



Oklahoma Family Pet Expo
November 23-24, 2019
Central Park at Expo Square
Event 1 Productions
(918) 245-8006
mail@event1inc.net
www.event1inc.net

2019

The Oklahoma Family Pet Expo Exhibitor Prospectus

The Largest Pet Expo & Adoption

Event in Green Country

Free Admission | Humans Only

November 23 – 24, 2019 | Central Park Hall at Expo Square

Tulsa, Oklahoma



2019 Exhibitor Prospectus

The Oklahoma Family Pet Expo

The Largest Pet Expo & Adoption Event in Green Country

The Oklahoma Family Pet Expo will provide a highly successful event for both sponsors and exhibitors. With thousands of attendees, free admission and an impressive exhibitor line-up, this show will be an excellent opportunity to make a lasting impression with consumers and pet owners throughout all of Green Country.

5,000+
Attendees
(estimated)

92% of the
Attendees have
Pets
(estimated)

100+
Exhibitors
(estimated)

What: The 2019 Oklahoma Family Pet Expo

When: Saturday, November 23, 2019 from 9:00am – 5:00pm
Sunday, November 24, 2019 from 11:00am – 5:00pm

Where: Central Park at Expo Square – Tulsa, Oklahoma



About the Oklahoma Family Pet Expo

The Oklahoma Family Pet Expo is Green Country's only two-day free admission pet expo where exhibitors and sponsors share their pet products and services with a highly targeted audience. The event will inhabit over 43,000 square feet in Central Park Hall at Expo Square with exhibit booths, entertainment features, and more. The purpose of the Oklahoma Family Pet Expo is to provide an atmosphere where pets are celebrated and responsible pet ownership is promoted. The show will also host one of the largest adoption events in Green Country, where pets of all types will be able to find new homes. Local rescue groups will be encouraged to recruit new, passionate and enthusiastic volunteers as well.

Benefits of Exhibiting at the Oklahoma Family Pet Expo



Each 10'x10' exhibit space comes fully furnished with:



- *8' High Backwall Drape and 3' High Side Rail
- *One 6' Skirted Table
- *Two Premium Folding Chairs
- *One Wastebasket
- *One 7'-by-36" Booth Identification Sign

- *Standard Booth Space
- *Corner Booth (additional charge)
- *Non-Profit Booth Space
- *Rescue Agency/Shelter Booth Space



Choose the booth option that best suits your budget and your needs:

As an Exhibitor, what can you do at the Oklahoma Family Pet Expo?



- *Make sales directly on the show floor
- *Recruit new volunteers
- *Pass out free samples and company info
- *Collect attendee information for follow-up
- *Do a register-to-win drawing
- *Connect directly with thousands of Green Country pet owners

Why Exhibit at the Oklahoma Family Pet Expo

The Oklahoma Family Pet Expo will draw a highly-targeted audience, making it the perfect marketplace for pet-related items and services of all kinds. It's also the ideal event for local rescues and shelters to find "forever" homes for their precious adoptees and recruit new volunteers. Not only are booth prices lower than those in most pet expos, you'll get MUCH MORE in return!



Pay less with Event 1 and get more:

Serious buying customers

Attendees of this event will come to see you and what you have to offer. They'll attend to shop for their pets (just in time for Christmas!) and see what's new and hot in the pet industry.

Best pet expo booth pricing

You get two big show days (14 show hours) at the expo and pay less than most one-day shows of its size.

Two full days of exhibiting

Two-day shows give you a real marketing advantage! This way you won't miss out on attendees who can only come for one day, or those who return to shop more.

Locally owned and produced event

The Oklahoma Family Pet Expo is professionally produced by Event 1 Productions located in Sand Springs, Oklahoma. With our collective 115+ years of event decoration and production expertise, we know our attendees and how to reach them!

Oklahoma Family Pet Expo Attendee Demographics

If local families with children and pets are your target demographic, The Oklahoma Family Pet Expo is your ideal marketplace. Whether your business concerns animals that trot, climb, gallop, swim, slither, hop or waddle...your customers WILL be there.



The statistics:

- # Nearly 7 out of every 10 U.S. households own at least one pet. That's around 85 MILLION homes! *
- # U.S. spending on pet food, pet gear and vet visits amounted to an estimated \$72 BILLION last year. *
- # Oklahoma ranks 10th in the nation in dog ownership and 18th for cat ownership. **
- # In the 7-county Tulsa metro area, 54.4% of households own dogs, while 28.5% own at least one cat. **
- # In a 2018 survey, Tulsa ranked as the 35th most pet-friendly city in the U.S. Oklahoma City came in at #26. **
- # Compared with the average U.S. citizen, pet expo attendees are:
 - 125% more likely to have a dog
 - 70% more likely to have a cat
 - 100% more likely to have other animals

The Oklahoma Family Pet Expo WILL attract pet owners! With an estimated 93% of attendees owning pets, exhibitors and sponsors are assured they're meeting the right audience face-to-face.

*According to a 2017 APPA (American Pet Products Association) survey

**According to a 2018 WalletHub survey



INCREASE THE IMPACT
OF YOUR BOOTH WITH A
**SPONSORSHIP AT THE
OKLAHOMA FAMILY PET
EXPO**

THERE ARE A
LIMITED NUMBER
OF **SPONSORSHIP
OPPORTUNITIES
AVAILABLE**

BOOST VISIBILITY

**DRIVE TRAFFIC AND BUILD BRAND AWARENESS
WITH A SPONSORSHIP AT THE OKLAHOMA
FAMILY PET EXPO**



Spread Your Reach

Bring more buyers to your booth and boost brand awareness with a sponsorship at The Oklahoma Family Pet Expo.

Sponsorship increases the impact of your booth by guaranteeing your exposure to an estimated 5,000+ local pet owners who will be attending this year's show. That additional attention translates into higher interest, greater traffic, more leads and stronger sales after the event.

Your Opportunity to Make a Bold Statement

While you're building visibility, booth traffic and brand awareness with a sponsorship at The Oklahoma Family Pet Expo, you'll also be setting yourself apart from your competition.

**Because they're highly visible and limited in number,
sponsorships distinguish sponsors from their
competitors!**



GOLD SPONSOR - \$2,500 (\$1,950 NPO rate)

- * One (1) available
- * Company name and logo/link listed as the Gold Sponsor to appear on pre-event publicity and website
- * A 20x20 exhibit booth space just inside the main show entrance
- * Most prominent online and social media promotion
- * Company logo on all signage located inside the exhibit hall and at the main entrance

VALUE: \$7,725.00

SILVER SPONSOR - \$2,000 (\$1,450 NPO rate)

- * Two (2) available
- * Company name and logo/link listed as a Silver Sponsor to appear on pre-event publicity and website
- * A 10x30 exhibit booth space near the main show entrance
- * Second-most prominent online and social media promotion
- * Company logo on all signage located inside the exhibit hall and at the main entrance

VALUE: \$7,645.00

For the **2019 Oklahoma Family Pet Expo**, we're offering the following sponsorship & exhibitor opportunities, which reflect our assessment of the value for the projected in-person turnout at the event, and also what we expect in online traffic to the Expo website and on the Expo's social media leading up to and following the event. Vendor space is limited for this event, so **RESERVE YOUR PRIME BOOTH LOCATION TODAY!**

All sponsors & exhibitors are strongly encouraged to have one or more giveaway items at their booth. We also work with all exhibitors to help promote their booth spaces, and the fact that they are going to be there, in the final weeks leading up to the Expo.

Discounts on booth prices are available for 501(c)(3) non-profit organizations (NPO's) and rescue groups. If you fall into this category, please be sure to make this selection on the booth registration form.

Each booth comes professionally decorated with pipe & drape, one (1) 6-foot covered & skirted table, 2 folding chairs, wastebasket and booth ID sign. Electrical service is NOT included in the booth cost. You may order it through the Vendor Packet.

BRONZE SPONSOR - \$1,500 (\$950 NPO rate)

- * Three (3) available
- * Company name and logo/link listed as a Bronze Sponsor to appear on pre-event publicity and website
- * A 10x20 exhibit booth space on the main center aisle
- * Third-most prominent online and social media promotion
- * Company logo on all signage located inside the exhibit hall and at the main entrance

VALUE: \$7,345.00

BOOTH EXHIBITOR - \$300 (\$125 NPO rate)

- * Company listed as a Booth Exhibitor to appear on show website
- * A 10x10 exhibit booth space
- * Corner/end cap booths are an extra \$125

GOLD SPONSORSHIP EXTRAS

Event 1 Productions would love to offer these additional items as part of your Gold Sponsorship Package. You will receive the following:

- Free 20' x 20' tuxedo carpeting/padding in your booth **OR** one (1) 55-inch flat-screen color TV mounted on a truss (\$1,540 VALUE)
- Up to two (2) free leather couches or four (4) free leather lobby chairs **OR** two (2) highboy tables with spandex covering and four (4) premium counter-high stools (\$1,000 VALUE)
- Two (2) free 36" x 42" full-color signs (with stands) printed on white poly graphic material - used to highlight your company (\$170 VALUE)
- One (1) free company sign hung above your booth – sponsor to provide the sign (\$260 VALUE)
- One (1) free easel **OR** one (1) free literature rack (\$65 VALUE)
- One (1) free 110-volt electrical outlet (\$25 VALUE)

TOTAL ADD-ON PACKAGE VALUE:

\$3,060.00

Your Investment: \$2,500.00 (1 available)



SILVER SPONSORSHIP EXTRAS

Event 1 Productions would love to offer these additional items as part of your Silver Sponsorship Package. You will receive the following:

- Free 10' x 30' tuxedo carpeting/padding in your booth **OR** one (1) 43-inch flat-screen color TV mounted on a truss (\$475 VALUE)
- One (1) free leather loveseat or two (2) free leather lobby chairs **OR** one (1) highboy table with spandex covering and two (2) premium counter-high stools (\$300 VALUE)
- One (1) free 36" x 36" full-color sign (with stand) printed on white poly graphic material - used to highlight your company (\$72 VALUE)
- One (1) free company sign hung above your booth – sponsor to provide the sign (\$260 VALUE)
- One (1) free easel **OR** one (1) free literature rack (\$65 VALUE)
- One (1) free 110-volt electrical outlet (\$25 VALUE)



TOTAL ADD-ON PACKAGE VALUE:
\$1,197.00

Your Investment: \$2,000.00 (2 available)

BRONZE SPONSORSHIP EXTRAS

Event 1 Productions would love to offer these additional items as part of your Bronze Sponsorship Package. You will receive the following:

- Free 10' x 20' tuxedo carpeting/padding in your booth **OR** one (1) 32-inch flat-screen color TV mounted on a truss (\$375 VALUE)
- One (1) free leather arm chair **OR** one (1) lowboy table with spandex covering (\$150 VALUE)
- One (1) free 24" x 36" full-color sign (with stand) printed on white poly graphic material - used to highlight your company (\$40 VALUE)
- One (1) free company sign hung above your booth – sponsor to provide the sign (\$260 VALUE)
- One (1) free easel **OR** one (1) free literature rack (\$65 VALUE)
- One (1) free 110-volt electrical outlet (\$25 VALUE)

**TOTAL ADD-ON PACKAGE VALUE:
\$915.00**

Your Investment: \$1,500.00 (3 available)





EVEN MORE ADVANTAGES

**EVERY OKLAHOMA FAMILY PET EXPO
SPONSORSHIP INCLUDES THESE
VALUE-ADDED EXTRAS...**

- A highlight of your company's name and booth number on The Oklahoma Family Pet Expo layout website
- Placement of your company's logo and booth number on several 36" x 42" flex stand signs placed throughout the show floor and on all entry door signage (signs will recognize ALL sponsors)
- Placement of your company's name and logo in a thank-you/welcome letter distributed at the Show to all exhibitors
- Recognition of your company's name in a news release distributed to local Tulsa-area TV/radio stations and the Tulsa World newspaper, as well as in all social media exposure

To receive these extras, all sponsorship fees must be paid in full by October 4, 2019.

**CHOOSE FROM
SEVERAL
OTHER
UNIQUE
OPPORTUNITIES:**



MOBILE DEVICE CHARGING STATIONS

Includes:

- Your high-quality full-color company logo on two (2) of our mobile device charging stations. The units contain cords for nearly every type of mobile device.
- One charging station will be placed on the show floor for attendee use, with the second unit located inside the exhibitor hospitality lounge, helping you garner goodwill from your fellow exhibitors! **(A \$625 VALUE)**

The sponsor will be responsible for providing high-res, vectored artwork to Event 1 Productions no later than November 1, 2019

YOUR INVESTMENT: \$450.00





MAIN DEMONSTRATION STAGE SPONSOR

Includes:

- Your full-color company logo on one (1) full-color sign (size TBD) printed on white poly graphic material and placed on a support truss that will hang over the stage all weekend
 - Frequent company (name-only) mentions over the stage PA system as the stage sponsor throughout the weekend
 - One free 20-minute segment onstage each day for informational or entertainment purposes (presentation matter subject to Show Organizer's pre-approval)
- A \$1,000 VALUE**

The sponsor will be responsible for providing high-res, vectored artwork to Event 1 Productions no later than November 1, 2019

YOUR INVESTMENT: \$525.00

EXHIBITOR HOSPITALITY LOUNGE SPONSOR

Includes:

- Your full-color company logo on two (2) 24" x 36" full-color signs printed on white poly graphic material (one placed in hallway outside lounge and one placed in the lounge)
- The opportunity to display your own company banner in the lounge, as well as provide giveaways (no food or drinks) and display your products/flyers on one (1) 8-foot skirted table in the lounge. It's a GREAT networking opportunity! **(A \$500 VALUE)**

The sponsor will be responsible for providing high-res, vectored artwork to Event 1 Productions no later than November 1, 2019

YOUR INVESTMENT: \$250.00





Contact Info

Mailing Address

Oklahoma Family Pet Expo
C/O Event 1 Productions
1601 S. 129th W. Ave
Sand Springs, OK 74063

Phone/Fax

Office: 918-245-8006
Toll-free: 888-712-8922
Fax: 918-245-8007

Email

General: mail@event1inc.net
Show Producer Steve McDonald: steve@event1inc.net

Social Media

www.event1inc.net
<https://www.facebook.com/Event-1-Productions-327226171986>
<https://twitter.com/Event1Inc>

2019 Show Info for Exhibitors/Sponsors

Exhibitor Move-in

Friday, November 22, 2019 from 8:00am – 7:00pm

Show Dates & Times

Saturday, November 23, 2019 from 9:00am – 5:00pm
Sunday, November 24, 2019 from 11:00am – 5:00pm

Exhibitor Move-out

Sunday, November 24, 2019 from 5:15pm – 9:00pm

Show Venue

Central Park Hall at Expo Square
4145 E. 21st St.
Tulsa, OK 74112
<https://www.exposquare.com/>

The venue has a concrete floor and is NOT carpeted. Carpet & padding may be rented from Event 1 Productions. Access to electrical power is also not included in the booth rental package but may be ordered through the Vendor Packet. All exhibitors who order electrical service must either bring their own 30' (minimum) extension cord and power strip, or rent them from Event 1 Productions.



Professionally produced and managed by Event 1 Productions,
Tulsa's PREMIER event production company



2019 "Oklahoma Family Pet Expo"
NOVEMBER 23-24, 2019
 Central Park Hall at Expo Square
BOOTH EXHIBITOR AGREEMENT



COVER SHEET

This "Oklahoma Family Pet Expo" BOOTH EXHIBITOR AGREEMENT (this "Agreement") is made as of the date of the signature below ("Effective Date") by and between Event 1 Productions, 1601 S. 129th W. Ave, Sand Springs, OK 74063, and the exhibitor identified below ("Exhibitor"). This agreement will consist of this Cover Sheet/Order Form, the attached Terms & Conditions, and any and all attachments.

Exhibitor Information

Company Name: _____
 Exhibit Space Name (as it should appear on booth sign): _____
 Address: _____
 City, State: _____ Zip: _____ Phone: _____
 Contact Name: _____ Fax: _____
 Web Address: http://_____ Cell: _____

Email Address: _____

(Email is the primary way we'll communicate show information with you!)

ORDER FORM

Exhibit Space Selections: 1st Choice 2nd Choice 3rd Choice 4th Choice
 (See floor plan) _____ _____ _____ _____

Product/Service to be displayed (please BE SPECIFIC): _____

NOTE: ONLY the products listed above may be displayed/sold!

List Competitors (for booth placement purposes): _____

* Will you be **selling** products from your booth? YES NO * Do you need **standard 110V power** in your booth? YES NO

**** There is an additional charge for electricity. Order it through the Vendor Packet.**

EXHIBITOR BOOTH FEE PRICING		
<i>Booth Size</i>	<i>Booth Fee #</i>	<i>Total</i>
10' x 10'	\$300	
10' x 10' (non-profit/rescue)	\$125	
10' x 20'	\$500	
10' x 30'	\$750	
10' x 40' / 20'x 20'	\$950	
20' x 30'	\$1,250	
10x10 End Cap or Corner	ADD \$125	
GOLD SPONSOR (20X20)	\$2,500 (1 avail)	
SILVER SPONSOR (10X30)	\$2,000 (2 avail)	
BRONZE SPONSOR (10X20)	\$1,500 (3 avail)	
Total booth cost		
\$100 non-refundable deposit due with contract		
Balance due by November 8, 2019		

Method of Payment:
 ___ Check included with agreement
 (payable to Event 1 Productions, Inc.)

 ___ Charge to Visa/MasterCard/Discover/AMEX
 *To pay by **credit card**, call Event 1 Productions at
 918-245-8006 Mon-Fri between 9am and 4pm CST.

**# - Booth Fee includes: floor space, pipe & drape, 1-6' skirted table,
 2 chairs, wastebasket, booth ID sign and listing/hotlink on exhibitor's
 page on Event 1 Productions show website.**

Professionally produced and managed by Event 1 Productions,
 Tulsa's PREMIER event production company

Accepted by Exhibitor

By: X _____ Date: _____

Return completed agreement to:

The Oklahoma Family Pet Expo
 c/o Event 1 Productions, Inc.
 1601 S. 129th W. Ave
 Sand Springs, OK 74063
 Phone: (918) 245-8006 / Fax (918) 245-8007
 Steve McDonald - Event Manager
 Email: Steve@Event1inc.net

Accepted by Event 1 Productions, Inc.

By: _____ Date: _____

DO NOT COMPLETE THIS SECTION. FOR EVENT 1 PRODUCTIONS USE ONLY.	
Booth #: _____	Date Rec'd: _____
Deposit Amt. Rec'd: \$ _____	Dep-Method: _____
Balance: \$ _____	E1P Rep: _____
Bal due by 11/8/19: \$ _____	Bal-Method Rec'd: _____
ME _____ MA _____ MO _____ MP _____	Web _____



TERMS AND CONDITIONS

1. Defined Terms: "Event" means the 2019 "Oklahoma Family Pet Expo", scheduled for **Saturday, November 23, 2019 and Sunday, November 24, 2019** ("Event Date") at Central Park Hall at Expo Square (Tulsa State Fairgrounds) ("Exhibit Facility"). The Event is owned, produced and managed by Event 1 Productions, Inc. "Organizer" means, collectively, Event 1 Productions, Inc. ("E1P") its directors, representatives, employees and assigns, unless the context requires otherwise. "Exhibitor" means, collectively, (i) the company or person that applied for exhibit space rental and agreed to enter into this Agreement upon acceptance by E1P in the manner stated below. "Order Form" means the order form attached to these terms and conditions. "Agreement" means these terms and conditions, together with the attached Order Form. "Effective Date" means the date of latest signature of this Agreement.

2. Contract Acceptance: This Agreement shall become binding and effective only when it has been signed on the facing page by Exhibitor and counter-signed on the facing page by a duly authorized representative of E1P.

3. Assumption of Risks; Releases: Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to or of any person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither Organizer nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither Organizer nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities whether described in this paragraph or not.

4. Indemnification: Exhibitor shall indemnify, defend (with legal counsel satisfactory to E1P), and hold Organizer and the Exhibit Facility harmless from and against any and all claims, demands, suits, liabilities, damages, losses, costs, fees (including attorneys' fees) and expenses which result from or arise out of or in connection with: (a) Exhibitors' participation or presence at the Event, (b) any breach by Exhibitor of any agreements, covenants, promises or other obligations under this Agreement or any other contract, arrangement or agreement; (c) any matter for which Exhibitor is otherwise responsible under the terms of this Agreement or any other contract, arrangement or agreement; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Exhibitor; (f) harm or personal injury (including death) caused by the fault or negligence of Exhibitor; and (g) loss of or damage to property or the business or profits of Organizer, whether caused by negligence, intentional act (or failure to act), accident, theft, or otherwise.

5. Limitation of Liability: UNDER NO CIRCUMSTANCES SHALL ORGANIZER OR THE EXHIBIT FACILITY BE LIABLE FOR ANY LOST PROFITS OR ANY INCIDENTAL, SPECIAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER FOR ANY OF THEIR ACTS OR OMISSIONS, WHETHER OR NOT APPRISED OF THE POSSIBILITY OF ANY SUCH LOST PROFITS OR DAMAGES. IN NO EVENT SHALL ORGANIZER'S MAXIMUM LIABILITY UNDER ANY CIRCUMSTANCE EXCEED THE AMOUNT ACTUALLY PAID TO COX BY EXHIBITOR FOR EXHIBIT SPACE RENTAL PURSUANT TO THIS AGREEMENT. ORGANIZER MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE NUMBER OF PERSONS WHO WILL ATTEND THE EVENT OR REGARDING ANY OTHER MATTERS. NEITHER ORGANIZER, NOR THE OWNERS OR LESSORS OF THE EVENT FACILITY, SHALL ASSUME ANY RESPONSIBILITY FOR EXHIBITOR'S PERSONAL OR OTHER PROPERTY.

6. Qualifications of Exhibitor: Organizer, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms that supply products and services to the health & fitness industry. Applicants may be required to submit a description of the nature of their business and the items to be exhibited. Exhibitor shall not exhibit or permit to be exhibited in the space allocated to it any merchandise other than that specified in its application. Organizer reserves the right to restrict or remove any exhibit, or any portion thereof, that E1P, in its sole discretion, believes is objectionable or inappropriate.

7. Assignment of Space: Exhibit space shall be assigned by Organizer in its sole discretion for the Event and for the Event Dates only. That assignment does not imply that similar space will be assigned for future Events. Organizer reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event for any or no reason.

8. Payment; Cancellation by Exhibitor: Exhibitor agrees to pay the exhibition fee listed on the attached order form ("Exhibition Fee"). Exhibitor may cancel this Agreement but understands that all monies/deposits paid will be forfeited to the Organizer. Exhibitor may be required to move to a new location if it requests a downsizing/upsizing of space.

9. Cancellation by Organizer: If Exhibitor fails to make a payment required by this Agreement by the date specified in Section 8, above, Organizer may terminate this Agreement (and Exhibitor's participation in the Event) upon notice to Exhibitor and without obligation to refund any monies previously paid. Organizer reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to Organizer.

10. Cancellation of the Event: If Organizer cancels the Event due to circumstances beyond the reasonable control of Organizer (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Exhibit Facility), Organizer shall refund to Exhibitor its Exhibition Fee previously paid, minus a share of costs and expenses incurred by Organizer, in full satisfaction of all liabilities of Organizer to Exhibitor.

11. Exhibit Space Occupancy: Organizer shall specify the hours and dates for installing, occupying and dismantling exhibits. If Exhibitor fails to install its display in its assigned space by **6:00pm November 22, 2019**, or leaves its space unattended at any time during the Event, Organizer shall have the right to take possession of the space and terminate this Agreement, in which case no refund will be due to Exhibitor. All exhibits must be open for business at all times during the Event.

12. Trade Show Set-Up and Show Hours: Information on set-up and Event hours will be contained in the Exhibitor Service Manual (as defined below). Without limiting the foregoing, Exhibitor agrees to comply with the following:

(a) Only Exhibitor, its employees and contractors will be permitted in its booth 60 minutes prior to the published "Show Open Time."

(b) NO BREAKDOWN or DISMANTLING OF EXHIBITS will be permitted before the Event officially closes down at 5:00pm on Sunday, November 24, 2019. Early breakdown or dismantling will jeopardize future participation in Organizer's events.

13. Care of Exhibit Facility: Exhibitor shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, booth equipment or the property of others caused by Exhibitor, its employees or agents.

14. Taxes and Licenses: Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local laws applicable to its activities at the Event.

15. Insurance: Exhibitor shall, at its own expense, secure and maintain through the term of this Agreement, including move-in and move-out days, the insurance listed below. The insurance shall be primary of any other valid and collectible insurance of Organizer for claims arising out of Exhibitor's operations and shall be written on an occurrence basis.

(a) **Comprehensive general liability insurance** with limits not less than \$1,000,000 per occurrence, \$3,000,000 in the aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual liability, operation of mobile equipment, products liability and, if applicable, liquor liability;

(c) If applicable, **automobile liability insurance** with limits not less than \$500,000 per occurrence, combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles.

The above required general liability insurance policy shall name as additional insured: **Event 1 Productions, Inc. (1601 S. 129th W. Ave., Sand Springs, OK 74063) and Tulsa Public Facilities Authority (4145 E. 21st St., Tulsa, OK 74112)**, and their subsidiaries, affiliates, officers, directors, employees, agents and representatives. Insurance policies shall also provide that the coverage may not be cancelled without 30 day's advance written notice to Organizer. Certificates of insurance satisfactory to Organizer, shall be furnished to Organizer prior to the commencement of Exhibitor's work under this Agreement.

16. Observance of Laws: Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Event Facility (including any union labor work rules).

17. Exhibitor Conduct: Organizer has sole control over attendance policies. Exhibitor shall conduct itself at all times in accordance with professionalism and normal standards of decorum and good taste. The use of cameras and video cameras on the exhibit floor is strictly prohibited without the prior permission of Organizer.

18. Exhibitor Service Manual: Prior to the Event, Organizer will send a service manual (the "Exhibitor Service Manual") to the "Primary Contact" listed on the Order Form. The Exhibitor Service Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, and move-in, move-out information.

19. Incorporation of Rules and Regulations: Any and all matters pertaining to the Event and not specifically covered by this Agreement shall be subject to determination by Organizer in its sole discretion. Exhibitor shall observe and abide by additional regulations made by Organizer as soon as such additional rules or regulations are communicated to Exhibitor.

20. Outside Exhibits/Hospitality Suites: Exhibitor is prohibited from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, lounges, corridors, etc.

21. Contractor Services: Organizer has contracted with, on an exclusive basis, official contractors to provide certain services for the Event ("Official Contractors"). Service companies other than the Official Contractors will not be allowed to perform any of these exclusive services.

22. Character of Displays; Use of Aisles and Common Areas: Distribution of samples, printed matter of any kind and any promotional material is restricted to the confines of the exhibit booth. Exhibitor shall only exhibit products that it manufactures, represents or legally distributes. All exhibits shall display products or services in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of Organizer and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of Organizer. Uniformed attendants, models and other employees of Exhibitor must remain within its booth. Any and all advertising distribution must be made from Exhibitor's booth space. Strolling entertainment or moving advertisements outside of an Exhibitor's exhibit space are prohibited.

23. Sub-Letting: No sub-letting or sharing of exhibit space will be permitted.

24. Freight Shipment: Exhibitors needing information regarding freight shipments to and from the Event Facility need to contact Organizer for contact information for the Shipping/Receiving Office.

25. No Show Policy: If Exhibitor, through circumstances beyond control, is delayed in arrival or setup, Exhibitor must notify the Event Manager at the Event Facility. Non-notification will result in resale of space, and no refunds will be made.

26. Miscellaneous: This Agreement (including the Order Form, Exhibitor Service Manual, any applicable feature add-ins, and any additional rules or regulations adopted by Organizer from time-to-time) represents the entire agreement between Organizer and Exhibitor relating to Exhibitor's participation in the Event and supersedes any prior written or oral understandings, agreements or representations by or between Organizer and Exhibitor relating to such participation in the Event. This Agreement is governed by the laws of the State of Oklahoma as applied to contracts entered into and entirely performed within that State by residents of that State. Exhibitor hereby submits to the exclusive jurisdiction of the courts located in Tulsa County in the State of Oklahoma, which shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this Agreement or the breach of any provision of this Agreement. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in Tulsa, Oklahoma. No waiver of any breach of any term or condition hereof will constitute a waiver of any subsequent breach. If any term will be held unenforceable, such term will be restated, in accordance with applicable law, to reflect as nearly as possible the original intentions of the parties, and this Agreement will remain in full force and effect. By entering into this Agreement, Exhibitor and its affiliates explicitly consent to receive fax, telephone and other communications from Organizer and its partners under 47 U.S.C. § 227 and any other applicable regulations.

EXHIBITOR'S INITIALS _____