

EXHIBIT SPACE CONTRACT



Oklahoma City Convention Center, Oklahoma City
Tuesday, June 4, 2024
9 am to 3 pm

10 X 10 Booth Cost is \$950 plus Refundable \$100 Dismantling Deposit (5% discount for multiple booths)
Please see the 4th paragraph of the Terms and Conditions for dismantling deposit information.

An additional 5% discount will be applied to all booths reserved with a signed contract and initial down payment of 25% before **February 7, 2024**. The multi-booth and early payment discounts will not be applied to the dismantling deposit.

1st Choice Booth _____ 2nd Choice Booth _____ 3rd Choice Booth _____

1. The following is for Trade Show information mailings and booth setup mailings. Please complete all information.

Company name to appear on sign (please print): _____

Company Contact: _____ Email Address: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Type of Exhibit (please list product or service displaying): _____

We request that our exhibit space not be assigned adjacent to the following particular competitors:

2. The following is for billing purposes only. Please complete if different from above.

Company: _____

Company Contact: _____ Email Address: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

3. Please let us know how you would like to be listed in the Attendee Trade Show directory.

Company: _____

Company Contact: _____ Email Address: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

EXHIBIT SPACE CONTRACT

4. Terms and Conditions

We, the undersigned, agree to abide by the rules and regulations outlined in the exhibitor packet, and the move in and move out schedules.

Liability: Exhibitors indemnify and hold harmless the Oklahoma Grocers Association and the Convenience Distributors of Oklahoma for all liability (damage or accident) which might ensue from any cause resulting from or connected with the transportation, placing, removal or display of exhibitors. Exhibitors are urged to insure themselves against such risk or loss of liability. Although guards will be on duty, the above-mentioned organizations do not guarantee exhibitors against loss by theft or otherwise.

The Oklahoma Food and Beverage Expo Board of Directors reserves the right to decline or prohibit any exhibit which in its opinion is not suitable or not in keeping the character of the exhibition. The deposit is 25% of the total cost of the booth space and is due with the refundable \$100 dismantling deposit and the submission of this contract. It is non-refundable after February 7, 2024. The balance is due on or before **April 15, 2024** and non-refundable after that date. Booths reserved after April 15, 2024 will require payment in full at the time the booth is reserved. Booth assignments are not guaranteed until the balance is received. Multi-booth reservations receive a 5% discount.

Dismantling Deposit: A dismantling deposit of \$100 per company will be required. This deposit will be returned to the contracting company if the booth is not dismantled before the show officially closes on Tuesday, June 4, 2024 at 3:00 pm. Booths may be dismantled from the time the show closes until 10:00 pm. **These times are subject to change. Dismantling of booth before the show officially closes will result in forfeiture of the \$100 dismantling deposit.**

By signing and dating this Exhibit Booth Contract, exhibitor agrees to all terms and conditions as stated herein for participating in the Oklahoma Food and Beverage Expo and including receiving communications by or on behalf of the Oklahoma Food and Beverage Expo and hereby authorizes third party communications via postal mail, fax, email and/or telephone. I acknowledge that I am authorized to supply this content.

Signed by: _____ Date: _____

Print Name: _____ Title: _____

The Oklahoma Food and Beverage Expo Board of Directors agrees to furnish Booth Number(s) _____ at a cost of \$ _____ as per regulations governing exhibits which are made a part of this contract.

Booth Deposit Fee & Dismantling Deposit

Check Enclosed: Please make check payable to Oklahoma Food & Beverage Expo and mail to PO Box 18716, OKC, OK 73154

Oklahoma Food & Beverage Expo Contact Information:

PO Box 18716, OKC, OK 73154 * Phone 405-525-9419 ext. 120 * Email info@okfoodandbevexpo.com

FAX TO 405-525-0962