

# Exhibitor Contract

## OKLAHOMA BANDMASTERS ASSOCIATION CONVENTION

held at the:

Renaissance Hotel & Tulsa County Conference Center

71st. Street & U. S. Highway 169

Tulsa, Oklahoma 74133

July 20-21, 2010

Please print or type:

Indicate choices in different sections of the exhibit area to facilitate space assignments.

*Note: your choices are subject to availability at time contract is received.*

Make your choices for location in the two spaces that follows:

First Choice, Booth No.(s) \_\_\_\_\_ Second Choice, Booth No.(s) \_\_\_\_\_

If it is necessary to have space adjoining that of a specific exhibitor, give name of the firm:

\_\_\_\_\_

**Note:** Every consideration will be given to assigning adjoining space when requested, but to do so may affect the assignment if applications from both firms are not received at the same time.

It is recommended that firms requesting adjoining space contact one another in advance so that their applications may be submitted together.

We, the undersigned, do hereby make application for exhibit space as indicated. We have read and agree to comply with the exhibit regulations and instructions on the reverse side of the the exhibitor's copy of this applications form and in the floor plan folder which is part of this contract. **A deposit of 50% of the total cost of space desired is enclosed. We agree to pay the balance of the space rental price within 10 days notification of space assignment, unless notification is within 10 days of exhibition. In such case, payment must be made before setup.** We understand that each exhibit booth, with 2 representatives per booth space, is \$150.00 (additional items may be purchased from the Renaissance Hotel convention services, form is enclosed)

Signature of authorizing agent: \_\_\_\_\_ Title: \_\_\_\_\_

Please print name of authorizing agent: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of representative who will be in charge of exhibit: \_\_\_\_\_

Rep's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is asked to make a brief statement of the materials to be exhibited: \_\_\_\_\_

**Important -- Please complete page two of this form**

PLEASE TYPE OR PRINT THE INFORMATION REQUESTED BELOW:

Please print lettering for standard sign over table should read as follows(24 characters maximum):

List the representatives that will be at your exhibit booth(maximum of two reps per booth space purchased, list additional representatives below in space provided, additional reps are billed at the rate of \$15.00 per name).

Booth #1 \_\_\_\_\_ & \_\_\_\_\_

Booth #2 \_\_\_\_\_ & \_\_\_\_\_

Booth #3 \_\_\_\_\_ & \_\_\_\_\_

Booth #4 \_\_\_\_\_ & \_\_\_\_\_

Booth #5 \_\_\_\_\_ & \_\_\_\_\_

Booth #6 \_\_\_\_\_ & \_\_\_\_\_

Additional representatives (over the two per booth allowance): \_\_\_\_\_

**COPY FOR EXHIBIT DIRECTORY IN THE OFFICIAL CONVENTION PROGRAM:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Note:** Application should be filled out in duplicate. This copy, with remittance, should be forwarded immediately. Second copy should be retained for your records. Duplicate contracts may have been sent to your representatives.

<b>BOOTH RESERVATION</b>	<b>\$150.00 PER BOOTH SPACE</b>	<b>\$</b> _____
<b>EXTRA REPRESENTATIVES</b>	<b>\$15.00 PER EXTRA REPRESENTATIVE OVER THE 2 ALLOWED WITH EACH BOOTH SPACE PURCHASED</b>	<b>\$</b> _____
<b>PER CONTRACT ADVERTISING FEE</b>		<b>\$ 25.00</b>
<b>TOTAL FEES</b>		<b>\$</b> _____
<b>TOTAL ENCLOSED 50% MINIMUM</b>		<b>\$</b> _____

**MAIL TODAY TO:**

**SAM EVANS  
EXECUTIVE SECRETARY, O.B.A.  
P.O. BOX 512  
NORMAN, OK 73070-0512**

**For any additional information:  
405-872-8919 sfevans@sbcglobal.net 405-410-8980**

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held at the:

**Renaissance Hotel & Tulsa County Conference Center**

**71st. Street & U. S. Highway 169**

**Tulsa, Oklahoma 74133**

**July 20-21, 2010**

**Please keep pages 3 & 4  
for your records,  
return pages 1 & 2.**

Please print or type:

Indicate choices in different sections of the exhibit area to facilitate space assignments.

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Make your choices for location in the two spaces that follows:

First Choice, Booth No.(s) \_\_\_\_\_ Second Choice, Booth No.(s) \_\_\_\_\_

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Signature of authorizing agent: \_\_\_\_\_ Title: \_\_\_\_\_

Please print name of authorizing agent: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of representative who will be in charge of exhibit: \_\_\_\_\_

Rep's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is asked to make a brief statement of the materials to be exhibited: \_\_\_\_\_

**Important -- Please read regulations on page four of this contract.**

# REGULATIONS FOR BOOTH RENTAL

## 1. EXHIBIT BOOTHS

Each booth will be 10' long, with 8' back wall and 4' dividers. It will include a 7" by 44" ID sign limited to 24 spaces, one 6' draped table. Each booth will be \$150.00. Booths with a "Baking Oven" type appliance should be prepared to purchase a separate electrical circuit. Only two employees per booth will be allowed inside the exhibit hall, unless the \$15.00 fee for each extra representative is paid.

## 2. INSTALLATION AND DISMANTLING

Installation may begin on Tuesday, and should be completed in time for the opening of the exhibits on Tuesday afternoon. The Exhibitor expressly agrees not to dismantle his exhibit or do any packing before the closing of the contracted exhibit times. Goods must be crated and packed for shipment by the exhibitor immediately following the close of the exhibits. Security guards will be on duty during this time.

## 3. LIABILITY AND INSURANCE

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including theft and/or mysterious disappearance to exhibitors' displays, equipment on other property brought upon the premises of the hotel, and shall indemnify and hold harmless the Renaissance Hotel & Tulsa County Conference Center and any authorized representative or the Oklahoma Bandmasters Association and any authorized representative. Exhibitors wishing to insure their goods must do so at their own expense.

## 4. SPECIAL SERVICES

It is mutually agreed that labor and carpenters necessary in the unpacking and erection of the displays, as well as dismantling and packing, will be furnished at the prevailing rates by the Renaissance Hotel. Arrangements for special service and/or equipment other than those specified in the contract, must be made with the Renaissance Hotel. Resulting expense is the responsibility of the exhibitor.

## 5. USE OF SPACE

All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of the management. No exhibitor shall obtain exhibit space anywhere outside the designated exhibit area. No exhibitor is permitted to show goods other than those manufactured or dealt in by him in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits. The backs of the exhibits which may extend above or beyond an adjoining exhibit must be decorated so as not to be objectionable to other adjoining exhibitor. Nothing shall be displayed at the height above the top of the back drop. Nothing shall be displayed higher than 4 feet along the side partition between booths. Floor lights or spot lights may be installed only after approval of location and operation has been obtained.

## 6. FIRE PROTECTION

Table decorations must be flame proofed. All hangings must clear the floor. Electrical wiring must conform with the National Electrical Code safety rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. Exits, fire stations and fire extinguisher equipment must not be obstructed. Exhibitors must comply with all city fire regulations.

## 7. CIRCULARIZATION AND SOLICITATION

Distributors of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.

## 8. RESTRICTIONS IN OPERATION OF EXHIBITS

The management reserves the right to restrict exhibits which, because of undue noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, shopping bags, raffles or anything of a character which the management determines is objectionable to the exhibit. No literature may be distributed outside the exhibit area. In the event of such restriction or eviction, the Oklahoma Bandmasters Association is not liable for any refunds of rentals or other exhibit expense.

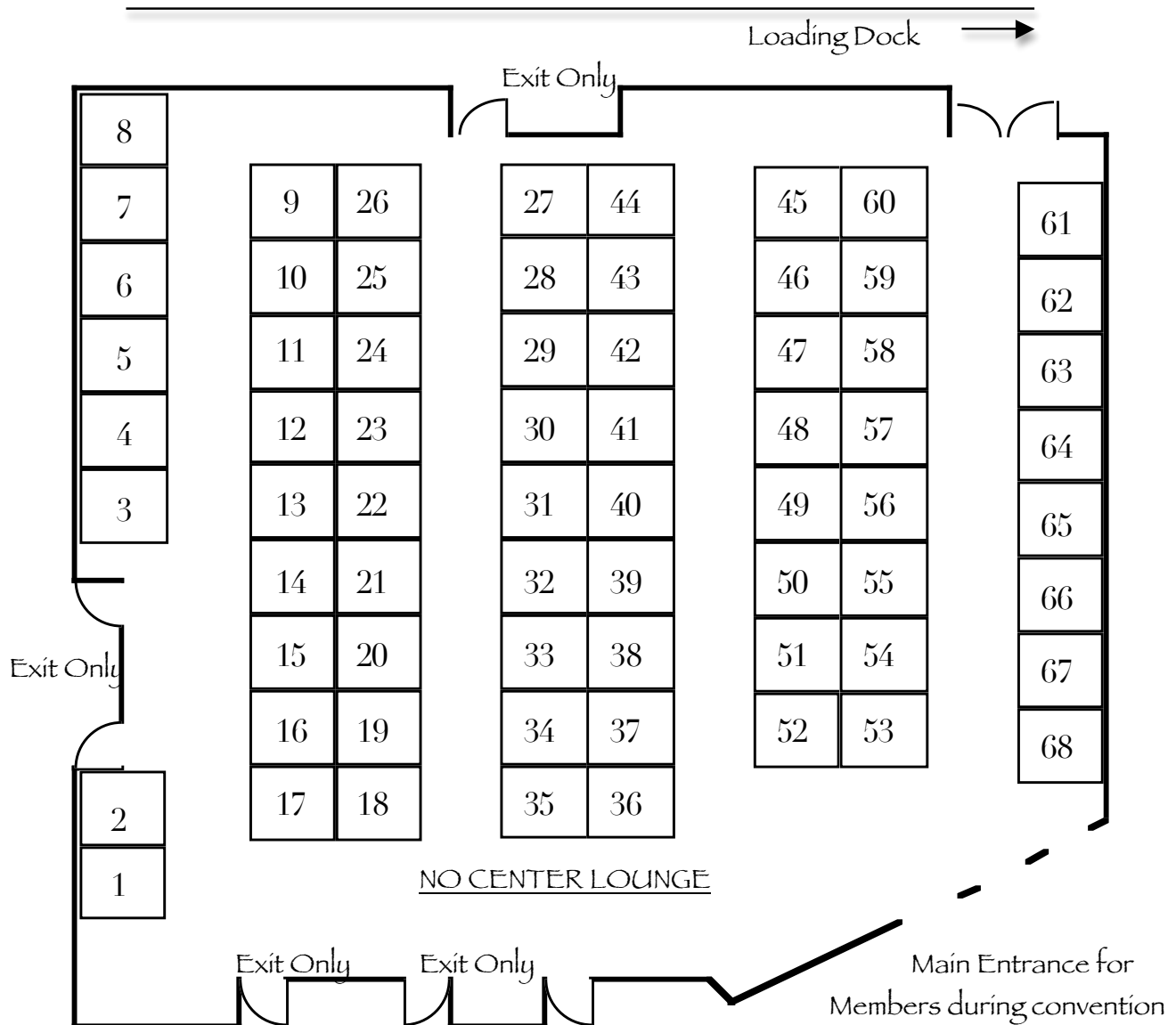
## 9. CARE OF BUILDING AND EQUIPMENT

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

## 10. REGULATIONS AND CONTRACT

These regulations become a part of the contract between the exhibitor and the Oklahoma Bandmasters Association. They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

Oklahoma Bandmasters Association  
 Summer Convention Exhibit Hall, 2010



# Renaissance Hotel and Tulsa Convention Center

All spaces are currently available at the time of printing,  
 they will be assigned in the order of postmark, with proper deposit.  
 All efforts will be made to keep "like" exhibitors separate,  
 early return of contracts will significantly contribute to this effort.





# RENAISSANCE®

TULSA HOTEL & CONVENTION CENTER

## EXHIBITOR INFORMATION

### AUDIO VISUAL & ELECTRICAL NEEDS

Complete the following information and fax/Email your order 2 weeks prior to the event, along with payment information.

QTY	Item	Price per day	Day(s)	Total
	<b>Projection Components</b>			
	LCD Projector 2500 Lumens	\$275		
	LCD Projector 4000 Lumens	\$375		
	LCD Projector 5600 Lumens	\$550		
	<b>Screens and Drape</b>			
	6' Tripod Screen	\$50		
	7' Tripod Screen	\$50		
	8' Tripod Screen	\$50		
	FastFold Screens – 5x7 to 13x17	Call for Price		
	<b>Video</b>			
	42" Plasma on rolling stand	\$275		
	50" Plasma on rolling stand	\$375		
	20" Monitor	\$85		
	32" Plasma	\$200		
	DVD Player	\$60		
	VHS Player/Recorder	\$60		
	25' VGA Cable	\$25		
	50" VGA Cable	\$50		
	100' VGA Cable	\$75		
	<b>Audio Components</b>			
	CD Player (5 Disc)	\$50		
	<b>Connectivity</b>			
	High Speed Internet	\$99		
	Wireless Internet (Requires Router)	\$250		
	Phone w/ Local Access (only available in certain locations)	\$40		
	<b>Lighting Components</b>			
	Par 64 up-light w/ Gel	\$35		
	LED Par Light	\$45		

QTY	Item	Price per day	Day(s)	Total
	<b>Meeting Aids</b>			
	Flip Chart with markers and standard pad	\$45		
	Display Easel	\$10		
	Whiteboard w/ markers (4'x6')	\$40		
	Laser Pointer	\$20		
	AV Cart (w/ skirt)	\$25		
	<b>Electrical</b>			
	Additional AC Power Access, 120 Volt / (up to <u>5 amps</u> )	\$10		
	Additional AC Power Access, 120 Volt / (up to <u>10 amps</u> )	\$20		
	Additional AC Power Access, 120 Volt / (up to <u>20 amps</u> )	\$40		
	Extension Cord	\$10		
	Power Strip	\$10		
	Spider Box (50 AMP power distribution box)	\$95		
	<b>Computer</b>			
	Laptop	\$175		
	Wireless mouse	\$30		
	<b>Packages</b>			
	LCD Support Package (Screen w/ Cart & Power)	\$129		
	Other Packages Available	Call for Details		

**Subtotal**

\*\*\*Total (including 22% service charge & 8.517% tax) is to be completed by Hotel

**Total**

Conference Name: \_\_\_\_\_

Conference

Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Card Type: \_\_\_\_\_

I agree to pay for all charges indicated on form (including the 22% service charge and 8.517% tax to be added)

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Your Fax # here (if you would like a copy of your invoice including total): \_\_\_\_\_

**Return this form to:**

Scott Dixon  
sdixon@swankav.com  
Renaissance Tulsa  
Fax: 918-307-4033  
Office: 918-307-4091