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

www.event1inc.net

SHOW INFORMATION

Care Providers of Oklahoma 2027

Embassy Suites by Hilton Norman Hotel & Conference Center, Norman, OKlahoma
Wednesday, May 5, 2027

FOR EASY ONLINE ORDERING PLEASE VISIT

www.event1inc.net

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
Online: www.event1inc.net

Show Location
Embassy Suites by Hilton Norman Hotel
2501 Conference Center Drive
Norman, OK 73069

Show Information
Backwall Drape: RED/BLACK/RED
Sidewall Drape: RED/BLACK/RED
Table Skirting: RED/BLACK/RED

Single Booth Package (10'X10')
8' Back Drape and 3' Siderail
1-6' Skirted Table
2-Folding Chairs
1-Wastebasket
1-ID Sign (7'X36")

NOTES: Please contact Juliet Joy if you will need electricity or internet service in your booth. Her email address is juliet@careoklahoma.com.

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 2027, 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, April 19**	**by 4:30pm**
Advance Shipments may begin arriving at Warehouse:	**Monday, April 12**	
Advance Shipments will be accepted until:	**Friday, April 30**	by 4:30pm
Direct Shipments to Exhibit Site will ONLY be accepted:	**Tuesday, May 4**	9:00am-4:00pm
Exhibitor Installation:	**Tuesday, May 4**	1:00pm-5:00pm
Trade Show Opening Night & Casino Night	**Tuesday, May 4**	5:00pm-8:00pm
Show Hours	**Wednesday, May 5**	9:30am-4:00pm
Exhibitor Dismantle:	**Wednesday, May 5**	4:00am-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 6:00pm on Wednesday, May 5th or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.

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E: mail@event1inc.net

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SHOW INFORMATION

Shipping Addresses

Advance Shipments to Warehouse	**Company Name & Booth #** Care Providers of Oklahoma 2027 C/O Event 1 Productions, Inc. Event 1 Productions 1601 S 129th W Ave Sand Springs, OK 74063	**Shipments should arrive between:** April 12th and April 30th by 4:30pm

Direct Shipments

To Exhibit Site & for Pick-Up	**Company Name & Booth #** Care Providers of Oklahoma 2027 C/O Event 1 Productions, Inc. Embassy Suites by Hilton Norman Hotel 2501 Conference Center Drive Norman, OK 73069	**Shipments will be accepted only on:** May 4th from 9:00am & 4:00pm **Shipment Pickups will be accepted on:** May 5th between 4:00pm & 6:00pm

Any freight that will be delivered directly to the **Embassy Suites by Hilton Norman Hotel** will only be accepted on Tuesday, May 4th. 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 2027 Care Providers of Oklahoma conference 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

Brandon Hagins, Event Manager
918-245-8006
918-200-4051
brandon@event1inc.net

We look forward to the opportunity to serve you and help make this year's Care Providers of Oklahoma conference a great success!

Sincerely,

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

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

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Event 1 Productions is committed to helping each exhibitor have a successful experience.

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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.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
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STANDARD BOOTH FURNITURE

PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #**
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Item Description	Discount Rate	Standard Rate	Quantity	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	____	_____
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)	____	_____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges 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 the listed prices.

Sub-Total	_____
Sales Tax (8.517%)	_____
TOTAL DUE	_____

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PREMIUM BOOTH FURNITURE

Leather Couch (available in black or white)

Leather Loveseat (available in black or white)

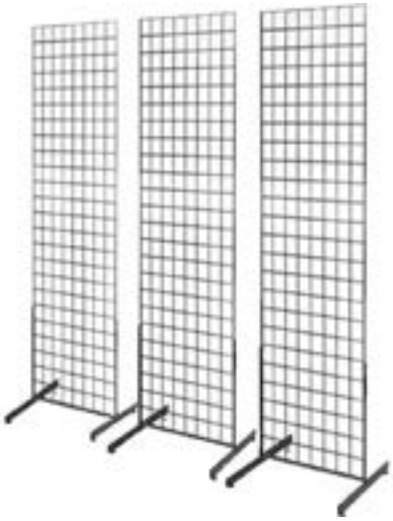
Leather Chair (available in black or white)

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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F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

PREMIUM BOOTH FURNITURE

PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #**
Company	**Contact Person**	
Address	**City, State, Zip**	
Telephone	**Email Address**	

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	____	$_____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges 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 the listed prices.

Sub-Total	_____
Sales Tax (8.517%)	_____
TOTAL DUE	_____

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PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #**
Company	**Contact Person**	
Address	**City, State, Zip**	
Telephone	**Email Address**	

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	Quantity	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	Quantity	# 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			

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges 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 the listed prices.

TOTAL DUE	$

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E: mail@event1inc.net

www.event1inc.net

AUDIO/VISUAL SERVICES

PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #**
Company	**Contact Person**	
Address	**City, State, Zip**	
Telephone	**Email Address**	

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

Extension Cord (25')

DVD Player

DVD Player/Laptop 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	$_____
EXAMPLE:				
65" Flat Panel Display	1	$615.00	$765.00	

x **or** **=**

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges 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 the listed prices.

Sub-Total	$_____
Sales Tax (8.517%)	$_____
TOTAL DUE	$_____

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www.event1inc.net

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 $0.99 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.
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 Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**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 RATE - PER POUND	STANDARD RATE - PER POUND	
$1.09	**$1.19**	*100 POUND MINIMUM

I will be shipping to:

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

Receiving Dates are: **April 12th - April 30th by 4:30pm (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 (4% of Sub-Total)	
TOTAL DUE	

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

www.event1inc.net

DIRECT RECEIVING
MATERIAL HANDLING & DRAYAGE SERVICES
PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**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 RATE - PER POUND	STANDARD RATE - PER POUND	
$0.99	**$1.09**	*100 POUND MINIMUM

I will be shipping directly to:

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

Receiving Dates are: **May 4th by 3:00pm (CST)**

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show callCortland 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 (4% of Sub-Total)	
TOTAL DUE	

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

www.event1inc.net

OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**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	_____	$_____

REMEMBER: Event 1 Productions does NOT make your outbound shipping arrangements. You'll need to schedule the carrier of your choice to pick up your freight in the 2-hour window that begins when your show ends on its final day.

TOTAL DUE	_____

1601 South 129th West Avenue
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www.event1inc.net

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
Phone: 1-800-654-7019
Email: tradeshow@arcb.com

(See the following page for Order Request Form)

Third-Party Shipping

www.ups.com

Email: 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

FedEx Express/Ground	1-800-463-3339
FedEx Freight	1-866-393-4585

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Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company **Booth Number**

CARE PROFIVIDERS OF OKLAHOMA 2027
C/O EVENT 1 PRODUCTIONS, INC.
EVENT 1 PRODUCTIONS
1601 S 129TH W AVE
SAND SPRINGS, OK 74063

Advanced Receiving

Place exhibitor name & booth number on top line.

Company **Booth Number**

CARE PROVIDERS OF OKLAHOMA 2027
C/O EVENT 1 PRODUCTIONS, INC.
EMBASSY SUITES BY HILTON NORMAN HOTEL
2501 CONFERENCE CENTER DR
NORMAN, OK 73069

Direct Shipment

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

www.event1inc.net

MATERIAL HANDLING & DRAYAGE SERVICES

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 a 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

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 $0.99 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.***

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

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #**
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

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

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	$95.00
Overtime:	6:00am - 8:00am	Mon -Fri	$142.50
Overtime:	5:00pm - 12:00am	Mon -Fri	$142.50
Overtime:	Entire Day(s)	Sat - Sun	$142.50
Double Time:	12:00am - 6:00am	Everyday	$190.00
Double Time:	Entire Day(s)	Holidays	$190.00

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 Per Person	Rate	Total Hrs	Total
Set Up Labor:							
Tear Down Labor:							

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

	# of Persons	Hrs per 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).

TOTAL DUE	_____

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NOTIFICATION OF INTENT TO USE NONOFFICIAL SERVICE CONTRACTORS

Show Name Care Providers of Oklahoma 2027	**Show Dates** May 5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**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 # (in case of emergency): _____

   Address: _____

   City, State, Zip Code: _____ Phone #: _____

   Email: _____ 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 worker's 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: April 28, 2027 @ 4:30pm (CST)

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OFFICIAL SERVICE CONTRACTORS & 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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PAYMENT TERMS & POLICIES

Show Name Care Providers of Oklahoma 2027	Show Dates May 5, 2027	Booth #
Company	Contact Person	
Address	City, State, Zip	
Telephone	Email Address	

METHOD OF PAYMENT

☐ Company Check ☐ Credit Card ☐ 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 #

	Prices
Sub-Total:	$
Taxes (8.517%)	$
Total Surcharges:	$
TOTAL:	$

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