



OKLAHOMA CONSTRUCTION MARKET

Exhibit Contract

Between Participant & *Oklahoma Construction Market*, produced by Bill Veazey's Tradeshow Services

In accordance with the terms of this Agreement, we the Participant, _____,

agree to participate, in the Event, *OKLAHOMA CONSTRUCTION MARKET*, an exposition planned for DECEMBER 2 & 3, 2009 at the COX PAVILION State Fair Park, Oklahoma City, OK.

We have contracted for _____ booth space, which we understand includes pipe & drape, but is completely unfurnished and uncarpeted. *OKLAHOMA CONSTRUCTION MARKET* will provide us with booth identification so that we may locate our space in the exposition for set up. Furnishings may be obtained through the Decorator or we may bring our own.

COST & PAYMENT TERMS

Cost for our booth space, event promotion and exhibit fees will be _____, payable to *OKLAHOMA CONSTRUCTION MARKET*. Payment may be by check, cash, money order or credit card. Credit cards accepted are MasterCard, Visa, and Discover. We understand that a 50% Non Refundable Deposit of _____ will confirm our space and that the Balance will be Due no less than 14 Days prior to the Event.

All booth space, promotion charges and exhibit fees are non-refundable; however, we understand that in the circumstance of our unexpected cancellation, *OKLAHOMA CONSTRUCTION MARKET* will try to forward our payment into a future edition of the exposition, if possible.

Utilities, including Electrical, Internet, Water, and Telephone Service will be separate charges, determined by *Name of Event* and included on our invoice for booth space. Decorating & Furnishing rental equipment will be billed separately.

CANCELLATION / POSTPONEMENT POLICY

Should the Event be postponed or cancelled through no fault of the participating exhibitors, because of War, Terrorism, Extreme Weather or other circumstance deemed serious by *Name of Event* management or by the venue management, our payments may be forfeited or forwarded by Credit Memo into a rescheduled edition of this show. We understand the necessity for this policy and agree to its terms.

PROMOTION:

Name of the Event will be advertised as a for-the-trade event within the Construction Industry. Name of the Event management will use every possible media to promote the event through multiple sources, including direct mail, direct -by-phone, newspaper advertising, press releases, Internet advertising, broadcast media and professional organizations.

Admission to the event will be complimentary by invitation. Each exhibitor will also receive a supply of invitations to extend to prospects and existing clients. We, the Participant, agree to use our customer base to distribute complimentary invitations to attend. It is **not** necessary that our customer list be shared with event management or any other participants or sponsors.

BOOTH REQUIREMENTS

Our representative will attend our booth during show hours; and we agree that we will not tear down our display until close of the event early Thursday afternoon, December 3, 2009.

Our display must fit within the confines of our assigned space, but height of our display will **not** be limited to 8' tall. Consideration for neighboring displays suggests that if possible, the height of our display on either side will not extend more than 5' in the front portion of our booth. More than 4' back into our booth, our display height may be 8' tall or higher. No part of our display will extend into the show aisles.

OKLAHOMA CONSTRUCTION MARKET management reserves the right to assign booth spaces or to make changes to assignments, should they be necessary. In the case of changes, every effort will be made to ensure the integrity and intent of the original booth assignment.

We agree to abide by all rules and regulations of the Oklahoma City Fire Marshall regarding displays, including but not limited to, regulations regarding display of vehicles. A complete copy of the Fire Marshall's rules and regulations will be available to us on request.

We agree to abide by all rules and regulations of State Fair Park regarding displays, including but not limited to, regulations regarding food and catering, electrical equipment, Internet use, telephone service or other factors. A complete copy of the Park's rules will be available to us on request.

OKLAHOMA CONSTRUCTION MARKET management reserves the right to censor display material. No pornographic materials may be used in the event, either for public or private display.

MOVE-IN / MOVE-OUT / SHOW HOURS

Move-in hours will be Tuesday, December 1, 2009 from 8:00AM to Noon for drive-in service, Noon to 5:00 PM for carry-in service, with set up hours until 8:00PM. Additional move-in hours will be Wednesday, December 2, from 8:00 AM to 12:00 PM with set up completed by 1:00 PM. No drive-in privilege will be allowed on Wednesday.

Show hours will be Wednesday, December 2, from 2:00 PM to 8:00 PM, with special hospitality Wednesday evening from 6:00 PM to 8:00 PM and **Thursday, December 3 from 8:00 AM to 2:00 PM.**



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DECORATING

We understand that *Bill Veazey's Party Store* will be the Official & Exclusive Event Decorator and that rental equipment needed for our booth will be ordered only through the Event Decorator. We further understand that *Bill Veazey's Party Store* will allow us to carry in and use our own furnishings in our booth, should we so desire.

Equipment rented through Bill Veazey's Party Store will be subject to their regular rental agreement, which states:

DECORATING: RENTAL AGREEMENT

**Agreement Between OKLAHOMA CONSTRUCTION MARKET Participant and Bill Veazey's Party Store
Excluding Tent Rentals • Tent Rental Under Special Agreement**

DECORATING: PAYMENTS

Payment is due in advance. The Reservation Fee is 50% of the rental, which is due to reserve the order. The Balance must be paid one (1) week prior to the delivery date. If a credit card is on file for payment, the total balance will automatically be run on the delivery date.

DECORATING: CANCELLATIONS

If cancellation is made two weeks or more in advance of the delivery date, the Reservation Fee will be refunded, less a restocking fee of 10% or \$25.00, whichever is greater. No refund of the Reservation Fee is made on cancellations submitted less than 14 days prior to the delivery date.

DECORATING: CHANGES

Reservations are finalized two weeks prior to the delivery date and reductions to the order are no longer allowed at that time. Additions and changes to the reservation will be accepted up to 48 hours prior to delivery. The customer may pick up last minute additions at our warehouse. Our Hotshot Delivery fee for on-site additions is \$50.00 per occurrence.

DECORATING: SHORTAGES

Charges for damaged or missing equipment may be assessed when your rental is returned to our warehouse. A *Damage Waiver* is offered for a small fee, 10% of the rental equipment cost. Like an insurance policy, this waiver protects against replacement cost for equipment damaged by the normal wear and tear of rental use. The *Waiver* does not cover damages to equipment caused by recklessness or neglect and it does not cover lost or missing equipment. The *Damage Waiver* is an optional purchase; but if declined, a credit card must be on file to cover post-event charges should they be necessary. **THE DAMAGE WAIVER DOES NOT COVER CANDLE WAX DAMAGE. USE PROTECTIVE SAUCERS OR CANDLE HOLDERS WHEN SETTING CANDLES ON TABLECLOTHS. TABLE LINENS DAMAGED BY CANDLE WAX ARE BILLED TO THE CUSTOMER AT FULL REPLACEMENT COST.**

DECORATING: EQUIPMENT RESPONSIBILITY

The responsibility of the equipment remains with the customer from the time of delivery or pick up at our office warehouse, to the time the equipment is returned. Please ensure equipment is secure and protected when not in use, especially if used outdoors.

DECORATING: CARE OF EQUIPMENT

All table top items – glassware, flatware, china, serving pieces, and centerpieces – will be rinsed and food-free, preferably washed. If not, a cleaning charge will apply. All items must be returned in the original containers. Linen must be shaken out and air-dried for return. The bag used for return should be clearly marked and vented. Tables and chairs must be folded and stacked as they were originally provided at our dock or on delivery.

DECORATING: LABOR

Standard Hours are 8:00 a.m. to 5:00 p.m., Monday through Saturday, and Labor Rate is \$40.00 per hour per man, and After-Hours labor rate of \$60.00 per hour will be assessed on hours prior to or after Standard Hours. From Midnight to 5:00 a.m., Premium Labor Rate is \$80.00 per man per hour. From 5:00 AM to 8:00 AM, after-hours labor rates apply. All rates are per man per hour.

PLEASE, CONSIDER YOUR DECORATING ORDER CAREFULLY. Refunds are not given for equipment returned unused.

We agree to abide by all terms as outlined in this Exhibit Contract & Decorating Rental Agreement

Signed by _____ Date _____

Please Print Name _____

Company: _____

OKLAHOMA CONSTRUCTION MARKET

Bill Veazey's Party Store • Tradeshow Services
1640 West Main Street, Oklahoma City, OK 73106
Phone 405-623-8183 • Fax 405-236-0942