

# 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 23 & 24, 2019

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, + \$25.00 per contract (additional items may be purchased from the Renaissance Hotel convention services, forms are 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 **each** 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 **each** 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.

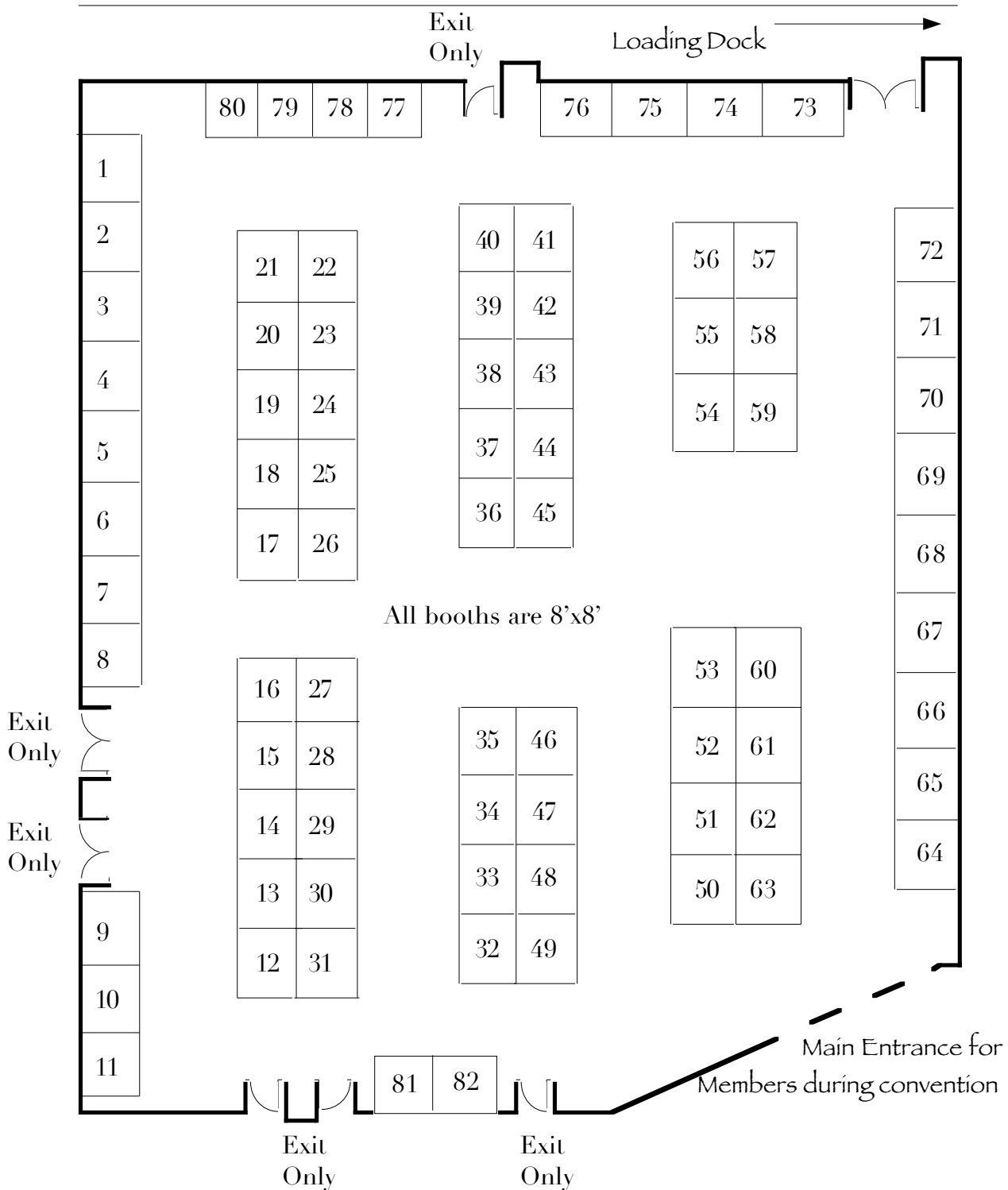
<b>BOOTH RESERVATION</b>	<b>\$150.00 PER BOOTH SPACE</b>	<b>\$</b> _____
<b>EXTRA REPRESENTATIVES</b>	<b>\$15.00 PER EXTRA REPRESENTATIVE OVER THE 2 ALLOWED WITH <u>EACH</u> BOOTH SPACE PURCHASED</b>	<b>\$</b> _____
<b>110 ELECTRICITY (\$10.00)</b>		<b>\$</b> _____
<b>PER CONTRACT ADVERTISING FEE</b>		<b>\$</b> <b>25.00</b>
<b>TOTAL FEES</b>		<b>\$</b> _____
<b>TOTAL ENCLOSED 50% MINIMUM</b>		<b>\$</b> _____

**MAIL TODAY TO:**

**DONNY LONGEST  
EXECUTIVE SECRETARY, O.B.A.  
P.O. BOX 3735  
Shawnee, OK 74802**

**For any additional information:**

**okbandmasters.com      405-919-8129      oklabandman@aol.com**



Oklahoma Bandmaster Association Convention - Exhibit Hall  
 Renaissance Hotel and Convention Center - Tulsa, OK

# REGULATIONS FOR BOOTH RENTAL

## 1. EXHIBIT BOOTHS

Each booth will be 8' 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. There will be a charge of \$10.00 for 110 electricity. If you need other than 110 you will need to let the hotel know. Only two employees per booth space 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.



THIS PAYMENT FORM IS FOR BOOTH RENTAL AND/OR  
ADVERTISEMENT IN CONVENTION PROGRAM ONLY

CREDIT CARD INFORMATION FOR BILLING OF FEES FROM FRONT OF THIS FORM

PLEASE PRINT CLEARLY

First Name on card: \_\_\_\_\_

Last Name on card: \_\_\_\_\_

Card Type:



Card Number: \_\_\_\_\_

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

Card Security Code: \_\_\_\_\_



On the back of your card, locate the final 3 digit number)

Billing Zip Code: \_\_\_\_\_

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