.50	
6qTable Counter High-Skirted		\$85.00	\$106.25	
8qTable Counter High-Non Skirted		\$80.00	\$100.00	
8qTable Counter High-Skirted		\$95.00	\$118.75	
60+Round and Linen		\$75.00	\$93.75	
30+Round and Linen		\$55.00	\$68.75	
30+Highboy Round and Linen		\$75.00	\$93.75	
Extra Table Skirts (Standard Size)		\$30.00	\$37.50	
Extra Counter High Skirts		\$40.00	\$50.00	

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	Sales Taxes (9.017%)	
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## Standard Booth Furniture and Accessories



Skirted Tables



Standard Counter  
High Stool



Padded Arm Chair



Folding Chair

*Styles may vary due to availability*



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 Sand Springs, OK 74063

# Premium Booth Furniture and Accessories

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone: Fax:	Email Address:

Item Description	Quantity	Discount Rate	Standard Rate	Total
Black Leather Couches		\$400.00	\$500.00	
Black Leather Loveseats		\$300.00	\$375.00	
Black Leather Chairs		\$150.00	\$187.50	
Premium Counter High Stools		\$65.00	\$81.25	
Coffee Tables (Silver/Glass Top)		\$65.00	\$81.25	
End Tables (Silver/Glass Top)		\$45.00	\$56.25	
6 Pocket Literature Rack		\$65.00	\$81.25	
Glass Card Bowl		\$20.00	\$25.00	
8'X4' Presentation Boards		150.00	187.50	
Logo on Vendor ID sign (Use artwork submission guidelines)		\$15.00	\$18.75	
Lumaline Reception Counter w/ Graphics		\$415.00	\$518.75	
Lumaline Reception Counter -Blank		\$165.00	\$206.25	

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	Sales Taxes (9.017%)	
	Total Due	



# Premium Booth Furniture and Accessories



Black Leather Chair



Black Leather Loveseat



6 Pocket Literature Rack



Premium Counter High Stool



Black Leather Couch



Plasma and Spandex Stand (Appx. 6' Tall)



Presentation Board

Blank Lumaline Counter



Lumaline Counter w/ Custom Graphics



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# Quality Rental Carpets

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

**Please be sure to indicate color choice. The color choices are coordinated to the event colors. Vendors are encouraged to stay within those colors.**

If you will require extension cords be run under the carpet, booth padding and an electrical layout will be required.

Run extension cord under carpet

Item Description	Quantity	Discount Rate	Standard Rate	Total
10x10qCarpeting                      Black      Red		\$75.00	\$93.75	
10x10qCarpet Padding		\$45.00	\$56.25	
10x10qVisqueen Plastic Cover		\$37.50	\$46.88	
10x20qCarpeting                      Black      Red		\$150.00	\$187.50	
10x20qCarpet Padding		\$90.00	\$112.50	
10x20qVisqueen Plastic Cover		\$75.00	\$93.75	
10x30qCarpeting                      Black      Red		\$225.00	\$281.25	
10x30qCarpet Padding		\$135.00	\$168.75	
10x30qVisqueen Plastic Cover		\$112.50	\$140.63	
10x40qCarpeting                      Black      Red		\$300.00	\$375.00	
10x40qCarpet Padding		\$180.00	\$225.00	
10x40qVisqueen Plastic Cover		\$150.00	\$187.50	
10x50qCarpeting                      Black      Red		\$375.00	\$468.75	
10x50qCarpet Padding		\$225.00	\$281.25	
10x50qVisqueen Plastic Cover		\$187.50	\$234.38	

**Show day rates are double the standard rates.**

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	Sales Taxes (9.017%)	
	Total Due	





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# Professional Cleaning Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

Event 1 Productions, will vacuum the show floor once after carpet is installed. Your exhibit area, can at times need additional vacuuming after the show begins.

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

Service Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
10qX10qExhibit Space		\$30.00	\$37.50	
10qX20qExhibit Space		\$60.00	\$75.00	
10qX30qExhibit Space		\$90.00	\$112.50	
10qX40qExhibit Space		\$120.00	\$150.00	

**Pre-Show Exhibit Cleaning** - Includes cleaning and dusting exhibit and furnishings once before the show opens:

Service Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
10qX10qExhibit Space		\$40.00	\$50.00	
10qX20qExhibit Space		\$80.00	\$100.00	
10qX30qExhibit Space		\$120.00	\$150.00	
10qX40qExhibit Space		\$180.00	\$225.00	

**Daily Vacuuming** - Once each day of the show, including the initial vacuuming:

Service Description			Total
10qX10qExhibit Space	\$ 25.00 x	# of Show Days	
10qX20qExhibit Space	\$ 50.00 x	# of Show Days	
10qX30qExhibit Space	\$ 75.00 x	# of Show Days	
10qX40qExhibit Space	\$100.00 x	# of Show Days	

**Porter Services** - Include cleaning and dusting exhibit and furnishings, janitorial services including periodic removal of trash throughout the show hours.

Service Description			Total
10qX10qExhibit Space	\$ 50.00 x	# of Show Days	
10qX20qExhibit Space	\$ 75.00 x	# of Show Days	
10qX30qExhibit Space	\$100.00 x	# of Show Days	
10qX40qExhibit Space	\$125.00 x	# of Show Days	

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	Tax Exempt	\$ 0.00
	Total Due	



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 Sand Springs, OK 74063 F: 918.245.8007

# Material Handling and Drayage Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone: Fax:	Email Address:

**Material Handling and 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.**

Material Handling Rates			
Rate per 100 Pounds			
Straight Time <u>On In and Out</u> ST: M-F 8:00 AM-5:00 PM	Straight time <u>and Overtime</u> ST: M-F 8 am-5 pm OT: M-F 5 pm-8 am All Day Sat.-Sun.	Overtime <u>2 Way</u> OT: M-F 5 pm-8 am All day Sat.-Sun.	Estimated Weight For Shipment
\$60.00	<b>\$70.00</b>	\$80.00	100 lbs. Minimum

The Advance Receiving Dates are: **January 11-February 8, 2010**

Direct Shipment Receiving Dates are: **January 10-11, 2010, from 10:00 AM-4:00 PM**

Please use the labels provided on the next page

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Corbin H. Potter @ 918-245-8006

**By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.**

AUTHORIZED REPRESENTATIVE (PRINT)	
AUTHORIZED REPRESENTATIVE (SIGNATURE)	DATE
CONTACT (PRINT)	
CELLULAR PHONE #	OFFICE #

<p><b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  <b>(After Discount Date Rate goes to the Highest Rate)</b>          All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	
	Tax Exempt	\$ 0.00
	Total Due	



Exhibitor Booth Name & Booth Number

**2010 Tulsa Women's Living Expo**

C/O: Event 1 Productions, Inc.

1601 S. 129<sup>th</sup> W. Ave.

Sand Spring, OK 74063

## **ADVANCE RECEIVING**



Exhibitor Booth Name & Booth Number

**2010 Tulsa Women's Living Expo**

C/O: Event 1 Productions, Inc.

Exchange Center Building

4145 E. 21<sup>st</sup> St.

Tulsa, OK 74114

## **DIRECT SHIPMENT**



PLEASE RETURN TO:

Event 1 Inc.  
1601 S. 129th W. Ave.  
Sand Springs, OK 74063

T: 918.245.8006  
F: 918.245.8007

# Material Handling Limits of Liability

Pg. 1

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.
3. 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. 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 Limits of Liability

Pg. 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. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
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 Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
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. We are not responsible for any delay of rush shipments. We 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.

# Event **1** Audio Visual Services

Let Event 1 help by bringing all the pieces together to help you stand out in the crowd. From decor to audio-visual requirements and equipment rental to printed materials, Event 1 can plan your next event from start to finish or simply provide you with that extra little kick that you might be missing.





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# Audio Visual Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

Item Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
20+Color Monitors (RCA & S-Video)		\$65.00	\$81.25	
27+Color Monitors (RCA & S-Video)		\$94.00	\$117.50	
42+LCD Displays		\$400.00	\$500.00	
42+Plasma Displays		\$400.00	\$500.00	
50+LCD Displays		\$750.00	\$937.50	
50+Plasma Displays		\$750.00	\$937.50	
Dual Post Plasma Stand		\$75.00	\$93.75	
19+LCD Monitor		\$150.00	\$187.50	
37+LCD Monitor		\$350.00	\$437.50	
65+LCD Display		\$850.00	\$1062.50	
DVD Player		\$40.00	\$50.00	
DVD Recorder		\$125.00	\$156.25	
Overhead Projector		\$45.00	\$56.25	
LCD DLP-XGA Projector (3000 lumens)		\$350.00	\$437.50	
LCD DLP-XGA Projector (3500 Lumens)		\$400.00	\$500.00	
LCD DLP-XGA Projector (6500 Lumens)		\$750.00	\$937.50	
60x60+Tripod Screen		\$45.00	\$56.25	
9x12qFast Fold Screen		\$200.00	\$250.00	
10.5x14qFast Fold Screen		\$220.00	\$275.00	

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	Sales Taxes (9.017%)	
	Delivery/Pickup Fee	\$ 50.00
	<b>Total Due</b>	



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# Audio Visual Services

Pg. 2

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

Item Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
10' Tall and 10' Wide Truss Unit		\$450.00	\$562.50	
10' Tall and 14' Wide Truss Unit		\$650.00	\$812.50	
10' Circular Truss Display		\$850.00	\$1062.50	
14' Tall Spider Truss Display (Most have Minimum of 20X20 Space)		\$2500.00	\$3125.00	
LED Lights		\$75.00	\$93.75	
Par Can Lights		\$45.00	\$56.25	
Leko Light with Standard Gobos		\$85.00	\$106.25	
Leko Light with Custom Gobos		\$150.00	\$187.50	
Intelligent Lights (Programmed Moving)		\$250.00	\$312.50	
Spandex Tornado (14qTall)		\$300.00	\$375.00	
Spandex Tornado (9qTall)		\$250.00	\$312.50	
Spandex Wave Wall (4qdown to 2c, 6q Long)		\$200.00	\$250.00	
10-16qTall Velour Drapae (Section of 10q)		\$150.00	\$187.50	

All Orders will have a \$50.00 Delivery and Pick-up Fee

<p><b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b></p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	
	Sales Taxes (9.017%)	
	Delivery/Pickup Fee	\$ 50.00
	<b>Total Due</b>	





PLEASE RETURN TO:

Event 1 Inc.

1601 S. 129th W. Ave.

Sand Springs, OK 74063

T: 918.245.8006

F: 918.245.8007

## Official Service Contractors and Exhibitor Appointed Contractors

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.

### **Official Service Contractors are appointed to:**

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all exhibitors according to the need,
- Provide sufficient labor to satisfy the requirements of exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

### **The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:**

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

### **Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:**

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.

- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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## Notification of Intent to Use Nonofficial Service Contractors

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                                  Fax:	Email Address:

**Exhibitors who plan to have an exhibit service firm (other than the official service contractor) unpack, erect, assemble, dismantle and pack displays/equipment must abide by the following:**

1. Notify Event 1 Productions by the deadline date indicating the following:

NAME OF SERVICE FIRM	
CONTACT	CELL PHONE/PAGER (IN CASE OF EMERGENCY)
ADDRESS	
CITY, STATE, ZIP	TELEPHONE #
EMAIL ADDRESS	FAX #

2. Nonofficial contractors must submit proof of adequate insurance, in the form of an original policy rider listing Event 1 Productions as an additional insured, furnished by their broker to Event 1 Productions office no later than 30 days in advance of the first day of the show. This must include a copy of your workers compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the Official Service Contractors and Exhibitor Appointed Contractors+guidelines for additional requirements.

If the exhibiting company fails to comply with any or all of the above, the nonofficial contractor will not be permitted to service your exhibit, and Event 1 Productions must be hired for installation and dismantle labor. The Nonofficial Contractor will be able to provide supervision only.

AUTHORIZED SIGNATURE	DATE
----------------------	------

**Must be received by: January 29, 2010 @ 5:00 PM Central Time**



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## Set Up and Teardown Labor Service Rates

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone: <span style="margin-left: 150px;">Fax:</span>	Email Address:

1 Hour Minimum on All Labor Service Orders.

Labor Rates				
	Time	Days	Disc. Rate	Standard Rate
Straight Time:	8:00 AM-5:00 PM	Monday-Friday	\$65.00	\$97.50
Over-Time:	6:00 AM-8:00 AM	Monday-Friday	\$97.50	\$146.50
	5:00 PM-12:00 AM	Monday-Friday	\$97.50	\$146.50
	Entire Day(s)	Saturday-Sunday	\$97.50	\$146.50
Double-Time:	12:00 AM-6:00 AM	Every Day	\$130.00	\$195.00
	Entire Day(s)	Holidays	\$130.00	\$195.00

**Booth Description:**

Type of Display:     Portable Booth     Custom Booth     Table Top Display     Other

Please include all necessary directions for displays, including pictures, renderings, etc.



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# Set Up and Teardown Labor Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

Please indicate the Set up and Teardown options that best fit your needs.

### Set up and Teardown Options:

#### Option 1: Set up and teardown with Supervision by the Exhibit Representative.

	Date	Time	# of Persons	Hrs. Per Person	Total Hrs.	Rate	Total \$
Set up Labor:							
Teardown Labor:							

#### Option 2: Set up and teardown with Supervision by Event 1 Productions.

	# of Persons	Hrs. Per Person	Rate	Total Hrs.	Supervision (25%)	Total \$
Set up Labor:						
Teardown Labor:						

**Please Note:**

- ~ Exhibitors are responsible for checking with Event 1 Productions @ the service desk to check labor out and in.
- ~ Only 8:00 AM Labor calls can be guaranteed during vendor move-in but are subject to lift availability.

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.  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 listed prices.	Sub-Total	
	Tax Exempt	\$ 0.00
	Total Due	



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# Sign Hanging Labor Service Rates

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                              Fax:	Email Address:

1 Hour and 2 laborers minimum on all sign hanging labor orders.

<b>Labor Rates</b>				
	<b>Time</b>	<b>Days</b>	<b>Disc. Rate</b>	<b>Standard Rate</b>
Straight Time:	8:00 AM-5:00 PM	Monday-Friday	\$85.00	\$106.25
Over-Time:	6:00 AM-8:00 AM	Monday-Friday	\$127.50	\$159.38
	5:00 PM-12:00 AM	Monday-Friday	\$127.50	\$159.38
	Entire Day(s)	Saturday-Sunday	\$127.50	\$159.38
Double-Time:	12:00 AM-6:00 AM	Every Day	\$170.00	\$212.50
	Entire Day(s)	Holidays	\$170.00	\$212.50

**Booth Description:**

Type of Sign:       Custom Sign       Banner Sign       Other

Please include all necessary directions for displays, including pictures, renderings, hanging material, rigging gear, etc.



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# Sign Hanging Labor Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

Please indicate the Set up and Teardown options that best fit your needs.

### Set up and Teardown Options:

#### Option 1: Set up and teardown with Supervision by the Exhibit Representative.

	Date	Time	# of Persons	Hrs. Per Person	Total Hrs.	Rate	Total \$
Set up Labor:							
Teardown Labor:							

#### Option 2: Set up and teardown with Supervision by Event 1 Productions.

	# of Persons	Hrs. Per Person	Rate	Total Hrs.	Supervision (25%)	Total \$
Set up Labor:						
Teardown Labor:						

**Please Note:**

- ~ Exhibitors are responsible for checking with Event 1 Productions @ the service desk to check labor out and in.
- ~ Only 8:00 AM Labor calls can be guaranteed during vendor move-in but are subject to lift availability.

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.  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 listed prices.	Sub-Total	
	Tax Exempt	\$ 0.00
	Total Due	



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# Floral Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

### Rental Items:

Price includes set up, daily watering if necessary, removal at the close of the show. It is the exhibitors responsibility for any missing or damaged plants, additional charges will be applied. Subject to seasonal availability.

Item Description	Quantity	Discount Rate	Standard Rate	Total
Seasonal Flowering Plant		\$35.00	\$43.75	
Green Plants - 10-12+		\$29.50	\$36.88	
Green Plants - 2-3q		\$40.00	\$50.00	
Green Plants - 3-4c		\$45.00	\$56.25	
Green Plants - 5-6c		\$60.00	\$75.00	
Green Plants - 7c		\$75.00	\$93.75	
Ficus Tree 8c-10c		\$85.00	\$106.25	
Glass Card Bowl		\$20.00	\$25.00	

### Items for Purchase:

Item Description	Quantity	Discount Rate	Standard Rate	Total
Floral Arrangements - Small		\$45.00	\$56.25	
Floral Arrangements - Medium		\$55.00	\$68.75	
Floral arrangements . Large		\$85.00	\$106.25	

### Custom Arrangements:

For custom floral arrangements or theme décor please contact:

Becky Stone  
918-245-8006 - Office  
888-712-8922 . Toll Free  
Becky@event1inc.net

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>	Sub-Total	
All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.	Sales Taxes (9.017%)	
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 listed prices.	Total Due	



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# Forklift Services

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>		BOOTH #/
COMPANY		CONTACT
Address:		City, State, ZIP:
Telephone:	Fax:	Email Address:

## 1 Hour Minimum on All Forklift Service Orders.

Forklift Service Rates					
		Time		Days	Rate Per Hour
Straight Time:		8:00 AM-5:00 PM		Monday-Friday	\$120.00
Over-Time:		5:00 PM-12:00 AM		Monday-Friday	\$180.00
		All Day		Saturday-Sunday	\$180.00
Double-Time:		12:00 AM-8:00 AM		Everyday	\$240.00
		All Day		Holidays	\$240.00

### Set up and Teardown Options:

	Date Needed	Time Needed	Hrs.	Rate	Total
Set up Forklift Services:					
Teardown Forklift Services:					

### Please Note:

- Exhibitors are responsible for checking with Event 1 Productions @ the service desk for Forklift Services out and in.
- Only 8:00 AM Forklift Service calls can be guaranteed during vendor move-in.

<p><b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b></p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	
	Tax Exempt	\$ 0.00
	Total Due	





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# Exhibition Booth Banners

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

### Digital Banners:

All Banners are produced digitally and printed on high quality vinyl banner material. Banner will be grommets for hanging. Please indicate artwork choice below.

Item Description	Quantity	Price	+ Grommeting	Total
6qx 2q Banner		\$96.00	\$10.00	
7qx 2q Banner		\$112.00	\$10.00	
8qx 2q Banner		\$128.00	\$10.00	
8qx 3q Banner		\$192.00	\$10.00	
9qx 3q Banner		\$216.00	\$10.00	
9qx 3.5q Banner		\$252.00	\$10.00	

### Custom Banners:

Banners of any size up to 5qx 40q can be created and are priced at \$8.00 per square foot. Please indicate artwork choice below. Additional charges will apply if more than 8 grommets are used.

Banner Length	Banner Height	Quantity	Square Feet	Price	+Grommeting	Total
					\$10.00	
					\$10.00	
					\$10.00	
					\$10.00	
					\$10.00	

### Artwork

<input type="checkbox"/> Will provide own artwork  Please refer to Artwork Submission Guidelines	<input type="checkbox"/> Please create custom artwork  Event 1 Creative can create custom banner artwork from source materials for \$80.00 per hour of design time. Please refer to Copy Material Submission Guidelines
--	--

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.  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 listed prices.	Sub-Total	
	Sales Taxes (9.017%)	
	Total Due	



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# Custom Signage and Display Options

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

## Custom Signage:

Signs of any size can be created up to 5x12 and are priced at \$8.00 per square foot. Please indicate artwork and display choices below.

Sign Width	Sign Height	Quantity	Square Feet	Price	Total

## Artwork

<input type="checkbox"/> Will provide own artwork  Please refer to Artwork Submission Guidelines	<input type="checkbox"/> Please create custom artwork  Event 1 Creative can create custom signage artwork from source materials for \$80.00 per hour of design time.  Please refer to Copy Material Submission Guidelines
--	---

## Display Options

Event 1 can provide a Flex-Display system that is attractive and simple to install.

<input type="checkbox"/> Yes I would like to use your Flex-Display stands.  Stand rentals are \$15.00 per sign for the duration of the event.	<input type="checkbox"/> No, thank you.  Event 1 will deliver your signs to you for you to display yourself.	<input type="checkbox"/> Other Such as foamcore mounting, laminating, GatorBoard, etc. Please contact Event 1 with your special display needs and we will do our best to accommodate you.
---	--	--

Item Description	Quantity	Price	Total
Flex-Display Stand Rental		\$15.00	

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.  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 listed prices.	Sub-Total	
	Sales Taxes (9.017%)	
	Total Due	



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# Standard Signage and Display Options

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

**Signage:**

All signs are produced digitally and printed on high quality vinyl banner material. Other materials are available upon request. Please indicate artwork and display choices below.

Item Description	Quantity	Price	Total
24+x 36+ Sign		\$48.00	
24+x 60+ Sign		\$80.00	
36+x 48+ Sign		\$96.00	
36+x 60+ Sign		\$120.00	
42+x 72+ Sign		\$168.00	
42+x 84+ Sign		\$196.00	

**Artwork**

<p><input type="checkbox"/> Will provide own artwork</p> <p>Please refer to Artwork Submission Guidelines</p>	<p><input type="checkbox"/> Please create custom artwork</p> <p>Event 1 Creative can create custom signage artwork from source materials for \$80.00 per hour of design time.</p> <p>Please refer to Copy Material Submission Guidelines</p>
---	--

**Display Options**

Event 1 can provide a Flex-Display system that is attractive and simple to install.

<p><input type="checkbox"/> Yes I would like to use Event 1 Flex-Display stands.</p> <p>Stand rentals are \$15.00 per sign for the duration of the event.</p>	<p><input type="checkbox"/> No, thank you.</p> <p>Event 1 will deliver your signs to you for you to display yourself.</p>	<p><input type="checkbox"/> Other</p> <p>Such as foamcore mounting, laminating, GatorBoard, etc. Please contact Event 1 with your special display needs and we will do our best to accommodate you.</p>
---	---	---

Item Description	Quantity	Price	Total
Flex-Display Stand Rental		\$15.00	

<p><b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b></p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	
	Sales Taxes (9.017%)	
	Total Due	



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## Misc. Signage

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                              Fax:	Email Address:

### Adding a Logo to Vendor Booth Sign:

Event 1 provides each exhibitor with a sign to identify their booth. If desired we can include your organization's logo on this sign.

**If you have selected this option on the "Premium Booth Furniture and Accessories" please do NOT select it on this page.**

Item Description	Quantity	Discount Rate	Standard Rate	Total
Logo on Vendor ID sign	<input type="text"/>	\$15.00	\$18.75	<input type="text"/>

Any logos must be supplied in vector format or scaled to size (6+high).

<b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b>  All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.  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 listed prices.	Sub-Total	<input type="text"/>
	Sales Taxes (9.017%)	<input type="text"/>
		<input type="text"/>
	<b>Total Due</b>	<input type="text"/>



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# Flex-Display Stand Purchase

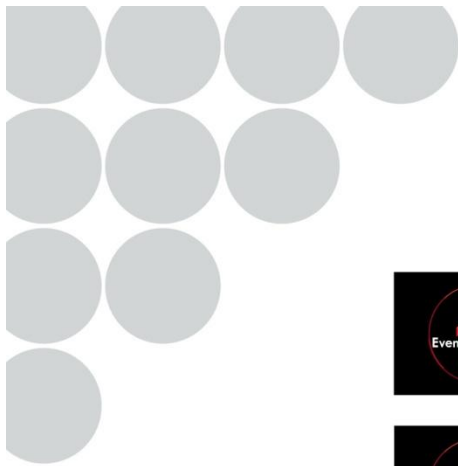
SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #/
COMPANY	CONTACT
Address:	City, State, ZIP:
Telephone:                      Fax:	Email Address:

## Flex-Display Stand Purchase

Event 1 offers Flex-Display stands for purchase.

Item Description	For signs up to	Quantity	Price	Total
24" Flex-Display	8 ft. High	<input type="text"/>	\$195.00	<input type="text"/>
36" Flex-Display	6 ft. High	<input type="text"/>	\$200.00	<input type="text"/>
36" Flex-Display	8 ft. High	<input type="text"/>	\$300.00	<input type="text"/>
36" Flex-Display	12 ft. High	<input type="text"/>	\$385.00	<input type="text"/>
42" Flex-Display	8 ft. High	<input type="text"/>	\$300.00	<input type="text"/>
42" Flex-Display	12 ft. High	<input type="text"/>	\$385.00	<input type="text"/>
60" Flex-Display	8 ft. High	<input type="text"/>	\$395.00	<input type="text"/>
60" Flex-Display	12 ft. High	<input type="text"/>	\$450.00	<input type="text"/>

<p><b>Discount Deadline: January 29, 2010 @ 5:00 PM Central Time</b></p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>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 listed prices.</p>	Sub-Total	<input type="text"/>
	Sales Taxes (9.017%)	<input type="text"/>
	Total Due	<input type="text"/>



## Banners, Graphics and Signage

### Booth Banner Appearance



9' x 3.5'  
8' x 3'



9' x 3'  
6' x 2'



7' x 2'



8' x 2'

### Flex-Display System

#### Twin Base Flex-Display Stand



Lumaline Counter  
w/ Custom Graphics

Cross Base  
Flex-Display Stand



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# Artwork Submission Guidelines

<b>Artwork Deadline</b>
Any artwork submitted less than a week before the show date will be subject to a 1 hour minimum of Rush Design Time at \$120.00 per hour.
<b>Acceptable submission media</b>
<ul style="list-style-type: none"><li>• CD-ROM or DVD-ROM When sending disks, label them as follows: Exhibitor Name / Show</li><li>• Email attachment (to <a href="mailto:Chris@event1inc.net">Chris@event1inc.net</a>) When sending e-mail please supply Exhibitor Name / Show / Date of Show / Sign or Banner Dimensions</li></ul>
<b>Optimal File Types and Resolution</b>
VECTOR: Preferred, especially for large banners or signs. BITMAP: Please provide files scaled to final output size at a minimum of 150 dpi. Lower resolutions will result in reduced image quality.
<b>Acceptable File Formats</b>
VECTOR: Adobe Illustrator (.ai), PostScript files (.eps), Adobe PDF BITMAP: TIFF, High Quality JPG or GIF, Adobe PDF, Adobe Photoshop (.psd)
<b>Dimensions</b>
Layouts should be created at 100% of the output size. Bleeds are not necessary. Failure to supply documents at the correct size will result in charges for design time.
<b>Fonts</b>
Convert all fonts to outlines before saving files. If you do not convert your fonts to outlines, font substitution will occur.
<b>Questions</b>
Please direct any questions to our Graphic Artist at <a href="mailto:Chris@Event1inc.net">Chris@Event1inc.net</a>



PLEASE RETURN TO:  
Event 1 Inc. T: 918.245.8006  
1601 S. 129th W. Ave. F: 918.245.8007  
Sand Springs, OK 74063

# Artwork Submission Guidelines

Pg. 2

Please use the space below to indicate the content desired. Submit additional pages as necessary.

PLEASE INDICATE COPY AND/OR DESIRED LAYOUT (PRINT CLEARLY)

<b>Copy Deadline</b>
Any Copy and required Artwork submitted less than 2 weeks before the show date will be subject to Rush Design Time at \$120.00 per hour.
<b>Additional Information</b>
If submitting digital copy please e-mail to our graphic artist at <a href="mailto:Chris@event1inc.net">Chris@event1inc.net</a>
If any separate artwork is desired (logos, images, etc.) please submit per the Artwork submission guidelines.
All logos must be in vector format (.eps or .ai) or scaled to size. If not supplied correctly, poor quality may result or additional design time may be required.
<b>Questions</b>
Please direct any questions to our Graphic Artist at <a href="mailto:Chris@event1inc.net">Chris@event1inc.net</a>





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# Payment Terms and Policies

SHOW NAME <b>2010 Tulsa Women's Living Expo</b>	BOOTH #
COMPANY	CONTACT
ADDRESS	
CITY, STATE, ZIP	TELEPHONE #
EMAIL ADDRESS	FAX #

### Payment Terms and 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 before the time deadline, will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions, to arrange payment schedule. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price rate will not apply.
- All orders received after the discount deadline and time (Central 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 be charged a \$75.00 re-processing fee.
- 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 at the show site.)

### Method of Payment

<input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____		
AUTHORIZED REPRESENTATIVE (SIGNATURE)	PRINT NAME	DATE

### Credit Card Authorization and Company Information

Type of Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Total Amount Charged \$
CARD NUMBER	EXPIRATION DATE
CARD MEMEBER NAME (PLEASE PRINT)	SIGNATURE
CARD MEMBER ADDRESS	
CITY, STATE, ZIP	Telephone#
Receipt to:	Fax#