

Exhibitor PACKET



OKLAHOMA
FOOD AND
BEVERAGE
EXPO!

okfoodandbevexpo.com

PRESENTED BY:



OKLAHOMA
GROCERS
ASSOCIATION

Convenience Distributors of
Oklahoma



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General Information

June 4, 2024
9:00 AM - 3:00 PM

Oklahoma City Convention Center

100 Mick Cornett Dr Oklahoma
City, OK 73109

Trade Show Decorator

Event 1 Productions, Inc.
1601 S. 129th West Ave
Sand Springs, OK 74063
Phone: 918/245-8006 Fax:
918/245-8007
www.event1inc.net

Trade Show Registration Desk Hours

Sunday, June 2, 12:00 P.M. - 5:00 P.M.
Monday, June 3, 8:00 A.M. – 5:00 P.M.
Tuesday, June 4, 9:00 A.M. – 2:00 P.M.
Oklahoma City Convention Center – Trade Show Entrance

Hotel Room Block

Online Reservation Info: Link available at www.okfoodandbevexpo.com



General Information

(Continued)

The following information is provided to assist you with exhibiting in Oklahoma Food and Beverage Expo at the **Oklahoma City Convention Center**, June 4, 2024.

Dress is business casual.

EXHIBITOR SET-UP HOURS:

Sunday, June 2 – 12:00 Noon – 5:00 PM

Monday, June 3 – 8:00 AM – 5:00 PM

Loading Docks are located on the east side of the Convention Center.

Booths must be set-up and ready by 5 PM on Monday, June 3.

EXHIBITOR TAKE-DOWN:

Tuesday, June 4 – 3:00 PM

All Exhibitors must be out by Tuesday, June 4 at 8:00 PM

SECURITY:

Security protection will be maintained on a 24-hour schedule to avoid pilferage starting on Sunday, June 2 at noon until 8 PM Tuesday, June 4. The police officer is instructed to let no one leave the Exhibit Hall area after closing hours with merchandise in their possession unless they sign for the items being removed. We require that you have personnel in your booth at all times during exhibit hours. We will do everything in our power to avoid pilferage, and with your cooperation we should be able to cut losses to a minimum.

LIABILITY:

Oklahoma Food and Beverage Expo has taken out heavy liability insurance coverage in case an accident should occur to anyone entering or leaving the Oklahoma City Convention Center. This liability covers OGA, CDO and the Oklahoma City Convention Center. Should an accident occur in your booth or to any of your employees, please notify the Registration Desk immediately so a report can be made in the proper manner.

ELECTRICAL, PLUMBING, TELEPHONE, INTERNET:

A form for utility services and a form for plumbing services are included in this packet and are ordered through the Convention Center. ***Please do not send utility service forms to Oklahoma Food and Beverage Expo.*** Standard Wi-Fi is available at no additional cost. These services must be paid in full prior to the show.



BADGE REGISTRATION

**Please Register Your Group Online
at www.okfoodandbevexpo.com**

1. Go to www.okfoodandbevexpo.com
2. Click on the REGISTER button.
3. Enter the First and Last Name of Attendee #1
4. Enter Attendee #1 Email Address
5. Select Attendee, Authorized Buyer or Exhibitor Under Attendee Type
6. Continue with any other Attendees that you have.
7. The week before the show you will receive an email with a barcode to scan at the registration desk for your badge.



Fire Marshal Requirements

Please read the following requirements very carefully. Thanks!

No display or exhibit shall obstruct the view of any exit light, exit, or exit access including pipe and drape. All exits shall be unlocked to permit egress at all times. The travel distance to an exit access aisle shall not be greater than 50 ft.

Access to required firefighting equipment shall be kept clear at all times, i.e., hose cabinets, pull alarm devices and fire extinguishers.

Exhibit booths, curtains, drapes or decorative materials shall be constructed of limited combustible material, or treated with a flame retardant. Flame retardant treated materials shall be documented and will be verified by the Fire Marshal's Office.

Open flames devices are prohibited i.e. candles and sterno. Vegetative materials for decorations area also prohibited, i.e. branches, straw and hay without documentation of flame retardant or treatment verified by the Fire Marshal's Office.

Natural, cut trees shall be prohibited inside any building where the public is admitted or invited. Live trees with root system, i.e. balled, planted or potted are permitted, provided they do not interfere with means of egress and exits.

Gas fired cooking or food-warming devices shall be approved by the Fire Marshal's Office before use. All cooking facilities shall have at least one 20BC approved fire extinguisher. Smoking is prohibited where ordered by the Fire Marshal's Office.

A permit shall be obtained for the use of flammable compressed gas. A permit shall be obtained for tents, canopies, and air supported structures 225 sq. ft. (15x15) and above. All tents shall be flame retardant and show documented proof of flame retardant.

Vehicles shall not be fueled inside any building, nor started during event hours. Fuel tank openings shall be locked or sealed to prevent vapor release or tampering. At least one battery cable shall be disconnected from each set of batteries on all powered equipment during the exhibit. This shall not be limited to motor vehicles, RV's, boats, and lawn equipment machinery. Gas tanks should only be full with a 1/3 or less of gasoline.

Use of portable generators in any building, shall be prohibited unless pre-approved by the Fire Marshal's Office. Portable storage buildings on display inside buildings are required to have working smoke detectors and fire extinguishers.

Exhibit booths that are multilevel, consist of multiple rooms with ceilings, and roofs over 225 sq ft (15x15) shall be protected by automatic sprinklers in buildings so protected. Tents smaller than 15x15 inside sprinkled buildings shall maintain separation distance between tents no less than 4 ft.

Fire lanes shall be clear at all times; fire hydrants, fire protection system connections and loading docks shall have clear access with no obstructions.

Vehicles, boats, trailers and similar exhibited products having over 100 sq ft of roofed area shall be provided with smoke detectors and fire extinguishers.

If you have any questions, please contact the Oklahoma City Fire Marshal's Office, 2300 General Pershing Blvd., Oklahoma City, OK 73107 (405)297-3584, fax number (405)297-3330.

REGIONAL
FOOD BANK
OF OKLAHOMA®



THIS FOOD IS BEING DONATED TO THE

Dear Exhibitor:

Following the close of today's show, please place this tent card on any product you have available to donate to the Regional Food Bank of Oklahoma.

Founded in 1980, the Regional Food Bank is a nonprofit organization that operates as a link through which the food industry and community may donate surplus food and other goods. These products are then distributed to more than 1,300 charitable feeding programs. Each week, the Regional Food Bank provides food to our neighbors in 53 central and western Oklahoma counties. In its last fiscal year, the Regional Food Bank distributed 56.5 million pounds of food... enough food to provide 47.1 million meals for Oklahomans that have inconsistent access to healthy food throughout central and western Oklahoma.

Support from organizations like yours is important to those in need:

- It enables a child living with food insecurity, one who may otherwise be labeled with a behavior or learning problem, to have a nutritious after school meal and a chance to learn through the Regional Food Bank's Kids Cafe Program.
- It helps bridge the gap for a senior citizen living on a fixed income as they choose between paying rent, paying utilities or buying food.
- It assists the single parent struggling to feed their children after the loss of their spouse.

For more information on the Regional Food Bank please call 405-972-1111.

Thank you for your donation.



REGIONAL
FOOD BANK
OF OKLAHOMA®



DRINKS ON US!

PLEASE, JOIN US FOR
2024 OFBE RECEPTION

**SUNDAY
JUNE 2, 2024 AT 5:00 PM**

**OKLAHOMA CITY CONVENTION CENTER
ROOM 204-D**

(2ND FLOOR, SIDE CLOSEST TO THE
OMNI, ROOM CLOSEST TO ESCALATORS)



OKLAHOMA
**FOOD AND
BEVERAGE
EXPO!**

Event 1, Inc.

2024 Vendor Packet Information

Oklahoma Food and Beverage Expo provides the following per 10x10 booth:

- 3' back drape and 3' side rail
- 1 – 6' skirted table
- 2 – Folding chairs
- 1 – Wastebasket
- 1 – Vendor Identification Sign

Event 1 exhibitor pages are included in this packet or you can download these pages at:

- www.event1inc.net
- Scroll down Upcoming Events
- Select Oklahoma Food and Beverage Expo, June 4, 2024
- Show details will appear on page.
- 2024 Vendor Packet is available for download
- Please note that Event 1 paperwork and payment forms go directly to Event 1. These are not processed by The Oklahoma Super Trade Show.

For decorating questions and orders, please contact Event 1 Staff
@ 918-245-8006.



1601 South 129th West Avenue
 Sand Springs, OK 74063
 T: 918.245.8006
 F: 918.245.8007
 E: mail@event1inc.net

www.event1inc.net

SHOW INFORMATION

The Oklahoma Food & Beverage Expo 2024

Oklahoma City Convention Center, Oklahoma City, Oklahoma
 June 4, 2024

Official Service Contractor

Event 1 Productions, Inc.
 1601 S. 129th W. Ave.
 Sand Springs, OK 74063
 Phone: 918-245-8006
 Fax: 918-245-8007
 Email: mail@event1inc.net
 Online: www.event1inc.net

Show Location

OKC Convention Center, Halls A & B
 100 Mick Cornett Drive
 Oklahoma City, OK 73109

**FOR EASY
 ONLINE
 ORDERING
 PLEASE VISIT**

www.event1inc.net

Show Information

Backwall Drape: TBD
 Sidewall Drape: TBD
 Table Skirting: TBD

Single Booth Package (10'X10')

8' Back Drape and 3' Siderail
 1-6' Skirted Table
 2-Folding Chairs
 1-ID Sign (7"X36")

NOTES: Electricity/internet are not provided with your booth package. If you need electricity or internet services, [CLICK HERE](#) or email exhibitorservices@okcconventioncenter.com. The convention center floor is not carpeted. Please order carpet/padding online or refer to page 8 in this packet.

At the close of the show, all exhibitor orders must be paid in full.

All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.

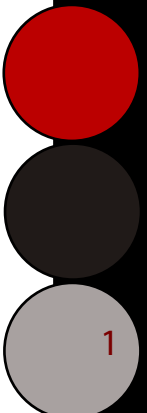
IMPORTANT DATES & TIMES:

*All dates are for 2024, unless otherwise noted. All times are Central Time.
 Be sure to check all order forms for additional information and deadlines:*

Discount Deadline (for orders received w/ payment):	May 20	by 4:30pm
Advance Shipments may begin arriving at Warehouse:	May 6	
Advance Shipments will be accepted until:	May 29	by 4:30pm
Direct Shipments to Exhibit Site will ONLY be accepted:	May 30 May 31	9:00am-4:00pm 9:00am-4:00pm
Exhibitor Installation:	June 2 June 3	12:00pm-5:00pm 8:00am-5:00pm
Show Hours	June 4	9:00am-3:00pm
Exhibitor Dismantle:	June 4	3:00pm-7:00pm

Exhibitors will need to make their own arrangements for freight pickup and outbound shipping.

Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight must be removed by 7:00pm on June 4th or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





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E: mail@event1inc.net

www.event1inc.net

SHOW INFORMATION

Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth

Oklahoma Food & Beverage Expo 2024
C/O Event 1 Productions, Inc.
ABF Freight Service
1117 E. Grand Blvd.
Oklahoma City, OK 73129

Shipments should arrive between:

May 6 and May 29 by 4:30pm daily

Direct Shipments

To Exhibit Site & for Pick-Up

Company Name & Booth

Oklahoma Food & Beverage Expo 2024
C/O Event 1 Productions, Inc.
OKC Convention Center
100 Mick Cornett Dr.
Oklahoma City, OK 73109

Shipments will be accepted only on:

May 30 and May 31 by 4:00pm daily

Shipment Pickups will be accepted on:

June 4

Any freight that will be delivered directly to the Oklahoma City Convention Center will only be received on May 30th or May 31st. All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All freight into the 2024 Oklahoma Food & Beverage Expo will require a material handling and payment form on file before arriving on show site as well as before freight will be released to exhibitors.

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

Cortland Potter, Exhibit Sales Manager

918-245-8006

cortland@event1inc.net

Steve McDonald, Event Manager

918-245-8006

918-521-1324

steve@event1inc.net

We look forward to the opportunity to serve you and help The Oklahoma Grocers Association make this year's Oklahoma Food & Beverage Expo a great success!

Sincerely,

Corbin H. Potter

Corbin H. Potter

Director of Convention Services

Event 1 Productions, Inc.

1601 S. 129th W. Ave

Sand Springs, OK 74063

918-245-8006 - office

918-245-8007 - fax



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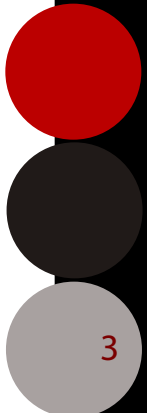
www.event1inc.net

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Event 1 Productions is committed to helping each exhibitor have a successful experience.

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STANDARD BOOTH FURNITURE

Standard & Counter High Skirted Tables
(4 ft., 6 ft. and 8 ft. lengths available)



Premium Folding Chair - Black



Padded Arm Chair



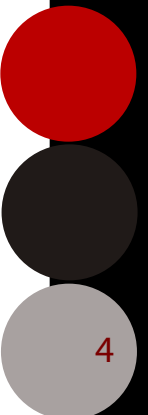
Counter High Stool



30" Lowboy & Highboy
Tables



Other styles available. Styles may vary due to availability. Payment information on following page.





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STANDARD BOOTH FURNITURE

PRICING INFORMATION

Show Name <u>OK Food & Beverage Expo 2024</u>	Show Dates <u>June 4, 2024</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

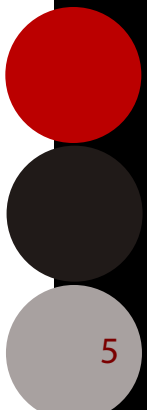
Item Description	Discount Rate	Standard Rate	Qty.	Total
Padded Arm Chair	\$45.00	\$55.00	___	\$ _____
Counter High Stool	\$65.00	\$85.00	___	\$ _____
Premium Folding Chairs (Black)	\$10.00	\$15.00	___	\$ _____
Wastebaskets	\$12.00	\$15.00	___	\$ _____
4' Table - Non-Skirted	\$65.00	\$75.00	___	\$ _____
4' Table - Skirted	\$75.00	\$90.00	___	\$ _____
6' Table - Non-Skirted	\$75.00	\$85.00	___	\$ _____
6' Table - Skirted	\$85.00	\$100.00	___	\$ _____
8' Table - Non-Skirted	\$85.00	\$95.00	___	\$ _____
8' Table - Skirted	\$95.00	\$110.00	___	\$ _____
Convert Provided Table to Counter Height	\$45.00	\$55.00	___	\$ _____
4' Counter High Table - Non-Skirted	\$70.00	\$80.00	___	\$ _____
4' Counter High Table - Skirted	\$85.00	\$95.00	___	\$ _____
6' Counter High Table - Non-Skirted	\$80.00	\$95.00	___	\$ _____
6' Counter High Table - Skirted	\$95.00	\$110.00	___	\$ _____
8' Counter High Table - Non-Skirted	\$90.00	\$105.00	___	\$ _____
8' Counter High Table - Skirted	\$105.00	\$125.00	___	\$ _____
60" Round with Linen	\$85.00	\$100.00	___	\$ _____
30" Lowboy Round with Spandex	\$70.00	\$80.00	___	\$ _____
30" Highboy Round with Spandex	\$90.00	\$105.00	___	\$ _____
Extra Table Skirts (Standard Size)	\$25.00	\$35.00	___	\$ _____
Extra Table Skirts (Counter Size)	\$35.00	\$45.00	___	\$ _____
Additional 3' Pipe & Drape	N/A	\$5.00 (per linear foot)	___	\$ _____
Additional 8' Pipe & Drape	N/A	\$7.00 (per linear foot)	___	\$ _____
Additional 16' Pipe & Drape	N/A	\$25.00 (per linear foot)	___	\$ _____

Discount Deadline: **Monday, May 20, 2024 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	\$ _____
Sales Tax (8.517%)	\$ _____
TOTAL DUE	\$ _____





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PREMIUM BOOTH FURNITURE



Leather Couch (available in black or white)



Leather Loveseat (available in black or white)



Leather Chair (available in black or white)



Premium White Leather Counter High Stool



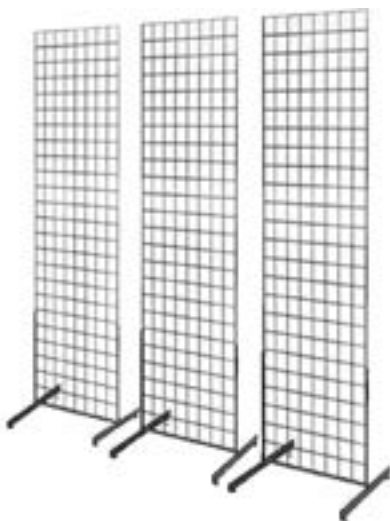
Tripod Easel



Presentation Board



3'x6' Slat Wall



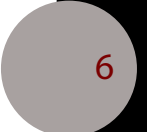
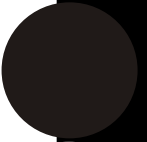
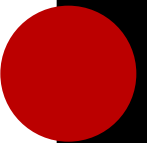
Black 6'x2' Gridwall



Adjustable T-Rack/ Bag Holder



Literature Rack (black and silver available)





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PREMIUM BOOTH FURNITURE

PRICING INFORMATION

Show Name <u>OK Food & Beverage Expo 2024</u>	Show Dates <u>June 4, 2024</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

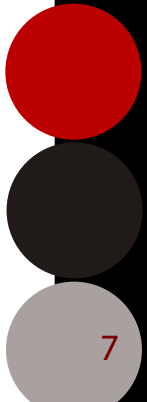
Item Description	Discount Rate	Standard Rate	Qty.	Total
Black Leather Couch	\$410.00	\$510.00	_____	\$ _____
Black Leather Loveseat	\$310.00	\$385.00	_____	\$ _____
Black Leather Chair	\$160.00	\$200.00	_____	\$ _____
White Leather Couch	\$410.00	\$510.00	_____	\$ _____
White Leather Loveseat	\$310.00	\$385.00	_____	\$ _____
White Leather Chair	\$160.00	\$200.00	_____	\$ _____
Premium White Leather Counter High Stool	\$ 95.00	\$110.00	_____	\$ _____
Coffee Table	\$ 70.00	\$ 85.00	_____	\$ _____
End Table	\$ 50.00	\$ 65.00	_____	\$ _____
8.5"x11" Literature Rack (60"H)	\$ 70.00	\$ 85.00	_____	\$ _____
Aluminum Tripod Easel (60"H)	\$ 40.00	\$ 50.00	_____	\$ _____
8'W x 4' H Presentation Board	\$160.00	\$200.00	_____	\$ _____
Black 6' H x 2'W Gridwall	\$ 85.00	\$100.00	_____	\$ _____
3' x 6' Silver Slat Wall	\$210.00	\$260.00	_____	\$ _____
Adjustable T-Rack/Bag Holder	\$ 75.00	\$ 90.00	_____	\$ _____

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Sales Tax (8.517%)	\$ _____
TOTAL DUE	\$ _____





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QUALITY RENTAL CARPET

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors. ***If you do not choose a carpet color, the official show color will be used in your booth space.***

NOTE: If you require extension cords to be run under the carpet and booth padding, an electrical layout will be required. Please email your booth layout diagram to mail@event1inc.net.

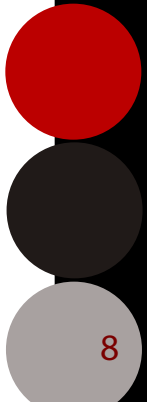
Carpet Options	Star Color Option		Discount Rate	Standard Rate	Qty.	Total
10' x 10' Carpeting	Black	Tuxedo	\$100.00	\$125.00	____	\$ _____
10' x 10' Carpet Padding			\$55.00	\$70.00	____	\$ _____
10' x 10' Visqueen Plastic Cover			\$40.00	\$50.00	____	\$ _____
NOTE: For a 20' x 20' booth, order two (2) 10' x 20' sections of carpet or padding.						
10' x 20' Carpeting	Black	Tuxedo	\$190.00	\$230.00	____	\$ _____
10' x 20' Carpet Padding			\$110.00	\$130.00	____	\$ _____
10' x 20' Visqueen Plastic Cover			\$80.00	\$100.00	____	\$ _____
NOTE: For a 20' x 30' booth, order two (2) 10' x 30' sections of carpet or padding.						
10' x 30' Carpeting	Black	Tuxedo	\$280.00	\$360.00	____	\$ _____
10' x 30' Carpet Padding			\$160.00	\$190.00	____	\$ _____
10' x 30' Visqueen Plastic Cover			\$120.00	\$150.00	____	\$ _____
NOTE: For a 20' x 40' booth, order two (2) 10' x 40' sections of carpet or padding.						
10' x 40' Carpeting	Black	Tuxedo	\$370.00	\$440.00	____	\$ _____
10' x 40' Carpet Padding			\$210.00	\$250.00	____	\$ _____
10' x 40' Visqueen Plastic Cover			\$160.00	\$200.00	____	\$ _____
NOTE: For a 20' x 50' booth, order two (2) 10' x 50' sections of carpet or padding.						
10' x 50' Carpeting	Black	Tuxedo	\$460.00	\$550.00	____	\$ _____
10' x 50' Carpet Padding			\$260.00	\$310.00	____	\$ _____
10' x 50' Visqueen Plastic Cover			\$200.00	\$250.00	____	\$ _____

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Sales Tax (8.517%)	\$ _____
TOTAL DUE	\$ _____





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PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens:

Service Description	Discount Rate	Standard Rate	Qty.	Total
10' x 10' Exhibit Space	\$35.00	\$45.00	_____	\$ _____
10' x 20' Exhibit Space	\$65.00	\$80.00	_____	\$ _____
10' x 30' Exhibit Space	\$95.00	\$120.00	_____	\$ _____
10' x 40' Exhibit Space	\$130.00	\$160.00	_____	\$ _____

Daily Vacuuming - Once each day of the show. Does **NOT** include the initial vacuuming:

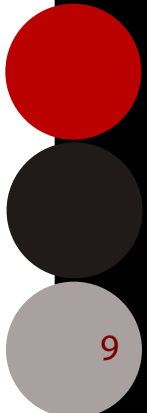
Service Description	DAILY Discount Rate	DAILY Standard Rate	Qty.	# of Show Days	Total
10' x 10' Exhibit Space	\$30.00	\$40.00	_____	_____	\$ _____
10' x 20' Exhibit Space	\$60.00	\$80.00	_____	_____	\$ _____
10' x 30' Exhibit Space	\$90.00	\$120.00	_____	_____	\$ _____
10' x 40' Exhibit Space	\$120.00	\$160.00	_____	_____	\$ _____

Discount Deadline: **Monday, May 20, 2024 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

TOTAL DUE	\$ _____
------------------	----------





1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

FREIGHT FAQs

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1:** Advance Shipping is sending your materials, up to 30 days prior to the event, to our advance warehouse (ABF Freight in Tulsa for Tulsa shows or ABF Freight in Oklahoma City for shows in Oklahoma City, Norman, Edmond or Enid). They'll store your freight and then deliver it to the show venue during the Event 1 Productions move-in date. The advantages of sending your freight in advance are knowing it has arrived and knowing it'll be in your booth when you arrive to set up.
- **Option 2:** Direct Shipping is sending your materials directly to the show site during the designated move-in times. There is some risk involved with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your items.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING/DRAYAGE AND SHIPPING?

- **Material handling/drayage** includes receiving your freight, unloading your exhibit materials from the carrier's delivery vehicle, storage for up to 30 days at the advance receiving warehouse, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to your booth at the end of the show) and removal of your packed materials from your exhibit booth for reloading onto your outbound carrier of choice. This charge does NOT include the cost of shipping your freight on to its next destination.
- **Shipping** is the means by which shipments are transported via your company's carrier of choice (UPS, FedEx, etc.) to and from the event location.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging a shipment of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its next destination.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

- You may use any carrier your company chooses. **However, it is your responsibility to contact and make all pickup arrangements.** Event 1 Productions cannot guarantee that other carriers will show up to pick up your shipment. We also do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

- A completed bill of lading is required on ALL outbound shipments and your booth must be packed, labeled and ready to be shipped. You must make prior pickup arrangements with your company's carrier of choice. If your carrier fails to show up, your outbound freight shipment will be returned to the Event 1 Productions warehouse and force-shipped out on our preferred carrier at the exhibitor's expense. Such shipments will be assessed a service fee of \$.75 per pound with a 100 pound minimum (\$75.00 minimum charge). An Event 1 Productions representative will be available at the show site during move-out to help answer any questions.

*If you have any additional questions, call us at 918-245-8006 or email Cortland@event1inc.net.
Thanks for using Event 1 Productions!*



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ADVANCED RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.75 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.*

Material Handling Rates figured per pound

DISCOUNT RATE - PER POUND	STANDARD RATE - PER POUND	
\$1.09	\$1.19	*100 POUND MINIMUM

I will be shipping to:

The Advanced Receiving Warehouse. (Use label provided in the following pages.)

Receiving Dates are: **May 6 - May 29 by 4:30pm (CST)**

if you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.75 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

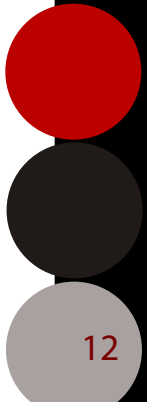
Estimated Weight of Shipment:

_____ POUNDS

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

AUTHORIZED REPRESENTATIVE (SIGNATURE)	
AUTHORIZED REPRESENTATIVE (PRINT PLEASE)	DATE
CONTACT (PLEASE PRINT)	
MOBILE PHONE #	OFFICE PHONE #

Sub-Total	\$ _____
Fuel Surcharge (4% of Sub-Total)	\$ _____
TOTAL DUE	\$ _____





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 F: 918.245.8007
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DIRECT RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.75 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.*

Material Handling Rates figured per pound

DISCOUNT RATE - PER POUND	STANDARD RATE - PER POUND	
\$0.99	\$1.09	*100 POUND MINIMUM

I will be shipping directly to:

The Venue hosting the event. (Use label provided in the following pages.)

Receiving Dates are: **May 30 - May 31 by 3:00pm (CST)**

if you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.75 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

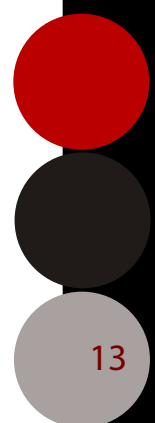
Estimated Weight of Shipment:

_____ **POUNDS**

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

AUTHORIZED REPRESENTATIVE (SIGNATURE)	
AUTHORIZED REPRESENTATIVE (PRINT PLEASE)	DATE
CONTACT (PLEASE PRINT)	
MOBILE PHONE #	OFFICE PHONE #

Sub-Total	\$ _____
Fuel Surcharge (4% of Sub-Total)	\$ _____
TOTAL DUE	\$ _____





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OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

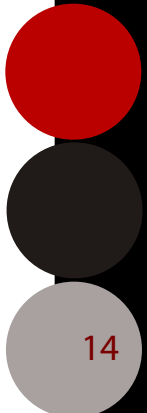
Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Additional Packaging Options for Outbound Shipments

Outbound freight will be delivered to the loading dock from your booth. If you wish to have extra packaging services for your outbound freight, a representative **MUST** be on site for supervision of freight packaging.

Item Description	Standard Rate	Quantity	Total
Shrinkwrap (per pallet)	\$95.00	_____	\$_____

TOTAL DUE	\$ _____
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FREIGHT CARRIER INFORMATION

All advanced shipment freight will be received at the ABF warehouse and transported to the venue. After the show, an Event 1 Productions representative will be available to help answer any shipment questions.

If you have an account or would like to use a carrier other than ABF, please make arrangements to have all shipments dropped off and picked up from the venue within the time frames listed on page 1. Event 1 Productions will not be responsible for third-party carriers who fail to pick-up freight within the allotted pick-up time. *Exhibitors who do not pay for material handling are responsible for getting freight from the loading dock to their assigned booth space and back to the loading dock at the end of the show.*

*Event 1 Productions does **NOT** handle/schedule any shipments. These freight carriers are recommended carriers only. Exhibitors must make individual arrangements for both inbound and outbound shipping.*

Official Carrier



www.arcb.com

Phone: 1-800-654-7019

Email: tradeshow@arcb.com

(See the following page for Order Request Form)

Third-Party Shipping



www.ups.com

Email: customer.service@ups.com

UPS Ground 1-800-742-5877

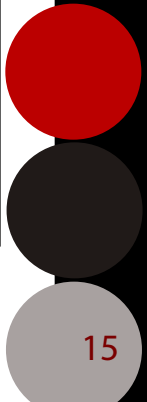
UPS Freight
 Less than Truck (>150 lbs) 1-800-333-7400
 Truckload (>12,000 lbs) 1-888-682-4652
 Air Freight (>150 lbs) 1-800-443-6379

www.fedex.com



FedEx Express/Ground 1-800-463-3339

FedEx Freight 1-866-393-4585





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FREIGHT CARRIER INFORMATION

Official Transportation Provider via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

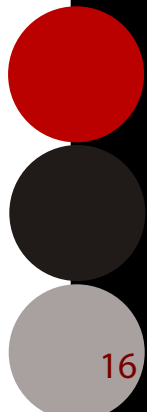
Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest
More Than Logistics



REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

SUBMIT

800-654-7019
tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



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www.event1inc.net

FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company	Booth Number
OKLAHOMA FOOD & BEVERAGE EXPO 2024	
C/O EVENT 1 PRODUCTIONS, INC.	
ABF FREIGHT SYSTEM	
1117 E. GRAND BLVD.	
OKLAHOMA CITY, OK 73129	



Advanced Receiving

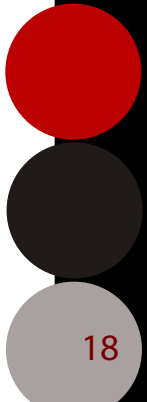


Place exhibitor name & booth number on top line.

Company	Booth Number
OKLAHOMA FOOD & BEVERAGE EXPO 2024	
C/O EVENT 1 PRODUCTIONS, INC.	
OKC CONVENTION CENTER	
100 MICK CORNETT DR.	
OKLAHOMA CITY, OK 73109	



Direct Shipment





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T: 918.245.8006
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E: mail@event1inc.net

www.event1inc.net

MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 1 OF 2

Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. During these times, your materials will be left unattended. Event 1 Productions recommends that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.
3. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 2 OF 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. At the close of the show, all exhibitor orders must be paid in full. ***All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.***
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the venue, Event 1 Productions reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition. ***There will be a service fee of \$0.75 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. Event 1 Productions are not responsible for any delay of rush shipments. Event 1 Productions will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.
19. By signing these forms, exhibitors authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.



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SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	\$85.00
Overtime:	6:00am - 8:00am	Mon -Fri	\$127.50
Overtime:	5:00pm - 12:00am	Mon -Fri	\$127.50
Overtime:	Entire Day(s)	Sat - Sun	\$127.50
Double Time:	12:00am - 6:00am	Everyday	\$170.00
Double Time:	Entire Day(s)	Holidays	\$170.00

Booth Description

Type of Display Portable Booth Custom Booth Table Top Display Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

	Date Needed	Time Needed	# of Persons	Hrs/Person	Rate	Total Hrs	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____	\$ _____
Tear Down Labor:	_____	_____	_____	_____	_____	_____	\$ _____

Option #2: Set up and tear down with supervision by Event 1 Productions:

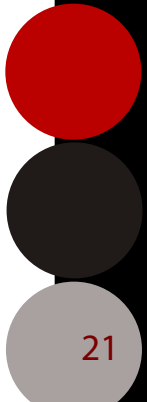
	Date Needed	Time Needed	# of Persons	Hrs/Person	Rate	Total Hrs	Supervision 25%	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____	_____	\$ _____
Tear Down Labor:	_____	_____	_____	_____	_____	_____	_____	\$ _____

NOTE:

- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

TOTAL DUE	\$ _____
------------------	----------

- EXHIBITORS WHO DO NOT USE THE FULL NUMBER OF PERSONS FOR THE ENTIRE NUMBER OF HOURS CONTRACTED FOR WILL STILL BE CHARGED THE TOTAL DUE. NO PRORATED AMOUNTS OR DISCOUNTS WILL BE GIVEN FOR ANY LABOR ORDERS CANCELLED AFTER THE DISCOUNT DATE LISTED ON PAGE 1. YOU'LL BE CHARGED FOR THE FULL AMOUNT DUE SHOWN ABOVE.





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FORKLIFT SERVICES

PRICING INFORMATION

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Forklift Service Rates
(1 Hour Minimum on ALL Forklift Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	\$95.00
Overtime:	6:00am - 8:00am	Mon -Fri	\$135.00
Overtime:	5:00pm - 12:00am	Mon -Fri	\$135.00
Overtime:	Entire Day(s)	Sat - Sun	\$135.00
Double Time:	12:00am - 6:00am	Everyday	\$190.00
Double Time:	Entire Day(s)	Holidays	\$190.00

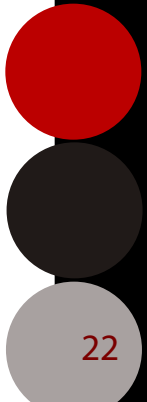
Forklift Service Options:

	Date Needed	Time Needed	Hours	Rate	Total
Set Up Forklift Service:	_____	_____	_____	_____	\$ _____
Tear Down Forklift Service:	_____	_____	_____	_____	\$ _____

NOTE:

- Exhibitors are responsible for checking with Event 1 Productions at the service desk for forklift services in and out.
- Only 8:00am forklift service calls can be guaranteed during vendor move-in.

TOTAL DUE	\$ _____
------------------	----------





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PAYMENT TERMS & POLICIES

www.event1inc.net

Show Name OK Food & Beverage Expo 2024	Show Dates June 4, 2024	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

METHOD OF PAYMENT

Company Check	Credit Card	Purchase Order#: _____	Other: _____
Authorized Representative Signature _____		Print Name Please _____	Date _____

CREDIT CARD AUTHORIZATION / COMPANY INFORMATION

Type of Card:	VISA	MasterCard	American Express	Discover
Card Number	_____			Expiration Date _____
Card Member Name (Please Print)	_____			Signature _____
Card Member Address	_____			
City, State, Zip Code	_____			Telephone Number _____
Send Receipt To:	At: email, address, fax # _____			

TOTAL CHARGES	
Sub-Total:	\$ _____
Taxes (8.625%)	\$ _____
Total Surcharges:	\$ _____
TOTAL:	\$ _____

PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard, Discover and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. Exhibitors must call the Event 1 Productions' office prior to the discount deadline date for authorization of a PO to be eligible for the discount deadline. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time will receive standard pricing. All payments are due in advance. Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered. **At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**

All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed on show site).

REFUNDS: Questions regarding refunds should be brought to the service desk at the show site, if possible. If not, you have 14 days after the show's end date to request a refund.

Thanks for your business. Please let us know if there is anything more we can do to make your event a success. We look forward to working with you again!

The Event 1 Team



How to Register for Oklahoma City Convention Center Online Ordering

- Go to the login page by entering <https://okcconventioncenter.boomerecommerce.com> into your address bar.
- If you have any questions or need any help ordering your services, please contact us at exhibitorservices@okcconventioncenter.com

New Users:

- Click on the “Register Now” button.
- A page loads allowing you to search for your company. Perform a search to see if your company exists in our system. Enter a few characters of your company’s name into the “Your Company Name” search box and click the “Search” button.
- If your company exists, you will see it in the grid below. Click the checkbox next to your company’s name, then click the “Next” button.
- If you don’t see your company, click on the “Create a New Company” button and enter your company’s information.
- Next, a “Create a New Contact” page appears. Fill in all the fields on the form.
 - oThe email address you put here will become your username on our store.
- Click the “Register” button.
- You will now be sent a temporary password via email. Click the link to return to the login page.
- It may take a minute or two to receive the email containing your temporary password. You’ll need this in order to log in.
- Once you receive your temporary password, go back to the login page and enter your email address and temporary password. Click the “Log in” button.
- You’ll be brought to a screen where you can assign a permanent password. First, enter your temporary password into the “Old Password” box. Then, assign a new password in the “New Password” box and re-enter it in the “Confirm Password” box. Click the “Set Password” button.





Electrical Service Order Form

Advanced Price Deadline: In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Checks for services in advance will be honored if received 7 days prior to the first move in date of the show. If you are paying for advance rates via check, the postmark date must be prior to or on the advance date. If services need to be paid for by check and there are less than 7 days before the first move in date, payment will need to be done on-site.

Remit to: SMG -Oklahoma City Convention Center

Event Name: **Oklahoma Food and Beverage Expo**

Mail Orders & Payment to:

Event Date(s): **June 4, 2024**

Phone:

Fax:

Email:

**Credit card payments must be completed through our secure online ordering system at <https://okcconventioncenter.boomerecommerce.com>

Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: State: _____ Zip: _____ Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Electrical Services & Pricing

Outlet Type	Quantity	Advance Price	Standard Price	Total
120VOLT				
5Amps	_____	\$90.00	\$117.00	\$ _____
10Amps	_____	\$110.00	\$143.00	\$ _____
20Amps	_____	\$150.00	\$195.00	\$ _____
208 VOLT SINGLE PHASE				
20 Amps	_____	\$186.00	\$241.80	\$ _____
30Amps	_____	\$237.00	\$308.10	\$ _____
40Amps	_____	\$321.00	\$417.30	\$ _____
50 Amps	_____	\$400.00	\$520.00	\$ _____
60 Amps	_____	\$424.00	\$551.20	\$ _____
100Amps	_____	\$597.00	\$776.10	\$ _____
208 VOLT THREE PHASE				
20Amps	_____	\$249.00	\$323.70	\$ _____
30Amps	_____	\$326.00	\$423.80	\$ _____
40Amps	_____	\$415.00	\$539.50	\$ _____
50 Amps	_____	\$537.00	\$698.10	\$ _____
60 Amps	_____	\$568.00	\$738.40	\$ _____
100Amps	_____	\$788.00	\$1,024.40	\$ _____
200 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
400 Amps	_____	\$4,029.00	\$5,123.00	\$ _____

RENTAL ITEMS

Extension Cords	_____	\$20.0	\$20.0	\$ _____
Power Strips	_____	0	0	\$ _____

LABOR

	0	0	
Electrician -Straight Time \$50.00 per person/per hour	\$50.00 per person/per hour	\$50.00 per person/per hour	\$ _____
Electrician -Overtime \$75.00 per person/per hour	\$75.00 per person/per hour	\$75.00 per person/per hour	\$ _____

**Straight Time is Monday-Friday, 8:00 am -4:30 pm (excluding holidays)

**Overtime is Monday-Friday, 4:30 pm- 8:00 am and all day Saturdays, Sundays, & holidays

GRAND TOTAL: \$ _____

Special Requirements

For connections other than those listed, prior arrangements must be made with the electrical supervisor.
 If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

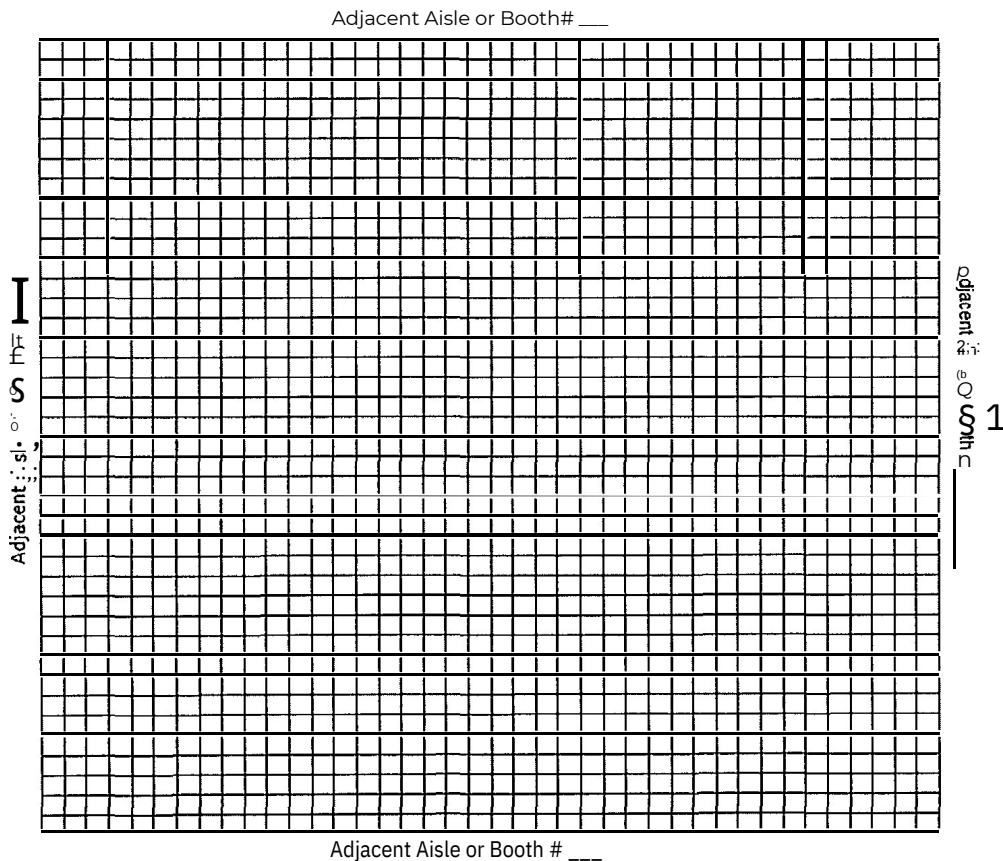
Please provide specific requirements in the space below. List device, amperage, volts, and phase.

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated on the grid below.
 Please indicate the following:

Location of the main power drop: Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specific dimensions.

Location and load of all outlets: Please provide specific dimensions and wattages/amperages.

Booth Orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.



Electrical Service Terms & Conditions

- ◇ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
 - ◇ A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring. Labor is required for any and all electrical work over and above the installation of the main power drop.
 - ◇ Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client, and return the tools and material to the supply area.
 - ◇ Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (e.g. -power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
 - ◇ Wall, column, and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
 - ◇ The Oklahoma City Convention Center is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
 - ◇ Under no circumstances shall anyone other than an Oklahoma City Convention Center employee make connections or disconnections.
 - ◇ Electrical service will be provided to the booth in a location and manner that is safest and most convenient.

 - ◇ Exhibitors are not permitted to share electrical service. All orders must be placed individually. ◇
- All floor orders or changes must be made at the service desk.
- ◇ The electrical supervisor is obligated to refuse connection when wiring is not in compliance with federal, state, and local safety codes. Oklahoma City Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
 - ◇ All furnished materials and equipment remains the property of the Oklahoma City Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
 - ◇ Equipment problems must be reported immediately to the service desk.
 - ◇ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
 - ◇ No credit will be issued for outlets installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.
- ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.



Plumbing Service Order Form

Advanced Price Deadline: In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Checks for services in advance will be honored if received 7 days prior to the first move in date of the show. If you are paying for advance rates via check, the postmark date must be prior to or on the advance date. If services need to be paid for by check and there are less than 7 days before the first move in date, payment will need to be done on-site.

Remit to: SMG -Oklahoma City Convention Center

Event Name: **Oklahoma Food and Beverage Expo**

Mail Orders & Payment to:

Event Date(s): **June 4, 2024**

Phone:

Fax:

Email:

••credit card payments must be completed through our secure on line ordering system at [https:// okconventioncenter.boomerecommerce.com](https://okconventioncenter.boomerecommerce.com)

Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: _____ State: _____ Zip: _____ Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Plumbing Services & Pricing

Service	Quantity	Advance Price	Standard Price	Total
WATER CONNECTIONS				
Initial Service Connection	_____	\$174.0	\$222.0	\$ _____
Each Additional Service Connection	_____	0	0	\$ _____
FILL&DRAIN				
Fill & Drain 1 to 100 gallons	_____	\$90.00	\$120.0	\$ _____
Fill & Drain 101 to 250	_____	\$182.5	0	\$ _____
gallons Fill & Drain 251 to	_____	0	\$228.0	\$ _____
500 gallons	_____	\$360.0	0	\$ _____
COMPRESSED AIR CONNECTIONS				
Initial Service Connection	_____	\$186.0	\$234.0	\$ _____
Each Additional Service Connection	_____	0	0	\$ _____
GAS CONNECTIONS				
Initial Usage Fee	_____	\$228.0	\$276.0	\$ _____
Each Additional Service Connection	_____	0	0	\$ _____
LABOR				
Technician • Straight Time	_____	\$50.00 per person/per	\$50.00 per person/per hour	\$ _____
Technician • Overtime	_____	hour \$75.00 per	\$75.00 per person/per hour	\$ _____
		person/per hour		

ustraight Time is Monday• Friday, 8:00 am -4:30 pm (excluding holidays)

**Overtime is Monday -Friday, 4:30 pm -8:00 am and all day Saturdays, Sundays, & holidays

GRAND TOTAL: \$ _____

Special Requirements

If special materials are required, exhibitor is responsible for furnishing those materials. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in the space below.

Plumbing Service Terms & Conditions

- ◇ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
- ◇ Under no circumstances shall anyone other than an Oklahoma City Convention Center employee make connections or disconnections.
- ◇ Service will be provided to the booth in a location and manner that is safest and most convenient.
- ◇ Exhibitors are not permitted to share plumbing service. All orders must be placed individually.
- ◇ All floor orders or changes must be made at the service desk.
- ◇ All equipment using water must have inlet and outlet properly tagged.
- ◇ Water pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
- ◇ Our Plumbing Department is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals, or metals, it cannot be drained. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
- ◇ Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.
- ◇ Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- ◇ All equipment must comply with federal, state, and local safety codes.
- ◇ All furnished materials and equipment remains the property of the Oklahoma City Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- ◇ Equipment problems must be reported immediately to the service desk.
- ◇ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- ◇ No credit will be issued for connections installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.
ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.



Oklahoma City Convention Center
 Oklahoma City, OK
 June 4, 2024



LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, MAY 3, 2024

Click here to ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking •
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 36 months



Handheld
 "State of the Art"
 Honeywell Scanner

MobilePlus™

Use our iPad &
 our LeadsPlus
 Application

iPad® Mini Plus™

Use your own
 IOS or
 Android
 Devices

LeadsPlus™ App

ITEMS DIS.	DEADLINE	SHOW RATE	QTY	SUBTOTAL
		Mobile Plus	\$ 369.00	\$ 419.00
		iPad Mini Plus	\$ 449.00	\$ 499.00
		LeadsPlus App	\$ 359.00	\$ 409.00
		(First License)		
		LeadsPlus App	\$ 99.00	\$ 149.00
		(Additional License)		
LeadsPlus App Bundles: (First License Included)				
		3 Pack	\$ 499.00	\$ 549.00
		6 Pack	\$ 799.00	\$ 849.00
		10 Pack	\$ 999.00	\$ 1049.00
Custom Survey \$ 60.00 \$ 80.00				
Delivery & Setup \$ 65.00 \$ 85.00				
Developer Kit \$ 350.00 \$ 350.00				

Sub-Total = \$ _____
 Total Due (in US Funds) = \$ _____
 3% Credit Card Surcharge = \$ _____

Click here to ORDER ONLINE
 Username: OFBE2024 | Password: 5003

COMPANY _____ BOOTH NO. _____
 EMAIL(S) _____
 ADDRESS _____
 CITY, STATE, ZIP, COUNTRY _____
 ORDER CONTACT _____
 PHONE NO. _____
 ONSITE CONTACT _____
 ONSITE CELL PHONE _____
 CREDIT CARD NO.: _____
 AMERICAN EXPRESS MASTERCARD VISA
 CARDHOLDER NAME: _____ SECURITY CODE: _____
 EXPIRATION DATE: ____/____/____ CODE: _____
 CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
 Questions? Please call: 985-240-5507 Fax: 985-809-1888
 Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor... Oklahoma City is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the facility. Savor ASM is the exclusive provider of all food and beverage for the OKCCC and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email to **Mia Moore**, Catering Sales Manager at mmoore@okc-cc.com or call 405-953-5350. Please wait for approval from the Catering Department. Sample forms must be turned in at least two (2) weeks prior to the event.

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 - A. Non Alcoholic Beverages limited to maximum 4 oz. container with 3 oz of product.
 - B. Alcoholic Beverage items limited to 2 oz serving of Beer/Wine & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, ASM and Oklahoma as Additionally Insured.**
 - C. Food items limited to "bite size" (2oz).
 - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: _____

Company Name: _____

Contact: _____

Address: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Booth #: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 2oz cups):

3. Please explain purpose of offering these samples:

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

____ Refrigerator Space (please indicate amount of space in cubic feet): _____

____ Dry Storage (please indicate amount of space in cubic feet): _____

____ Kitchen Preparation: _____

____ Serving Equipment (chafing dishes, spoons, etc): _____

____ Ice (sold by a 20 pound bag) _____

Approved By: _____ (Food & Beverage Director) _____ (Date)