



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

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

# SHOW INFORMATION

## Locke Supply Trade Show 2023

Bennett Event Center, Oklahoma City, Oklahoma  
 April 21-22, 2023

**FOR EASY  
 ONLINE  
 ORDERING  
 PLEASE VISIT**

[www.event1inc.net](http://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](mailto:mail@event1inc.net)  
 Online: [www.event1inc.net](http://www.event1inc.net)

### Show Location

Bennett Event Center  
 3101 Gordon Cooper Blvd.  
 Oklahoma City, OK 73107

### Show Information

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

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

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

**Electricity/internet and freight/material handling are all provided with your booth package.**

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

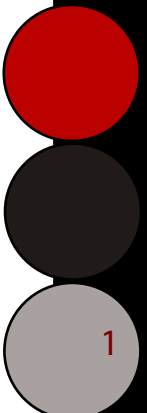
*All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.*

### IMPORTANT DATES & TIMES:

*All dates are for 2023, unless otherwise noted. All times are Central Time.*

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

<b>Discount Deadline (for orders received w/ payment):</b>	<b>April 6</b>	<b>by 4:30pm</b>
Advance Shipments may begin arriving at Warehouse:	<b>March 24</b>	
Advance Shipments will be accepted until:	<b>April 14</b>	by 4:30pm
Direct Shipments to Exhibit Site will ONLY be accepted:	<b>April 16</b>	9:00am-4:00pm
	<b>April 17</b>	9:00am-4:00pm
Exhibitor Installation:	<b>April 20</b>	9:00am-5:00pm
Show Hours	<b>April 21</b>	9:00am-5:00pm
	<b>April 22</b>	8:00am-3:00pm
Exhibitor Dismantle:	<b>April 22</b>	3:00pm-8:00pm
	<b>April 23</b>	9:00am-12:00pm





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

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

## SHOW INFORMATION

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:

**Scott Cutten**, Exhibit Sales Manager  
918-245-8006  
918-695-5722  
[scutten@event1inc.net](mailto:scutten@event1inc.net)

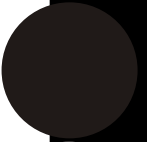
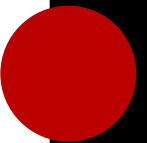
**Steve McDonald**, Event Manager  
918-245-8006  
918-521-1324  
[steve@event1inc.net](mailto:steve@event1inc.net)

We look forward to the opportunity to serve you and help Locke Supply make this year's trade show a great success!

Sincerely,

*Corbin H. Potter*

**Corbin H. Potter**  
**Director of Convention Services**  
Event 1 Productions, Inc.  
1601 S. 129th W. Ave  
Sand Springs, OK 74063  
918-245-8006 - office  
918-245-8007 - fax





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

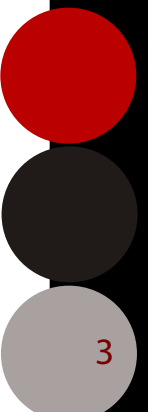
[www.event1inc.net](http://www.event1inc.net)

# TABLE OF CONTENTS

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

## VENDOR PACKET CONTENTS

<b>Standard Booth Furniture</b>	<b>4, 5</b>
<b>Premium Booth Furniture</b>	<b>6, 7</b>
<b>Audio/Visual Services</b>	<b>8</b>
<b>Freight Services</b>	<b>9</b>
<b>Set Up &amp; Tear Down Labor Services Rates</b>	<b>10</b>
<b>Payment Page</b>	<b>11</b>





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

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

## STANDARD BOOTH FURNITURE

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



Premium Folding Chair - Black



Padded Arm Chair



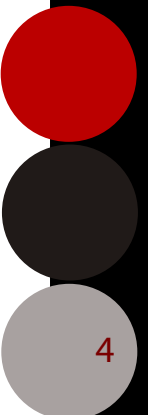
Counter High Stool



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  
 E: mail@event1inc.net

www.event1inc.net

# STANDARD BOOTH FURNITURE

PRICING INFORMATION

<b>Show Name</b> <u>Locke Supply Trade Show 2023</u>	<b>Show Dates</b> <u>April 21-22, 2023</u>	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

Item Description	Discount Rate	Standard Rate	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	___	_____
60" Round with Linen	\$85.00	\$100.00	___	_____
30" Lowboy Round with Spandex	\$70.00	\$80.00	___	_____
30" Highboy Round with Spandex	\$90.00	\$105.00	___	_____
Extra Table Skirts (Standard Size)	\$25.00	\$35.00	___	_____
Extra Table Skirts (Counter Size)	\$35.00	\$45.00	___	_____
Additional 3' Pipe & Drape	N/A	\$5.00 (per linear foot)	___	_____
Additional 8' Pipe & Drape	N/A	\$7.00 (per linear foot)	___	_____
Additional 16' Pipe & Drape	N/A	\$25.00 (per linear foot)	___	_____

Discount Deadline: **Thursday, April 6, 2023 @ 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 (8.375%)	_____
<b>TOTAL DUE</b>	_____





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

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

# 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



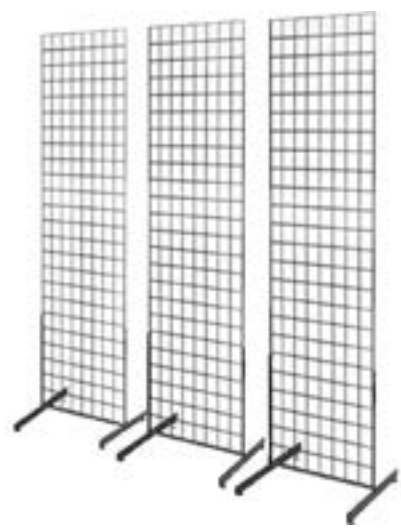
Tripod Easel



Presentation Board



3'x6' Slat Wall



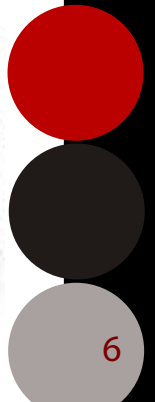
Black 6'x2' Gridwall



Adjustable T-Rack/ Bag Holder



Literature Rack (black and silver available)





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

www.event1inc.net

# PREMIUM BOOTH FURNITURE

PRICING INFORMATION

<b>Show Name</b> <u>Locke Supply Trade Show 2023</u>	<b>Show Dates</b> <u>April 21-22, 2023</u>	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

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

**\*If you're placing an order for a custom item, please see the guidelines below:**

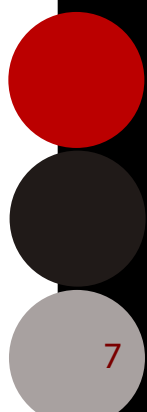
- If you're only using a logo or already created graphic, artwork must be sent to [Steve@event1inc.net](mailto:Steve@event1inc.net) no later than **TEN BUSINESS DAYS** before your show sets up. Logos and graphics must be **HIGH-RESOLUTION** and sent in either a **JPG, PSD or EPS** format. A white background is preferred. Using a black background will incur an additional charge.
- If a new graphic needs to be created, a minimum of **1 graphic design hour** will be added to your order (\$120/hr). Graphic elements need to be sent to [Steve@event1inc.net](mailto:Steve@event1inc.net) no later than **FOUR WEEKS** prior to the show setting up.
- A proof will be emailed to you. It will be your responsibility to respond in a timely manner with approval to ensure your item is printed on time.

Discount Deadline: Thursday, April 6, 2023 @ 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%)	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>







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

www.event1inc.net

# AUDIO/VISUAL SERVICES

PRICING INFORMATION

<b>Show Name</b> <u>Locke Supply Trade Show 2023</u>	<b>Show Dates</b> <u>April 21-22, 2023</u>	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	



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



Extension Cord (25')



DVD Player



Laptop/DVD Player Shelf for Display Stand



Display Stand (Truss)



HDMI Cable (6')



Power Strip

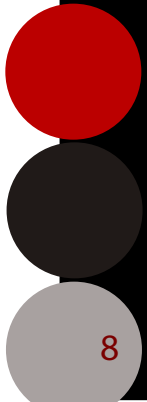
Item Description	Quantity	Discount Rate	Standard Rate	Total
43" Flat Panel Display w/Remote	_____	\$415.00	\$515.00	_____
55" Flat Panel Display w/Remote	_____	\$515.00	\$640.00	_____
65" Flat Panel Display w/Remote	_____	\$615.00	\$765.00	_____
75" Flat Panel Display w/Remote	_____	\$715.00	\$890.00	_____
Flat Panel Display Stand (Truss) & Mounting Bracket	_____	\$95.00	\$105.00	_____
Laptop/DVD Player Shelf for Display Stand	_____	\$30.00	\$40.00	_____
DVD Player	_____	\$45.00	\$55.00	_____
HDMI Cable (6')	_____	\$30.00	\$40.00	_____
Extension Cord (25')	_____	\$27.50	\$40.00	_____
Power Strip	_____	\$15.00	\$25.00	_____
<b>EXAMPLE:</b>				
65" Flat Panel Display	1	<del>X</del> \$615.00	<del>or</del> \$765.00	<del>=</del>

Discount Deadline: **Thursday, April 6, 2023 @ 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 (8.375%)	_____
<b>TOTAL DUE</b>	_____







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

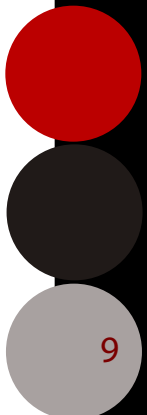
<b>Show Name</b> <u>Locke Supply Trade Show 2023</u>	<b>Show Dates</b> <u>April 21-22, 2023</u>	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

**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	_____	_____

<b>TOTAL DUE</b>	_____
------------------	-------





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

www.event1inc.net

# SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

<b>Show Name</b> <u>Locke Supply Trade Show 2023</u>	<b>Show Dates</b> <u>April 21-22, 2023</u>	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

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

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	\$85
Overtime:	6:00am - 8:00am	Mon -Fri	\$127.50
Overtime:	5:00pm - 12:00am	Mon -Fri	\$127.50
Overtime:	Entire Day(s)	Sat - Sun	\$127.50
Double Time:	12:00am - 6:00am	Everyday	\$170.00
Double Time:	Entire Day(s)	Holidays	\$170.00

## Booth Description

Type of Display                      Portable Booth                      Custom Booth                      Table Top Display                      Other

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

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

	Date Needed	Time Needed	# of Persons	Hrs 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:

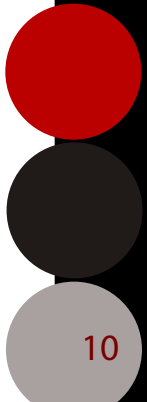
	# of Persons	Hrs per Person	Rate	Total Hrs	Supervision (25%)	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____
Tear Down Labor:	_____	_____	_____	_____	_____	_____

## 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).

<b>TOTAL DUE</b>	_____
------------------	-------

**- EXHIBITORS WHO DO NOT USE THE FULL NUMBER OF PERSONS FOR THE ENTIRE NUMBER OF HOURS CONTRACTED FOR WILL STILL BE CHARGED THE TOTAL DUE - NO PRORATED AMOUNTS OR DISCOUNTS WILL BE GIVEN.**





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

## PAYMENT TERMS & POLICIES

www.event1inc.net

Show Name <b>Locke Supply Trade Show 2023</b>	Show Dates <b>April 21-22, 2023</b>	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 (8.375%)	\$ _____
Total Surcharges:	\$ _____
<b>TOTAL:</b>	\$ _____

### PAYMENT TERMS & POLICIES

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

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

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

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

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

The Event 1 Team