

EXHIBITOR KIT

OKLAHOMA  
GOLF  
EXPO

2019



**JANUARY 25 - JANUARY 26, 2018**

TULSA MARRIOTT SOUTHERN HILLS • TULSA, OKLA

# TULSA MARRIOTT SOUTHERN HILLS



## January 25 - January 26, 2019 Tulsa Marriott Southern Hills • Council Ballroom

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The Tulsa Marriott Southern Hills is the new venue for the Oklahoma Golf Expo. Featuring a state-of-the-art ballroom with full wireless access and easy load-in and load-out access, it is a beautiful location in the heart of south Tulsa with easy access via I-44, Highway 75 and all major Tulsa arterials.

For our vendors, the Tulsa Marriott Southern Hills will be offering a discount on its spacious and comfortable rooms

with 37-inch high definition televisions, luxurious bedding and down comforters, work areas with internet and wireless access and in-room coffee and tea service.

The hotel features an indoor pool and spa and fitness center. Restaurants include Phil's Smokehouse & Grill and Remington's Sports Bar.

The Tulsa Marriott is convenient to many excellent restaurants and is 20 minutes from Tulsa International Airport.



## 2019 OKLAHOMA GOLF EXPO FACTS AND FIGURES

**Dates:** Jan. 25 - 26, 2019

**Hours:** Friday Jan. 25, 11 a.m. to 6 p.m., Saturday Jan. 26, 9 a.m. to 6 p.m.

**Move In:** Thursday Jan. 24, 5 p.m. to 11 p.m. Friday Jan. 25, 8 a.m. to 10:30 a.m.

**Move out:** Saturday Jan. 26, Cargo doors will open after 6 p.m.

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### LOCATION

#### **Tulsa Marriott Southern Hills**

1902 E. 71st Street  
Tulsa, OK 74136

### HOTEL RESERVATIONS:

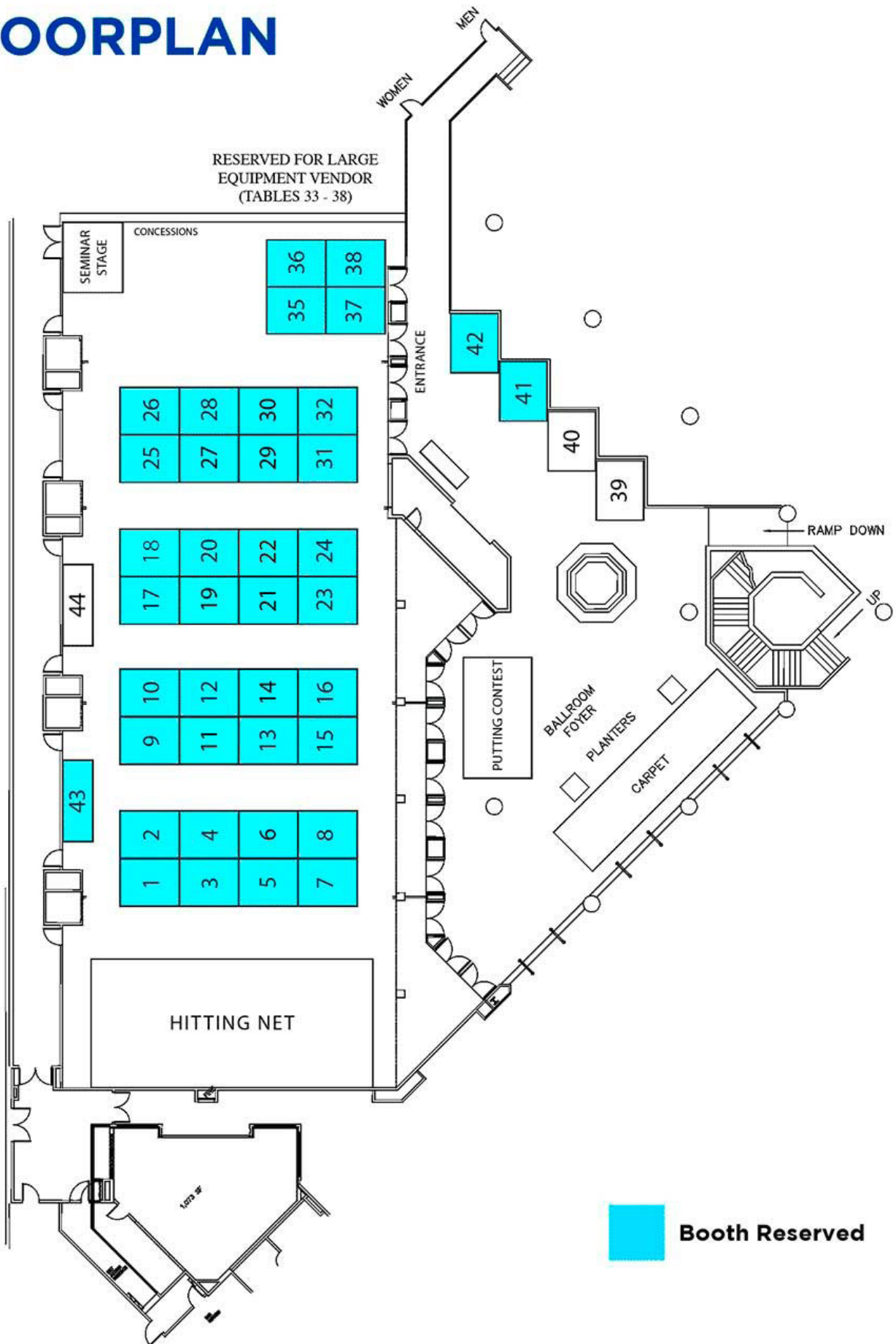
918-493-7000

ask for Golf Expo rate  
or click here.

### OKLAHOMA GOLF EXPO OFFICE

6218 S. Lewis Ave., Suite 200  
Tulsa, OK 74136  
918-280-0787

# FLOORPLAN



# REGISTRATION FORM

Exhibitor (as you want it to appear on booth sign)

Business/Organization Name

Administrative Contact

Billing Contact

Address

City

State

Zip

Phone

Fax

Email

Website

## Product/Service to be Displayed

All Oklahoma Golf Expo Documents are available as Adobe Acrobat PDF files. Adobe Acrobat Reader is available free from [www.adobe.com](http://www.adobe.com).

Your preferred primary method of correspondence:  E-mail  Fax  U.S. Mail

2019 Oklahoma Golf Expo		
Booth Size	Regular	Early Bird
8'x10'	\$950	\$850
10'x20'	\$1,675	\$1,575
Corner Premium	+\$100	+\$100
Front Hallway	TBD	TBD

Each booth includes: 8' Backdrop, 3' side skirting, one 8' skirted table, two chairs, wastebasket, 7"x40" ID sign, exhibitor badges and program listing (info to be provided by exhibitor).

Other Services: Electrical, phone, data lines, and other furnishings at additional cost. For additional services contact the Oklahoma Golf Expo at 918-280-0787.

**For sponsorship information call Ken MacLeod at 918-280-0787**

Each booth will be listed in our expo program with a brief description. Please describe your booth or business below:

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**MAIL ALL COMPLETED CONTRACTS TO:  
GOLF OKLAHOMA MAGAZINE  
6218 S. LEWIS AVE., SUITE 200  
TULSA, OK 74136**

**OR SEND BY EMAIL TO:  
EXPO@GOLFOKLAHOMA.ORG**

# REGISTRATION FORM

All personnel working your booth must have a name badge. Exhibitors are allowed up to five name badges per 8' x 10' booth purchased. If you have need of additional name badges, please contact us directly. Please list the names of your personnel below:

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Electricity for both days of the expo is \$50 if ordered and paid for before the expo. It will be \$60 on move in day. Wireless internet is provided by the Tulsa Marriott Southern Hills.

Do you require electricity (\$50)?  Yes  No Will you be selling anything at the show?  Yes  No

Booth Preference: Indicate choice(s) from floor plans (check website for most up-to-date booth availability)

Oklahoma Golf Expo 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ Booth: \$ \_\_\_\_\_

Payment Method:  Credit Card  Check\*  
Type of Card:  Visa  MasterCard  AmEx  Discover

Corner Premium: \$ \_\_\_\_\_

Utility Charges: \$ \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Card Billing Zip Code \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Total: \$ \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ Verification Code\*\* \_\_\_\_\_

Grand Total for Booth Rental: \$ \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

Deposit (50% due with contract) \$ \_\_\_\_\_

Cell phone \_\_\_\_\_

If paying by credit card you may choose to pay either the full amount or 50% deposit with contract. Please specify. If you choose to pay deposit only, your card will be billed for the remaining amount after Dec. 31, 2018. Contracts issued after Dec. 31, 2018 will be billed the full amount. Be sure to fill out all credit card information to ensure accurate processing.

\*\*Verification code is the three or four digit code on the back of the credit card on the far right side of the signature block

# SPONSORSHIP OPPORTUNITIES



## TITLE SPONSORSHIP

*Title sponsor's name will become part of the show name and be used in all refer-ences, including paid and free media, signage, tickets, official web site and email blasts.*

## TITLE SPONSOR BENEFITS

- *Free exhibition space (negotiable depending on product).*
- *Up to 50 tickets to the event (\$400).*
- *Complimentary database of all attendees.*
- *Inclusion in all media and promotions, including print, digital, radio, television, social media, signage and other.*

## SPONSORSHIP LEVELS

**Title Sponsorship**  
\$6,000

**Presenting Sponsorship**  
\$5,000

**Area Sponsorships**  
\$1,500

*Area sponsors include Registration, Putting Contest, Long Drive Contest and Hitting Net*

## CUSTOM SPONSORSHIP

If you have a sponsorship idea and would like to contribute to the Oklahoma Golf Expo, contact us at (918) 280-0787. We are happy to work with sponsors and create a sponsorship catered to your desire.

# TERMS & CONDITIONS

To guarantee your booth selection, a signed contract and 50% deposit must be returned immediately. The balance is due by Dec. 31, 2018. Contracts issued after Dec. 1, 2018, will automatically be billed for the full amount. To qualify for early bird discounts, deposit must be received by Nov. 1, 2018.

## EXHIBIT SPACE SPECIFICATIONS

Each exhibit space is 8' x 10'. Standard and corner booths spaces (as indicated on the Expo floor map) include an eight-foot back wall curtain as well as three-foot side wall curtains on each side. Exhibitor displays will not extend beyond area of booth contracted.

## PERTINENCE TO EXPO PURPOSE

The show office will review and approve all contracts. The products or services to be exhibited must be pertinent to the scope and purpose of the Expo. Changes in the products to be displayed as described on the application form are to be forwarded to the Oklahoma Golf Expo in writing thirty (30) days prior to the show, for inclusion in the final program. No changes will be accepted after that date. The Oklahoma Golf Expo reserves the right to refuse any applicant for any reason.

## ASSIGNMENT OF EXHIBIT SPACE

Space will be assigned on a first-come-first-served basis. Every effort will be made to assign exhibit space according to each Exhibitor's stated preferences, subject to availability. Booth space may not be reassigned or sublet by the exhibitor listed on the contract to other entities or individuals. The Oklahoma Golf Expo reserves the right to rearrange the floor plan and/or to relocate any exhibit to further the best interests of the entire show. Notification confirming receipt of application, along with booth assignment, will be sent promptly. Exhibitor Service Kit will be provided by contractor by Dec. 1, 2013. Hitting nets only allowed in specially designated safety areas provided by the Oklahoma Golf Expo.

## USE OF EXHIBIT SPACE

No exhibitor will be permitted to display, market, sell, or promote outside of the assigned space in the Exhibition Hall. No back wall may be higher than eight feet; side walls must terminate three feet from the back wall. A clear view of the neighboring exhibits must be provided. End wing panels must be covered if visible. Common areas (e.g. aisles, lobby) may not be used for promotional purposes.

## STANDARD EQUIPMENT

Standard equipment for each 8' x 10' booth will consist of an 8-foot backdrop and two 3-foot side rails, one booth identification sign, an eight-foot skirted table, two chairs and waste basket. Electrical service and telephone/data lines are available for an additional charge through the services contractor. We will provide information for ordering carpet, additional furnishings and services in the Exhibitor Service Kit.

## SET-UP AND TEAR-DOWN TIMES

Set-up hours are Thursday, Jan. 24 from 5 p.m. - 11 p.m., and Friday, 7 -10:30 a.m.; Note that exhibit set-up must be completed and all packing material removed no later than 11 a.m. on Friday to prepare for the opening of the show. No containers or boxes are permitted to be stored in booth areas during the show. Tear-down hours are Saturday after the expo, 6 p.m. - 10 p.m. Booths must remain intact and open during the posted hours of the expo. No tear-down will be allowed until after the expo closes at 6 p.m. Saturday. The Oklahoma Golf Expo will take immediate possession of exhibitor materials not removed by Saturday at midnight, and exhibitor will be responsible for any costs incurred in storage or disposal of said items.

## SECURITY

The Exhibit Hall will be securely locked to protect against loss during the hours when the expo is closed. The Oklahoma Golf Expo will provide security personnel during all hours of the expo from set-up to teardown, including non-show hours. However, neither the Oklahoma Golf Expo nor Host facility will be responsible for the safety of exhibits against theft or loss.

## INSURANCE

Exhibitors shall insure their exhibits and any display materials and carry proper public liability and property damage insurance during all times that such exhibits and display materials are on site at the Golf Expo. Exhibitors hereby expressly waive and release any claims or cause of action against the Oklahoma Golf Expo that may arise out of loss or damage to any of their property or the property of their employees, agents, guests and the general public. Any exhibitor who shall



# TERMS & CONDITIONS

swing a golf club, bat, or similar object, or will permit a customer to do so, MUST have a certificate of insurance on file with the Oklahoma Golf Expo listing the Oklahoma Golf Expo as co-insured. Failure to have an insurance certificate on file shall be grounds for management to deny potentially hazardous activities. See Assignment of Exhibit Space above.

## **COPYRIGHTED MATERIAL**

It is the responsibility of the Exhibitor to obtain appropriate copyright releases for use of any type of copyrighted materials (e.g., publications, graphics) during the Expo.

## **SALES**

Exhibitors will be responsible for collection of all funds for items sold during the expo and for collection and payment of sales taxes according to applicable state law. The Oklahoma Golf Expo will make information concerning those requirements available prior to the show. Exhibitors are responsible for processing credit card purchases, checks, returned items and guarantees. All exhibitors agree to abide by MAP or other pricing guidelines and policies put forth by equipment manufacturers. The Oklahoma Golf Expo reserves the right to remove exhibitors violating manufacturers pricing policy.

## **GENERAL PROVISIONS**

The license granted by this contract is nontransferable without the prior written consent of the Oklahoma Golf Expo. The exhibit space and associated facilities licensed hereunder are provided on an "as-is" basis. The Oklahoma Golf Expo does not make any express or implied warranty or guaranty of any type or nature, including fitness for a particular purpose, with regard to the subject exhibit Space and associated facilities. Further, the Oklahoma Golf Expo shall not be responsible for any damage or loss to Exhibitor's property while in transit or on display or in storage at the exposition site. The Exhibitor shall be responsible for returning the Exhibit Space and associated facilities in as good condition as they were received, reasonable and normal wear and tear expected. Exhibitor shall ensure that it and any individuals and/or entities for which it may be responsible comply with all rules and policies of the Exhibition Site, as well as applicable federal, state and local laws, ordinances and regulations. Exhibitor will indemnify and hold harmless the Oklahoma Golf Expo, and its respective trustees, officers and employees against claims, suits, damages, liabilities and expenses (including attorney fees) arising out of property damage or personal injury to third parties caused by negligence or willful misconduct of Exhibitor or any individual or entity for which Exhibitor may be responsible. Anyone visiting, viewing or otherwise participating in Exhibitor's display shall be deemed an invitee or licensee of Exhibitor.

## **SERVICE NOT PROVIDED**

The Oklahoma Golf Expo does not provide equipment, decoration, labor carpenters, storage for exhibit materials, special lighting, gas, water supply or other related service. All arrangements for these items must be made by exhibitor, and exhibitor shall defend, indemnify and hold harmless The Oklahoma Golf Expo for any and all claims, losses, damages, injuries or other charges which may occur from such arrangements made by exhibitor.

## **IMPOSSIBILITY OF PERFORMANCE**

The Oklahoma Golf Expo will not be liable for the fulfillment of this agreement as to the delivery of space if non-delivery is due to any of the following: by reason of the building being damaged or destroyed by fire, act of God, public enemy, war or insurrection, authority of law or for any cause beyond its control. It will, however, in the event of its not being able to hold an exhibit for any of the above named reason, reimburse space renters, prorated on any amount paid in, less any and all legitimate expenses.

## **CONTRACT REQUIRED**

All exhibitors are required to have a signed contract on file with the Oklahoma Golf Expo prior to set-up. Failure to have a contract on file shall be grounds for management to deny admission to the expo to said exhibitor.

## **CANCELLATIONS/REFUNDS**

Deposits are fully refundable up to Nov. 31, 2018, based on proper notification. Beginning Dec. 1, 2018, refund of deposits will be made upon resale of booth(s), less an \$80 administrative fee. For cancellations beginning Dec. 1, 2018, The Oklahoma Golf Expo cannot refund deposits on booth space that is not resold.

Signed \_\_\_\_\_ Date \_\_\_\_\_