



Exhibitor Application/Contract

March 25th-26th, 2022

Presented by Rogers County Builders Association, Inc., HBA of Tulsa,
& Visit Claremore

www.ClaremoreHomeandGardenShow.com

Company Name: _____ Contact: _____

Exhibit Space Name (as it should appear on booth sign): _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email _____

(Email is the primary way we will communicate with you)

Website: www: _____

Order Form

Please let us know if you will need electric as there is now a \$10 charge. You must supply your own extension cords!

Products to be displayed (please be specific) _____

Will you be selling products from your booth: No? Yes? If yes, please attach a copy of your OTC sales tax permit

EXPO HALL	Outdoor Vendor Spaces																										
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">5x10</td><td style="text-align: right;">\$150.00</td></tr> <tr><td>10x10</td><td style="text-align: right;">\$300.00</td></tr> <tr><td>10x20 -</td><td style="text-align: right;">\$525.00</td></tr> <tr><td>10 X 20 ENDCAP</td><td style="text-align: right;">\$825.00</td></tr> <tr><td>20 X 30</td><td style="text-align: right;">\$1025.00</td></tr> <tr><td><u>110v electric hook up</u></td><td style="text-align: right;"><u>\$10.00</u></td></tr> </table> <p style="text-align: center;">Booths will include: One 8' table (plain-no table coverings) with 2 chairs 8' back drape & 3' side drapes Exhibitor badges <u>Booth space in the Expo Hall is first come, first serve</u></p>	5x10	\$150.00	10x10	\$300.00	10x20 -	\$525.00	10 X 20 ENDCAP	\$825.00	20 X 30	\$1025.00	<u>110v electric hook up</u>	<u>\$10.00</u>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">____ 10X10</td><td style="text-align: right;">\$150.00</td></tr> <tr><td>____ 10X20</td><td style="text-align: right;">\$275.00</td></tr> <tr><td>____ Food Trucks</td><td style="text-align: right;">\$300.00</td></tr> </table> <p>*Oversize areas available and are \$2.00 per sq. foot</p> <p style="text-align: center;"><i>Sponsorships Available</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">____ Major</td><td style="text-align: right;">\$3500.00</td></tr> <tr><td>____ DIY</td><td style="text-align: right;">\$2500.00</td></tr> <tr><td>____ Promotional</td><td style="text-align: right;">\$1500.00</td></tr> <tr><td>____ Vendor Hospitality</td><td style="text-align: right;">\$500.00</td></tr> </table> <p style="text-align: center;">(All sponsorships come with a 10X10 booth and include electric)</p>	____ 10X10	\$150.00	____ 10X20	\$275.00	____ Food Trucks	\$300.00	____ Major	\$3500.00	____ DIY	\$2500.00	____ Promotional	\$1500.00	____ Vendor Hospitality	\$500.00
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NOTICE

A completed application includes payment in full and signed waiver of liability. Wi-Fi is available through Claremore Expo Center free of charge.

Accepted by Exhibitor

Accepted by Claremore Home & Garden Show

I have read and accept the terms and conditions of the exhibitor's application and agree to be bound thereby

2022 Claremore Home & Garden Show Exhibitor's Application consists of cover sheet, payment information sheet, waiver of liability, and show guidelines.



Return completed application including payment and waiver of liability to:

HBA of Tulsa
11545 E. 43rd Street
Tulsa, OK 74146

Or email to SGentry@tulsahba.com

You should receive email confirmation within 5 business days of receipt of your application.
Contact Sarah Gentry if you have **not** received your confirmation.

Payment must be made in full by March 1st, 2021.

Method of Payment:

_____ Check enclosed (**payable to Tulsa Home Builders Association**)

_____ Charge to credit-card (American Express not accepted)

Total amount due: \$ _____

Credit Card # _____ Expiration date: _____

Name on Card: _____

Billing Address for card: _____

City, State, Zip: _____

Phone Number: _____ 3 digit CRV Code: _____

I authorize The Claremore Home & Garden Show to process the amount stated on this application on the date received unless other arrangements have been made.

Event Location:

Claremore Expo
400 Veteran’s Parkway, Claremore, OK 74017

Exhibitor Move-In Hours:

Bulk move in only-Wednesday, March 23rd, Evening Hours Only. Please call Tanya Andrews
Or Wendy Woody, 918-342-5357, to schedule.
Thursday, March 24th from 9:00 a.m. to 8:00 p.m.
Friday, March 25th from 8:00 a.m. to 10:00 a.m.

Move Out: Sunday at 5 pm-no early breakdown or dismantling of exhibit. Early breakdown/dismantling of exhibit will jeopardize exhibitor’s participation in future Claremore Home & Garden Shows. Inside exhibitor move out must be complete Sunday evening. Bulk move out must be complete by Monday at NOON – NO Exceptions.

Show Hours: Friday, March 25th from 10:00 p.m. to 7:00 p.m.
Saturday, March 26th from 9:00 a.m. to 6:00 p.m.

.....Contact for further information.....

Tanya Andrews, Claremore Expo & Tourism
tandrews@claremorecity.com
918-342-5357

Rogers County Builders Association/HBA of Tulsa
SGentry@tulsahba.com
918-663-5820

**Show Guidelines of the
2022 The Claremore Home & Garden Show
March 25th-26th, 2022**

The show committee reserves the right to make final decisions as to whom and what products may be exhibited at the show. Committee also reserves the right to assign all exhibitors location (but committee will try to accommodate exhibitor's request). Exhibitor may only conduct business and distribute printed advertising/literature from within its assigned exhibit space. Any advertising/literature that is of an objectionable or undignified character will not be permitted.

1. **Exhibitor's booth must be manned at all times (unless prior arrangements have been made with Show Committee). No sharing of booth space will be permitted (without express prior approval of show committee).**
2. **Signage for exhibitor's booth will be allowed to face the aisle on the front side of exhibitor's booth only.** Exhibitor is prohibited from displaying products/services and/or other advertising material in areas outside of its booth space such as, but not limited to, parking lots, corridors, lounges, rest rooms, etc.
3. **Giveaways:** If exhibitor is doing a giveaway drawing, exhibitor agrees **not** to sell any information collected from the public and, agrees to hold the Claremore Home & Garden Show **harmless from any liability.**
4. **Refunds:** Should the City of Claremore and/or the Claremore Home & Garden Show Committee cancel the show due to COVID-19, refunds for full payment will be issued as soon as possible. Requests for refunds will be considered by committee. No refund requests after March 1st. Any refunds will be given by check within 30-60 days of request.
5. **Electricity:** Must be requested and paid for in advance on the vendor registration. **NO EXCEPTIONS**
6. It is agreed that the exhibitor shall make no claim(s) of any kind against The Claremore Home & Garden Show and shall indemnify and hold harmless the Claremore Home & Garden Show, Sponsors, Sponsoring organizations, Board members, officers, employees, Committee members of any such organization, consultants, promoters, authorized subsidiaries, or authorized sub-contractors. Under no circumstances will these organizations be responsible for loss, damage, destruction, theft of any merchandise, displays or goods of the exhibitors or any injury to exhibitor or employee while attending the show. Also, it is expressly understood there can be no claim for damage of any kind to the exhibitor's business due to any circumstance that developed from the show.
7. All property of the exhibitor remains under the custody and control of the exhibitor, subject to the rules and regulations of the show. Exhibitors should not leave merchandise unattended during show hours and especially during move-in and move-out times. It is suggested you contact your insurance agent regarding your coverage. Management is not responsible for loss. Building will generally be locked and secure until one hour before the show opens and ½ hour after show closing.
8. Each exhibitor must know and comply with all laws, ordinances and regulations to health, fire and public safety while participating in the show. Any food sampling must be approved by the Rogers County Health Department. All aisles and designated emergency exits must be kept clear at all times. Please keep your area neat and clean during the show. Expo cleaning personnel are not allowed to enter your booth, so please place your trash in the proper receptacle.
9. Oklahoma Sales Tax Report information will be given at the time of show and will be completed online as soon as possible. The Exhibitor is liable and responsible for all necessary permits, license, and taxes necessary to participate in the show.
10. Music copyrighted and subject to license by ASCAP, BMI, and SESAC. Exhibitor is responsible for any fees applicable. The use of projectors or DVD players is allowed as long as the volume is controlled. Use of microphones or amplification is not allowed without prior permission from Show Committee.

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Waiver of Liability:

Neither the Rogers County Builders Association; HBA of Tulsa; Claremore Cultural Development Authority, City of Claremore, Visit Claremore or any other sponsors assume any responsibility for destruction, damage or loss of the exhibitor's property for any cause. The exhibitors agree to indemnify and hold harmless said associations, sponsors, businesses and promoters or any others associated with the show from any liability and expense for any injury, property damage or other loss arising out of the use by the exhibitors of its exhibit space or activity in connection therewith. By my/our signature(s), I/we agree to this Waiver of Liability.

Date

Date

Signed waiver must be returned with exhibitor's application for application to be accepted.