



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

ASLA Central States Conference 2022

Cox Business Center, Tulsa, Oklahoma
 May 4-6, 2022

**FOR EASY
 ONLINE
 ORDERING
 PLEASE VISIT**

www.event1inc.net

Official Service Contractor

Event 1 Productions, Inc.
 1601 S. 129th W. Ave.
 Sand Springs, OK 74063
 Phone: 918-245-8006
 Fax: 918-245-800
 Email: mail@event1inc.net
 Online: www.event1inc.net

Show Location

Cox Business Center, Tulsa Ballroom
 100 Civic Center
 Tulsa, OK 74102

Show Information

Backwall Drape: BLACK
 Sidewall Drape: NONE

Single Booth Package (10'X10')

8' Back Drape
 1-Wastebasket
 1-ID Sign (7"X36")

The ballroom floor is carpeted but electricity/internet are not provided with your booth package. If you need electricity or internet service, visit www.coxcentertulsa.com/exhibitor-services/.

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:

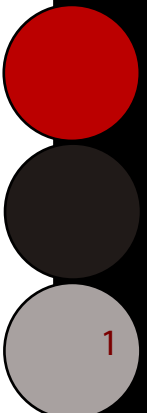
***All dates are for 2022, unless otherwise noted. All times are Central Time.
 Be sure to check all order forms for additional information and deadlines:***

Discount Deadline (for orders received w/ payment):	April 20	by 4:30pm
Exhibitor Installation:	May 4	10:00am-2:30pm
Show Hours	May 4	3:00pm-5:30pm
	May 5	7:30am-3:30pm
	May 6	7:30am-3:30pm
Exhibitor Dismantle:	May 6	3:30pm-6:30pm

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:

Scott Cutten, Exhibit Sales Manager
 918-245-8006
 918-695-5722
scutten@event1inc.net

Steve McDonald, Event Manager
 918-245-8006
 918-521-1324
steve@event1inc.net





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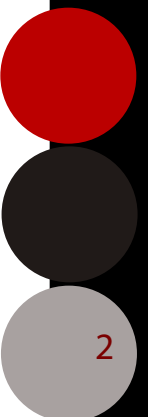
We look forward to the opportunity to serve you and help The Oklahoma Chapter of the American Society of Landscape Architects make this year's conference and trade show a great success!

Sincerely,

Corbin H. Potter

Director of Convention Services

Event 1 Productions, Inc.
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Sand Springs, OK 74063
918-245-8006 - office
918-245-8007 - fax





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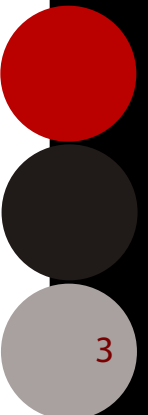
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Event 1 Productions is committed to helping each exhibitor have a successful experience.

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STANDARD BOOTH EXTRAS

PRICING INFORMATION

Show Name <u>ASLA Central States Conference 2022</u>	Show Dates <u>May 4-6, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

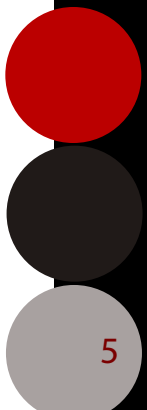
Item Description	Discount Rate	Standard Rate	Quantity	Total
Counter High Stool	\$65.00	\$85.00	_____	_____
30" Lowboy Round with Spandex	\$70.00	\$80.00	_____	_____
30" Highboy Round with Spandex	\$90.00	\$105.00	_____	_____
8.5"x11" Literature Rack (60"H)	\$70.00	\$85.00	_____	_____
Aluminum Tripod Easel	\$40.00	\$50.00	_____	_____
Adjustable T-Rack/Bag Holder	\$75.00	\$90.00	_____	_____
Glass Business Card Bowl (fishbowl)	\$20.00	\$30.00	_____	_____

Discount Deadline: **Wednesday, April 20, 2022 @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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PAYMENT TERMS & POLICIES

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Show Name <u>ASLA Central States Conference 2022</u>	Show Dates <u>May 4-6, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

METHOD OF PAYMENT

Company Check	Credit Card	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 # _____			

Prices	
Sub-Total:	\$ _____
Taxes (8.517%)	\$ _____
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