

  
**RENAISSANCE**<sup>®</sup>  
TULSA HOTEL & CONVENTION CENTER

Welcome Vendor,

The Renaissance Tulsa Hotel and Convention Center is honored to host **Oklahoma Bandmasters Association 2020 Annual Convention**. We are looking forward to your arrival and the opportunity for you to experience our hospitality! We are confident that our facilities, amenities and service will exceed your expectations.

This packet includes various information and some forms that will need to be returned by the deadlines designated. Please read each page carefully and indicate your needs on the appropriate forms. We ask, regardless of your needs, that you send the return pages back so that we can accurately prepare for your arrival. The final page will give you instructions on returning the needed forms to the hotel.

**At a Glance Guide**

Conference Name/Tradeshow Name:	Oklahoma Bandmasters Association Annual Convention
Location:	Renaissance Tulsa Hotel & Convention Center
Show Setup Dates and Time:	07/20/2020 @ 7:00 PM – 11:00PM AND 07/21/2020 @ 7:00 AM – 10:00 AM
Teardown Dates and Times:	07/22/2020 @ 12:00PM – 3:00PM
Deadline to Submit Packet:	07/02/2020

**Exhibit Booth Information -**

8'x8' Pipe & Drape Booth  
1 6' Table – Black Drape  
2 Banquet Chairs  
1 Small Wastebasket

*Sincerely,*  
**Tulsa Renaissance**  
**Convention Services Department**  
918-307-4070 office | 918-307-4033 fax

**Renaissance Tulsa Hotel & Convention Center Waiver of  
Liability & Property Information**

- The convention center area is carpeted.
- Outside food and beverage is not allowed in the convention center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel, please contact the Convention Services Manager listed on the first page of this packet.
- The use of electrical pallet jacks or fork-lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these are required for unloading or transporting your materials.
- A lift or ramp is needed on the delivery truck to unload at the convention center dock. The garage door size is 11 x 12 with a slight uphill grade. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials from the truck. The hotel's other receiving dock is located away from the convention center and items will travel down several halls and through several double doors. If your materials need to be delivered to the hotel receiving dock, please ensure that all proper arrangements are made with the hotel.
- Open flame is not allowed in the convention center.
- Smoking is only allowed in the designated area under the gazebo at the hotel's main entrance.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes exit signs, exit doors, and strobes.
- All electrical cords must be secured and are allowed at the discretion of the hotel.
- Please prearrange with the hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The hotel is waived of all liability for use of these items, including those that are borrowed or rented from the hotel.
- Loading in or out is only allowed at the convention center loading dock or the hotel loading dock.
- Using the circle drive fire lane at the main hotel entrance for loading or parking is not allowed.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon, the following requirements must be met in order for the vehicle to enter.
  - The vehicle will be marshaled in by the Engineer on duty.
  - 1/8 of tank of gasoline or less in the vehicle
  - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the hotel's front desk.
  - Once vehicle is in place, battery cables will be disconnected.
  - Plastic is to be placed under the vehicle.
  - Hotel is not responsible for damage to or loss of property inside hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the hotel's carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl, or paint caused by any form of vehicle (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removed from the above hotel property.

**By signing this page, you are agreeing to waive any and all liability of the  
Tulsa Renaissance or its staff. All vendors must have a signed copy of this document on file at the  
Renaissance Tulsa Hotel & Convention Center before the day of setup.**

Signature:

Print Name:

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Oklahoma Bandmasters Association Annual Convention  
Company/Vendor Name and Table #:

**R**

Renaissance Tulsa Hotel & Convention Center  
6808 South 107th East Avenue, Tulsa, OK 74133  
918-307-2600

## Additional Booth Rental Items:

QTY	Item	Price per day	# of Days	Total
	<b>Additional</b>			
	6' Skirted Table	\$50		
	6' Unskirted Table	\$40		
	8' Skirted Table	\$65		
	8' Unskirted Table	\$55		
	6' x 18" Table (Classroom) Skirted	\$40		
	6' x 18" Table (Classroom) Unskirted	\$35		
	4' x 4' Skirted Table	\$32		
	4' x 4' Unskirted Table	\$23		
	Tall 30" Table with Linen	\$25		
	Tall 30" Table without Linen	\$23		
	Short 30" Table with Linen	\$20		
	Short 30" Table with Linen	\$24		
	<b>**Labor</b>			
	Set and Strike Labor	\$75 per hour /per man		
	<b>Accessories</b>			
	Medium Sized Ivy Plant in Burgundy Pot	\$20		
	Mirror and Votives	\$20		
	Extra Banquet Chair	\$10		
	Bar Stool with back (limited amount)	\$30		
	Large Wastebasket	\$15		
	Small Wastebasket (additional)	\$10		
			Subtotal	
			+ 24% Service Charge	
			+ 8.517% Sales Tax	
			Total	

\*\*Labor service: one hour minimum per person. Exact times must be provided and prearranged at least two weeks before need date. Please note: this will be a staff member from the hotel who is trained in the setup of rooms, not a professional show decorator. They will provide assistance with your needs inside the hotel. They are not allowed to leave the property or provide assistance with any needs outside of setup of booth or room, unloading of vehicles, or loading items into vehicles.

Oklahoma Bandmasters Association Annual Convention

Vendor/Company Name & Booth #: \_\_\_\_\_

**R**

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# Shipping & Handling of Exhibit Materials

Advance Receiving Dates for Large Freight Items:	No earlier than Wednesday, 07/15/2020
Direct Shipping to Hotel for Small Items:	No earlier than Friday, 07/10/2020
Deadline to Return Packet:	Thursday, 07/02/2020

## **Inbound Shipping**

- Exhibit materials may be sent directly to the hotel, but not before the direct shipment date listed above.
- All packages must be clearly marked with the conference name and exhibitor's name to insure timely delivery (labels are provided on **Page 6**).
- Advance shipment materials will be assessed a **daily** handling & storage fee (prices are detailed on page 5).

## **Outbound Shipping**

- If you choose to ship out directly from the hotel, it is your responsibility to make arrangements with the carrier for pick up the day of teardown or the following day.
- Hotel will have a banquet representative available during teardown to help coordinate shipping out.

## **Miscellaneous Shipping Information**

- All advance shipments received at the hotel must be sent prepaid; no COD shipments will be accepted.
- No uncrated, loose, blanket-wrapped, or paper-wrapped shipments will be accepted at the hotel.

## **Setup Information**

- All materials will be placed in your exhibit booth prior to your setup time, assuming the proper information is included on the labels.
- Any empty crates, boxes, or pallets can be stored at the hotel. Please use the label on Page 7 for these items. All items left in aisles with-out proper labels will be discarded.

## **Teardown Information**

- All freight must be properly secured, with shipping forms directly attached to all materials.
- Vendors **MUST** coordinate and schedule pickup with their preferred carrier prior to departure
- If any materials are left in the booth without proper shipping instructions they will only be held for 14 days.

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## Large Material & Direct Shipment Pricing

Total Pounds	Material Handling Rates (per 100lbs.) <small>Pounds are rounded to the next 100 (ex: package weighing 144 pounds would be charged for 200 pounds)</small>	Total Due	
	\$50.00 on or before deadline		
	\$60.00 after deadline and during "Last Chance Dates"		

\*\*Material Handling rates are per 100 lbs. - if your shipment is over 100lbs. and under 201lbs., the charge will be the rate multiplied by 2. (Example: for a shipment with a total weight of 128lbs. received before the deadline, the total charge is \$100.00.)

## Single Box or Small Material Direct Shipment Pricing

Any exhibit materials received at the hotel will be assessed a **daily** handling & storage fee as follows.  
Prices are quoted per individual package.

Qty	Qty-Actual For Hotel Use	ITEM	Price per day	Day(s)	Day(s) Actual For Hotel Use	Total
		Incoming Box 0-25 lbs.	\$5.00			
		Incoming Box 25-50 lbs.	\$10.00			
		Incoming Box 50-100lbs.	\$15.00			
		Incoming Box over 100 lbs. (per 100 lbs. up to 1000)	\$20.00			
		Incoming Pallet, Large Crate or over 1000 lbs.	\$50.00			
		Outgoing Box 0-25 lbs.	\$5.00			
		Outgoing Box 25-50 lbs.	\$10.00			
		Outgoing Box 50-100 lbs.	\$15.00			
		Outgoing Box over 100 lbs. (per 100 lbs. up to 1000)	\$20.00			
		Outgoing Pallet, Large Crate or over 1000 lbs.	\$50.00			

*For Hotel Use*

<i>Subtotal</i>		
<i>24 % Service Charge</i>		
<i>Tax 8.517%</i>		
<i>Total</i>		

Vendor/Company Name & Booth #: \_\_\_\_\_  
Oklahoma Bandmasters Association Annual Convention

**R**

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Advance Receiving Shipping Label

Oklahoma Bandmasters Association Annual Convention

Contact Name & Phone #: \_\_\_\_\_

Exhibitor or Booth Name: \_\_\_\_\_

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

SHIP TO:

**Renaissance Tulsa  
Hotel & Convention Center**

EXHIBITOR NAME:

\_\_\_\_\_  
**6808 South 107<sup>th</sup> East Avenue  
Tulsa, OK 74133**

Oklahoma Bandmasters Association Annual Convention

Contact Name & Phone #: \_\_\_\_\_

Exhibitor or Booth Name: \_\_\_\_\_

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

SHIP TO:

**Renaissance Tulsa  
Hotel & Convention Center**

EXHIBITOR NAME:

\_\_\_\_\_  
**6808 South 107<sup>th</sup> East Avenue  
Tulsa, OK 74133**

R

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Empty Crate/Box Label (for storage)

**DO NOT THROW AWAY**

*PLEASE STORE FOR TEARDOWN*

Tradeshow Name: Oklahoma Bandmasters Association  
Annual Convention

Exhibit Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

**DO NOT THROW AWAY**

*PLEASE STORE FOR TEARDOWN*

Tradeshow Name: Oklahoma Bandmasters Association  
Annual Convention

Exhibit Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

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1. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for any delay of exhibit materials due to strikes, lockouts, acts of God, or work stoppages of any kind.
2. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by the Renaissance Tulsa Hotel & Convention Center or its subcontractors.
3. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be liable for loss or damage to exhibit materials at any time once received or while on the property of the Renaissance Tulsa Hotel & Convention Center.
4. The Renaissance Tulsa Hotel & Convention Center and its subcontractors 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 the loss, injury, or damage to the exhibitor's materials, which may make it impossible or impractical to exhibit in the show.
5. The exhibitor must alert the Renaissance Tulsa Hotel & Convention Center of any hired contractors in writing at least 30 days prior to the first day of setup. If you intend to use any outside contractor other than the Renaissance Tulsa Hotel & Convention Center we must receive a copy of a "Certificate of Insurance" showing General Liability Coverage of \$1,000,000,000 per occurrence and Workmen's Compensation valid in the state of Oklahoma. This form must be received by the Renaissance Tulsa Hotel & Convention Center at least 30 days prior to the first setup day. If the hotel is not alerted and/or the Certificate of Insurance is not received, the hotel will not allow contracted services to occur in or outside of the Renaissance Tulsa Hotel & Convention Center.
6. The Renaissance Tulsa Hotel & Convention Center shall not be liable for the loss of, or damage to, products or equipment that might be left in the booth at the conclusion of the show. These items are the responsibility of the exhibitor to secure once the show ends.
7. It is understood that the Renaissance Tulsa Hotel & Convention Center is not an insurer, and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its materials from the time they leave the exhibitor's premises until they are returned after the show. The Renaissance Tulsa Hotel & Convention Center does not provide insurance coverage and its fees do not include an insurance premium.
8. The Renaissance Tulsa Hotel & Convention Center is not responsible for any lost or stolen materials that were left unattended at any time on the Renaissance Tulsa Hotel & Convention Center premises. Security is not provided by the Renaissance Tulsa Hotel & Convention Center. If you should choose to hire security for your unattended booth, please contact the hotel representative to make arrangements. The Renaissance Tulsa Hotel & Convention Center assumes no liability for any unattended items; however, we will work to ensure that all rooms are locked up as soon as possible.



## Billing Information

Conference Name/Tradeshow Name:	Oklahoma Bandmasters Association Annual Convention
Vendor/Company Name:	
Booth Number:	
Address:	
City, State, & Zip:	
Country:	
Telephone:	
Cell Number:	
Fax Number:	
Email Address: (optional)	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> AMEX
Credit Card Number:	
Credit Card Expiration Date:	
Printed Name:	
Signature with Date:	
	By signing, you are agreeing to allow the hotel to charge the card indicated to pay for all items ordered in this packet, as well as items added over the phone or on property.
Billing Name and Address: If these are the same as listed above, you may simply check the box.	
Would you like a copy of the invoice sent to you? Please circle one	Yes                  No
If yes, please indicate fax or email. Please ensure you have provided the information above. Please circle one	Fax                  Email

Total from Additional Items	
Total from Shipping	
Grand Total	
Date and Total Charged For Hotel Use	

**To fully cancel your order with no charges, contact Taylor Karhoff on or before Wednesday, July 15<sup>th</sup>, 2020.**

On Thursday, July 16<sup>th</sup>, 2020, the credit card provided will be charged 100% of the total order amount. On or after this date, only additions, upon availability, can be made to your order. (No refunds for cancellation after this date)

**Please return pages 2, 3, 5 & 10 via fax to 918-307-4033**

**Attn: Event Services Manager**

**R**

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