



Exhibitor Application/Contract

April 5-7, 2019

Presented by Rogers County Builders Association, Inc
& 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

Exhibit Space Selections 1st Choice _____ 2nd Choice _____ **(subject to approval by Show Committee*)**

**Please note that all efforts will be made to fill your choice but The Claremore Home & Garden Show committee reserves the right to make booth adjustments as necessary. See website for exhibit space layout*

Products to be displayed (please be specific) _____

Will you be selling products from your booth: Yes? _____ No? _____

If yes, please attach a copy of your OTC sales tax permit

EXPO HALL		INDOOR ARENA	
10x10	\$275.00	20x30	\$500.00
10x20 -	\$500.00	30x30	\$625.00
10 X 20 ENDCAP	\$800.00	Oversized	\$1000.00**
20 X 30	\$1000.00		
Booths will include: One 8' table (plain-no table coverings) 2 chairs 8' back drape 3' side drapes Exhibitor badges 110v electric hook up (bring your own extension cord) *Booth space in the Expo Hall is first come, first serve		**These spaces will be for portable buildings and other extra-large items. Space includes exhibitor badges, one table and 2 chairs will be included upon request.	

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

2019 Claremore Home & Garden Show Exhibitor's Application consists of cover sheet, payment information sheet, waiver of liability, show guidelines, and Affidavit.

Return completed application including payment and waiver of liability to:

**The Claremore Expo
Attn: Allison Burkhead
400 Veterans Parkway
Claremore, OK 74017**

Or email to aburkhead@claremorecity.com

You should receive email confirmation within 3 business days of receipt of your application.
Contact Allison if you have **not** received your confirmation.

Payment must be made in full by March 22, 2019.

Method of Payment:

_____ Check enclosed (**payable to Rogers County Builders Associations, Inc.**)

_____ 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 - TBD
Thursday, April 4 from 12:00 p.m. to 8:00 p.m.
Friday, April 6 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, April 5 from 12:00 p.m. to 6:00 p.m.
Saturday, April 6 from 9:00 a.m. to 7:00 p.m.
Sunday, April 7 from 11:00 a.m. to 5:00 p.m.

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

Allison Burkhead, Claremore Expo
aburkhead@claremorecity.com
918-341-8688

Laurel DeLammermore, Rogers County Builders Association
rcba@rcbaclaremore.com
918-343-1911

**Show Guidelines of the
2018 The Claremore Home & Garden Show
April 5-7, 2019**

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:** No refunds for booth space will be issued for any reason - including but not limited to inclement weather, acts of God or war, etc.
5. 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.
6. 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.
7. 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.
8. Oklahoma Sales Tax Report forms will be available in the show office. **Everyone must fill out the report and return it and the tax collected to the show office unless you have provided a copy of your tax permit to the show committee.**
9. 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.
10. Vendor shall execute the attached Affidavit and return to Expo with this signed contract. Vendor shall not allow any individual, whether employee or another person performing any work for Vendor, to be on Expo property if that individual is currently registered or required to register under the Oklahoma Sex Offenders Registration Act OR the Mary Rippy Violent Offenders Registration Act OR any similar Acts of another state.

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Waiver of Liability:

Neither the Rogers County Builders Association; 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 exhibitor's 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.