



TOTAL HEALTH FITNESS



FEBRUARY 15-16, 2020
CENTRAL PARK HALL AT EXPO SQUARE
TULSA, OKLAHOMA





Good morning "Total Health & Fitness Expo" Exhibitor,

Event 1 Productions, Inc. would like to thank you for choosing to be a part of the 2020 "Total Health & Fitness Expo." The global fitness and health club industry generates more than **\$80 billion in revenue** per year. Americans spend north of \$60 billion annually to try to lose pounds, on everything from paying for gym memberships and joining weight-loss programs to drinking diet soda. We also spend more than \$30 billion a year on dietary supplements — vitamins, minerals and herbal products, among others. This event will serve to get local health-conscious and athletic consumers and health-oriented businesses together under one roof where education and product sales can take place. It will also feature exhibitors covering all aspects of health and fitness, including the well-being of your body, mind and spirit, but can also include the health of your home, vehicle, money, pets, etc. Plus, the show will feature FREE admission and FREE parking for all attendees.

This is the official Exhibitor Service Manual for the show. It contains important information regarding your participation in the expo - rules and regulations concerning your exhibit set-up and dismantling, booth fee payments, and forms needed to order contractor services. **Please read the information contained inside carefully so there are no surprises while you're setting up your booth exhibit.** This manual is considered part of your space rental contract, so it's critical that you read and understand its contents. Payment in full of all booth fees and any additional services must be received before you may move-in.

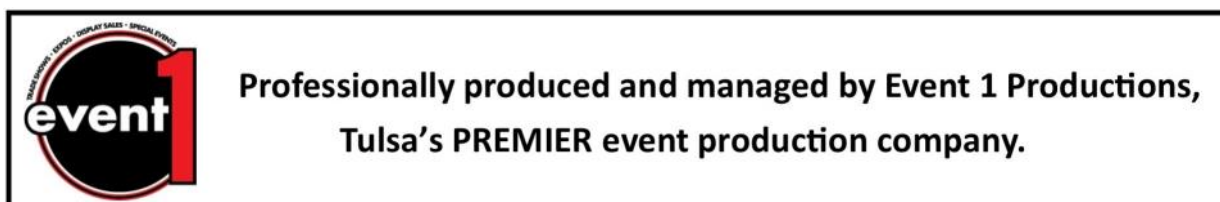
Remember, the design of your booth is very important. A strong element of design enhances the overall show experience for all our visitors. It also significantly increases recognition of your product or service, which in turn, can lead to increased sales. If you need booth design ideas, we'd be happy to lend our more than 115 years of collective event production expertise to assist you.

It's with great anticipation that we look forward to working with you toward the success of your participation. Let me know if you have any questions after reading the manual. Thanks for being a part of our show. Have a great week!

Warmest regards,

A handwritten signature in black ink that reads "Steve McDonald".

Steve McDonald
Event Manager
Event 1 Productions, Inc.
1601 S. 129th W. Ave
Sand Springs, OK 74063
(918) 245-8006 (office)
(918) 245-8007 (fax)
Email: Steve@event1inc.net





EXHIBITOR SERVICE MANUAL

February 15-16, 2020 * Central Park Hall at Expo Square
Tulsa, Oklahoma

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GENERAL SHOW INFORMATION

Event Location:	Central Park Hall at Expo Square 1701 S. Sandusky Ave Tulsa, Oklahoma 74114 918-744-1113 http://exposquare.com/
Event Dates/Hours:	Saturday, February 15, 2020 9:00am - 5:00pm Sunday, February 16, 2020 11:00am - 5:00pm
Move-in Date/Times:	Friday, February 14, 2020 12:00noon - 7:00pm
Move-Out Date/Times:	Saturday, February 16, 2020 5:15pm - 7:00pm

CONTACTS

SHOW MANAGEMENT

STEVE MCDONALD
Event Manager
Event 1 Productions, Inc.
918-245-8006
Steve@event1inc.net

SHOW DECORATOR

CORBIN POTTER
President
Event 1 Productions, Inc.
918-245-8006
Corbin.Potter@event1inc.net

Event 1 Productions, Inc.
1601 S. 129th E. Ave.
Sand Springs, OK 74063 USA
Phone: 918-245-8006 (show office) | Fax: 918-245-8007
www.event1inc.net

Event 1 Productions, Inc. - HEREINAFTER REFERRED TO AS THE
ORGANIZER OR SHOW MANAGEMENT



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BOOTHS

Booth partitions (pipe & drape) will be furnished without charge. The height of the back wall is 8 feet and the height of the side rails (where applicable) is 3 feet from the floor.

All exhibits must fit within the booth space. Each 10'-by-10' booth comes with pipe & drape, wastebasket and booth ID sign, and includes access to one (1) covered and skirted 6-foot folding table and two (2) folding chairs (at no charge).

CONDUCT

Show Management reserves the right to stop or remove from Central Park Hall any exhibitor, or their representative, performing any act or practice that within the opinion of Show Management is objectionable or detracts from the dignity of the show. Each exhibitor must keep spaces clean, exhibits manned and clear of visual hindrance with neighboring exhibitors (see Good Neighbor Policy on page 6). Each booth must be manned AT ALL TIMES during show hours by at least one person.

CHILDREN AND ANIMALS

For safety and liability reasons, please do not bring children or animals to Central Park Hall during move-in or load-out. Animals are not permitted inside Central Park Hall per Expo Square rules. Service animals to assist the physically disabled ARE allowed, but the proper license to demonstrate need of the animal should be available for review. All service animals must be leashed.

CLEAN-UP

Exhibitors should place trash cans/empty boxes, etc. in the aisle before leaving at night. Expo Square personnel will NOT enter an exhibitor's booth to clean or empty trash containers or wastebaskets.

DAMAGE TO FACILITIES

A charge of \$10 per sign affixed to any interior painted surface will be assessed, plus the cost of repairs to the surface to cover the cost of returning facilities to original condition.

Exhibitors will NOT be permitted to:

- Tape, nail or otherwise affix anything to pillars or walls
- Place stickers on floors, walls or pillars or distribute from booth as a promotional item
- Bring any equipment into the building that has the potential to cause damage

DIRECTIONS TO THE FAIRGROUNDS

Central Park Hall at Expo Square is located on the Tulsa State Fairgrounds on 21st Street between Yale and Harvard Avenues. Use Gate 14 to enter the fairgrounds off 21st Street. The main overhead load-in door is located at the SOUTHEAST corner of Central Park Hall. If you need additional directions, please call (918) 744-1113.

DEPOSITS

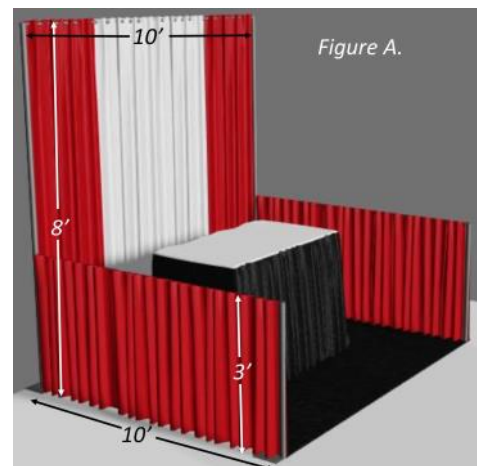
All reservation deposit money will be retained by Show Management in the event the exhibitor fails to fulfill the contract. **DEPOSITS ARE NON-REFUNDABLE.**

DISPLAY RESTRICTIONS

Exhibits should be designed to fit into a 10'-by-10' space that includes base plates for the pipe and drape. Therefore, please build back walls no longer than 9'6" for a 10'-by-10' space. Exhibit fixtures, components and identification signs are permitted to a maximum height of 8' and may be extended a maximum of 5' out from the back wall of your display.

Exhibits exceeding 8' must have approval from Show Management no later than 30 days prior to the show and, if allowed, backsides of the display over 8' high and exposed sidewalls over 3' high must be completely finished, (i.e. painted, draped, etc.) and would not have advertising that would indicate neighboring booth space is part of another business (See Figure "A" below)

Fixtures should not exceed 4' in height in the front 5' of your exhibit, unless they are at least 10' from neighboring exhibits. Exhibit display fixtures, signs, banners, etc. may not extend into the aisle.



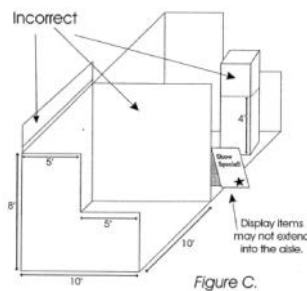
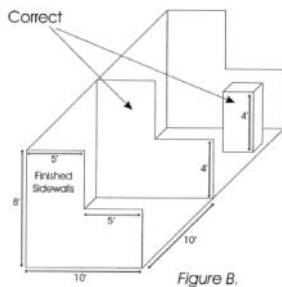


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THE GOOD NEIGHBOR POLICY:

Each exhibitor is entitled to a reasonable sight-line from the aisle, regardless of the size of the exhibit. Please be aware of your neighbors and do not design an exhibit that blocks them in.



DISTRIBUTION OF ADVERTISING MATERIAL

Printed material, handouts, etc. may be distributed by exhibitors from their space only. No promotional material may be distributed from any other part of the building, without previous written permission by Show Management.

ELECTRICAL SERVICE

Reasonable access to standard 110v electrical service is available for an additional charge. See the Order Form in the official Event 1 Vendor Packet for details. You will need to provide your own extension cords and power strips. Most exhibitors will be no more than 30 feet away from the nearest electrical outlet. 220v service will have to be ordered through Show Management. Unauthorized use of electrical outlets is prohibited and will be checked during the show.

EXHIBITOR'S HOSPITALITY LOUNGE

The Exhibitor's Hospitality Lounge is provided compliments of Show Management **DURING SHOW HOURS ON SATURDAY AND SUNDAY ONLY**. The exhibitor's lounge will be located upstairs on the west side, near the main west building entrance (look for the signs). It will offer **EXHIBITORS AND WORKING STAFF ONLY** a place to sit and enjoy a drink, snack or meal away from the public. Hot coffee, ice water and light snacks will be available in the Exhibitor's Hospitality Lounge at no charge to exhibitors.

FOOD AND BEVERAGE

Remember that ALL food and beverage service must be conducted with Expo Square (Central Park Hall). Exhibitors cannot sell food and beverages at Expo Square. If an exhibitor wants to distribute drink samples, they must be no more than two (2) ounces. Food samples such as chili, ice cream or meat can be a maximum of one (1) ounce. Exhibitor must comply with all Tulsa County Health Dept. requirements (i.e: permits, hand-washing facilities, etc.). Also, outside food or beverages are prohibited.

FORK LIFT

If you will need a fork lift for set-up or dismantling, please contact the Show Decorator and arrange for this service in advance of your move-in day, or when you arrive on your move-in day. There is a charge for this service.

HELIUM BALLOONS

If you give out helium-filled balloons, you will be subject to an additional fee to remove balloons from the ceiling. If you must hand out balloons, we suggest filling them with air and tying them to a stick.

INSURANCE AND LIABILITY

All exhibitors must submit proof of a minimum of \$1,000,000 general liability insurance. Permission to participate in the "Total Health & Fitness Expo" as an exhibitor is given on the express understanding that Event 1 Productions, Inc. and Tulsa County Public Facilities Authority, its employees, agents and volunteers do not accept responsibility for any damage, loss or theft to property that belongs to the exhibitor.

Prior to set-up, every exhibitor is required to submit proof of insurance. Insurance should be general liability insurance of a minimum of \$1,000,000.00 and name **Event 1 Productions, Inc. and Tulsa County Public Facilities Authority**, as additional insureds or certificate holders. **If this proof of insurance is not received, you will NOT be allowed in the building to set up your display. NO EXCEPTIONS!**

While there is security onsite during the show from setup to tear-down, exhibitors are advised to make their own arrangements to insure and secure their property. Exhibitors are liable for any damage caused to paths, roads, plants, tents, and structures or to other exhibitors' property.



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NO ALCOHOL/NO SMOKING POLICIES

It is show policy that exhibitors (and their staff) are prohibited from consuming alcohol in their exhibit spaces during show hours and at any time during move-in/move-out.

All buildings at Expo Square (including Central Park Hall) are non-smoking (this includes vapor/E-cigarettes). Exhibitors wishing to smoke may do so by using the exit doors on the WEST side of the building.

PARKING & ENTRANCE TO THE SHOW

Parking is free at Expo Square with space for more than 7,000 vehicles. Due to ongoing construction, traffic and parking, patterns may change. On show days, exhibitors should park in the spaces located well SOUTH of Central Park Hall (near the Fair Meadows off-track betting facility). This leaves the spaces directly south of the building (the main public entrance) available for show attendees to utilize.

POP-UP CANOPIES

Use of pop-up canopies in this show is allowed, as long as the width of the support posts is less than 3 inches across. No signage or banners may be hung from the structure on either side or the front of the canopy, as they would obstruct the line of sight of neighboring booths. Signage may be hung from the back of the canopy.

SALES TAX

Exhibitors selling merchandise at the show must have a valid Oklahoma Sales Tax Permit (with a 6-digit number). If so, you will report sales tax collected as part of your standard monthly recap to the Oklahoma Tax Commission (OTC).

If you are selling merchandise at the show and do NOT have an Oklahoma Sales Tax Permit, you still must collect sales tax on each purchase. You must collect and pay **8.517% sales tax** on all purchases, which is 4.5% Oklahoma state tax, 3.00% city of Tulsa tax and 1.017% Tulsa County tax. A sales tax report must be filed after the end of the show and submitted, along with all sales tax due, to the Oklahoma Tax Commission.

If you are acquiring leads rather than selling directly, you do not need a license. Event 1 Productions, Inc. will send a list of all exhibitors to the Oklahoma Tax Commission prior to the show so they know you were an exhibitor. For more information on collecting and reporting sales tax, contact the Oklahoma Tax Commission at (405) 522-4324.

All exhibitors MUST fill out an OTC form at time of check in. If you're only obtaining leads, fill out the form and give it back to the check-in staff. If you're selling products, you'll need to keep the form and send it to the OTC with your sales tax collected after event is over and before the stated deadline date.

SECURITY

Nothing will ruin a successful exposition experience more than the loss or theft of expensive equipment or products. Here are some basic steps you can take to prevent theft:

1. Show Management, the building operator, the general contractor, and Expo Square security provide a measure of protection, such as providing perimeter security, but only you and your staff are responsible for your valuables.
2. Escort your merchandise and/or goods to your booth if at all possible. The greatest risk of theft or loss occurs during set-up or tear-down. Be especially alert during these times.
3. Treat especially valuable goods (such as prototypes) as irreplaceable. If they are one-of-a-kind, hire your own security. Under no circumstances should such goods ever be left unattended. Laptops, tablets, televisions, computers, mobile phones and other electronic devices are particularly vulnerable to theft.
4. At the close of business each day, cover all display tables. This establishes a barrier to curiosity-seekers and keeps other would-be thieves from selecting items to steal at a later time. Store excess supplies and merchandise with the material handling contractor or in a facility outside the hall. Never store your excess merchandise or supplies under tables or displays. That's the first place a thief will look!
5. During tear down, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
6. Obtain proper insurance coverage for your goods, including transit to and from the show site. **Our insurance does not cover your display, your product or your company.**



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7. Show Management will not allow any exhibitors or their workers to enter Central Park Hall after close of the show each day. During move-in, all exhibitors and workers will be asked to leave the building around 8:00pm on Friday, February 14, 2020. Exhibitors and workers will be allowed into Central Park Hall starting at 8:00am on Saturday, February 15, 2020 and at 10:00am on Sunday, February 16, 2020 (show days). To help us secure the building to the best of our ability, we ask that you cooperate with these rules regarding people in the building.

SET-UP/MOVE-IN SPECIFICS

Only exhibitors who have paid their booth rental fees in full and who have provided proper proof of insurance may begin moving displays into place after 12:00noon on Friday, February 14, 2020. Move-in must be completed by 8:00pm on Friday, February 14, 2020. **No initial move-in will be allowed on Saturday, February 15th!** This date is reserved for finishing your booth set up. Load-in and load-out should be done through the designated overhead doors on the southeast corner of the building. Glass lobby doors on the south and west sides are for carry-in items only.

Show Management is NOT liable for any items left in Central Park Hall after 5:00pm on Sunday, February 16, 2020.

All overhead doors will be closed at 6:00pm on Friday, February 14, 2020 and remain closed until after the show ends around 5:15pm on Sunday, February 16, 2020. All exhibits must be removed by 7:00pm on Sunday, February 16, 2020. No exhibits can be removed before the show ends at 5:00pm on Sunday, February 16, 2020.

SHOW DECORATOR

Event 1, Inc. is the official show decorator for the "Total Health & Fitness Expo." Event 1 has rental information on items such as booth carpeting, extra draped tables, extra chairs, custom signs & banners, electrical service, etc. which you may want to rent on their website. If you have any questions, please contact Event 1, Inc. at **(918) 245-8006** or online at www.event1inc.net.

SHOW LOGO

If you would like to use the "Total Health & Fitness Expo" logo on your company's website, it's available in several different sizes and formats. To request a copy, send an email to Steve@event1inc.net or call us at (918) 245-8006 and we'll send you one.

SHOW MANAGEMENT OFFICE

At Central Park Hall, Show Management will have an office during the show located next to the main south entrance doors along the south wall of the building. If Show Management is out on the show floor, you may contact Event Manager Steve McDonald by cell at (918) 521-1324.

SIGNS & BOOTH COLORS

A 7"x 36" ID sign is provided as part of your booth and used only to identify your booth at move in. Please use only professionally made signs. Booth drapery colors will be red and white (*subject to change*).

SOLICITATION

Solicitation by non-exhibitors is a disruption to those who have paid for the opportunity to market their company at the show. Please let Show Management know immediately if you're solicited or observe soliciting or selling by anyone other than exhibitors. Call our Event Manager at (918) 521-1324 to report solicitors.

SOUND

Noise level from any demonstrations or sound systems (i.e. booth personnel, stereos, TV's, tools, etc.) **must be kept to a minimum.** Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors. The exception to the rule is for seminars approved by Show Management only.

TELEPHONE SERVICE

Phone service for your booth is available and must be ordered at least 2 weeks prior to the show date through Expo Square at **(918) 744-1113, ext. 2000.**

UNOCCUPIED SPACE

An exhibitor who has not set up their booth or notified Show Management by 5:00pm on Friday, February 14, 2020 that they will be late, will forfeit their space and any monies paid for that space. At that time, Show Management can resell this same space or use it in any manner for the good of the show.



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VEHICLES (If applicable)

All liquid and gas fueled vehicles/equipment within the facility during show hours will be subject to Fire Marshall inspection/approval and must adhere to the following:

- * Batteries must be disconnected
- * Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less
- * Fuel tank openings shall be locked and/or taped & sealed to prevent the escape of vapors
- * A copy of the keys must be given to Show Management

Only vehicles used for the show are allowed to remain inside the building. **Vehicles cannot be moved during public event (show) hours.**

Following the show, vehicles will not be permitted to enter or exit the building until the building has been secured and the public is out of the building.

Vehicles will NOT be allowed to remain in the building any longer than is absolutely necessary. Show Management reserves the right to have any vehicle that's not part of a display booth removed from the building to keep aisles clear for other exhibitors.

WIRELESS INTERNET SERVICE

Whether you need to send e-mail while at the "Total Health & Fitness Expo" or just want to relax and surf the web while you hang out in the exhibitor hospitality lounge, Expo Square's new Wi-Fi network allows you the capability. Free access is granted to users for the first 30 minutes, one time per day. For price plan info, help connecting or for general questions regarding service, contact Expo Square at **(918) 744-1113, ext. 2000**, or refer to the information found on pages 11 and 12 of this manual.

Show Management shall have full power to interpret or amend these rules as needed. Wherever these rules do not apply, Show Management reserves the right to make such rulings as may appear to be in the best interest of the show. The exhibitor agrees to abide by such rulings. All decisions by Show Management are final in any disagreements between exhibitors.

FREQUENTLY ASKED QUESTIONS

Q: What is "Total Health & Fitness Expo?"

A: The global fitness and health club industry generates more than **\$80 billion** in revenue per year. Americans spend north of \$60 billion annually to try to lose pounds, on everything from paying for gym memberships and joining weight-loss programs to drinking diet soda. We also spend more than \$30 billion a year on dietary supplements - vitamins, minerals and herbal products, among others. This event will serve to get local health-conscious and athletic consumers and health-oriented businesses together under one roof where education and product sales can take place. It will also feature exhibitors covering all aspects of health and fitness, including the well-being of your body, mind and spirit, but can also include the health of your home, vehicle, money, pets, etc. **Plus, the show will feature FREE admission and FREE parking for all attendees.** Representatives from leading companies as well as local retailers and service providers from this area will be on hand to answer questions and conduct product demonstrations. New products in the marketplace that will save time and money will be offered, displayed and demonstrated by professionals throughout the show. Show attendees can collect free product samples and money-saving coupons, and talk with local health & fitness experts one-on-one.

Q: How much does it cost to attend?

A: Admission and parking are FREE.

Q: Is there close parking available?

A: There is plenty of free parking in the outside lots just south and east of Central Park Hall. Exhibitors are asked to park on the south side to allow ample parking for the public attending the event.

Q: Are food and refreshments available?

A: Yes, the Central Park Hall operates a concession stand during show hours where you can purchase standard fare for lunch or snacks. Remember, outside food and drinks are NOT allowed in Central Park Hall.



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Q: Is it necessary that I have insurance?

A: Absolutely! Every exhibitor must submit sufficient proof of insurance to Show Management. Insurance must be for a **minimum \$1,000,000 General Liability** and list **Event 1 Productions, Inc. and Tulsa County Public Facilities Authority** as additional insureds or certificate holders. Show Management must have a copy of the insurance in-hand before exhibitors will be allowed on site to set up. Please keep in mind this is for the protection of all parties involved should some unfortunate incident occur.

Exhibitors will not be allowed to start set up without valid insurance.

If your regular business insurance cannot amend your insurance policy, see the information on page 16 for help. **Do NOT send your proofs of insurance to Expo Square. ALL proofs of insurance must be sent directly to Event 1 Productions, Inc.**

Q: Will booth signage be provided?

A: Exhibitors must provide their own signage. Signs for 10'-by-10' booths should be approximately 9-1/2 feet long and 3 to 4 feet tall. Handwritten signs are not permitted. If you do not have a sign, a full-color banner can be purchased from the Show Decorator (Event 1, Inc.).

Q: When can I load in?

A: All exhibitors must move in between 12:00noon and 7:00pm on Friday, February 14, 2020 only.

Q. Does my booth have a back wall and side walls?

A: Booths that have another booth (or outside building wall) behind them will have an 8' high back wall. Booths that do not have a booth behind them may not have a back wall. There will be 3' high dividers between each booth. To enable visitors a clear sight line down a row of booths, please ensure your display does not exceed 4 feet high in the front 3 to 4 feet of your booth. Show Management reserves the right to request changes to an exhibitor's booth layout if, in the opinion of the Event Manager, the layout infringes on a neighboring booth. Decision of Show Management on these situations is final.

Q: Do I need exhibitor show badges?

A: No. We assume you will be wearing company-branded apparel during the event. No badges are needed during move-in or move-out either.

If you have any other questions please call the show office at (918) 245-8006 (through February 13, 2020 only). On February 14th thru 16th, call Event Manager Steve McDonald at (918) 521-1324.





Basic Internet Connection Instructions

Wi-Fi Instructions: First connect to the [Expo Premium Wireless](#) network with your wireless device. You'll be prompted with a splash screen in your browser where you can create an account and select a payment plan.

[Expo Premium Wireless](#)

- 1 Select Plan
- 2 Pay
- 3 Enjoy!

All purchases are non-refundable. Public Wi-Fi is offered in the following locations: RV Park, River Spirit Expo Center, River Spirit Expo Center, Central Park Hall, Simulcast building, Ford Truck Arena, Ford Truck Exhibit Hall, Mustang Arena, and the Explorer Barn.

Users are responsible for setting up their wireless device to access Expo Square's Public Wi-Fi network. Expo Square will not assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Wi-Fi network.

The Expo Square Wi-Fi network is subject to content filtering in order to prevent the viewing of offensive material, peer to peer file sharing, or activities expressly forbidden by law. Expo Square is not liable for any offensive content viewed or downloaded by the user.

Any user or device performing any activity which adversely affects Expo Square's network will be subject to being blacklisted from Expo Square Public Wi-Fi.

[Available price plans](#)

- \$8.00 per day (Up to 8.0 Mbps download speed/Up to 3.0 Mbps upload speed)
- \$25.00 per week - 7 days (Up to 8.0 Mbps download speed/Up to 3.0 Mbps upload speed)



Detailed Connection Instructions

STEP 1: In your wireless networks option, select "**Expo Premium Wireless**" and click on **Connect:**

PC - this is usually located in the lower corner of computer

MAC - use "Finder" and select network

Cell Phone – select Wi-Fi under settings



Example screen from Windows 7 computer

STEP 2: Open your browser and follow instructions on the "Splash Page" to access the internet.

NOTE: If the page is blank, type in any website address (for example, www.event1inc.net) and you'll be prompted with the "Splash Page" prior to registration.

STEP 3: Create an account (name, email and password).

STEP 4: Select your price plan.

STEP 5: Select your payment option for the price plan selected (Visa, Master Card or American Express accepted).

STEP 6: Enjoy your internet connection!

For support, please send an email to: exploit@exposquare.com or call (918) 744-1113, ext. 2000. Thank you!



SHIPPING/RECEIVING/MATERIAL HANDLING

Exhibitors can have their freight sent to the Event 1 warehouse (address below) starting on Monday, January 13, 2020, through Tuesday, February 11, 2020. Freight will be secured there until Thursday, February 13th and delivered to the venue/ dropped off in your exhibit booth on Friday, February 14th.

Please address your shipping label as follows:

**Total Health & Fitness Expo 2020
C/O Event 1 Productions, Inc.
1601 S. 129th W. Ave
Sand Springs, OK 74063**

PLEASE NOTE:

All freight that is being delivered directly to Central Park Hall must be received on Friday, February 14th between 9:00AM and 5:00PM. 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 “Total Health & Fitness 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 have questions or concerns about shipping requirements, please contact Event 1 Productions, Inc. at (918) 245-8006.



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IT SERVICES

Expo Square offers a variety of event services that can be ordered through the assigned Event Coordinator for your show. Please review the information below and complete the applicable form(s) according to the directions.

VENDOR INTERNET/PHONE/CABLE SERVICE ORDERS

Vendor internet, phone and cable services can be ordered in the following event facilities:

- Central Park Hall
- Exchange Center
- Ford Truck Exhibit Hall
- River Spirit Expo

For Wi-Fi services, connect a wireless device to the "Expo Premium Wireless" that is broadcasting in all available buildings (Please note, only 5Ghz capable devices will see this connection)

[Wireless Connection Instructions](#)

For wire internet, phone or TV services, vendors must contact Cox Communications, (918) 806-6079, to order services for their location during the specified event. Please have the following information available when placing the order:

- Event Name & Date
- Building Name & Address
- Booth Number
- Activation & Disconnection Dates

It is recommended to order all services at least one week in advance and to follow up with Cox Communications to verify disconnection of services at the end of your event.

Central Park Hall: 4503 East 21st Street, Tulsa, OK 74114
Exchange Center: 4149 East 21st Street, Tulsa, OK 74114
Ford Truck Exhibit Hall: 4145B East 21st Street, Tulsa, OK 74114
River Spirit Expo: 4145 East 21st Street, Tulsa, OK 74114

Please note: Not all locations within these facilities have connectivity services available.

If you have any questions, please contact:

Expo Square IT Department
(918) 744-1113, ext. 2000



EXHIBITOR SERVICE MANUAL

February 15-16, 2020 * Central Park Hall at Expo Square
Tulsa, Oklahoma

We encourage you to hang a colorful banner in or above your booth to help draw attention to your display. Here are the rules concerning the hanging of banners:

- 1) **Inside your booth:** You may hang your banner from the pipe located at the back of your booth. Make sure your banner has holes with reinforced grommets along the top. Your banner can be hung from the pipe using small metal "S" hooks (provided free of charge by the show decorator). You will be responsible for hanging your own banner in this manner and there's no charge for you to hang your own banner this way.
- 2) **Above your booth:** Where possible (due to the presence of pipes to hang them from), you may also be able to have a larger banner hung above your booth for an additional fee. It must also be reinforced at the top with a metal pipe or piece of PVC to avoid sagging or drooping of your banner and along the sides. Per Expo Square regulations, you will NOT be able to do this yourself. Expo Square personnel MUST hang/take down all banners from the ceiling. Expo Square will connect to your ropes and hang your sign.

**YOUR BANNER MUST BE CHECKED IN, PAID FOR AND IN YOUR BOOTH
BY 2:00PM ON FRIDAY, FEBRUARY 14TH OR IT WILL NOT BE HUNG! NO EXCEPTIONS!!!**

There are 2 types of banners/signs that can be hung from the ceiling:



2-sided signs: (see example above) These signs must have a pole or PVC piping across the top of the banner for cosmetic purposes and to make it safer and easier to hang.

The charge to hang/take down this sign is **\$130.00**.



3-sided, 4-sided and round signs: (see examples above) These types of signs **MUST** have pipe or other very rigid support material along the top and **ALL** sides or they will not be hung. You must connect all sides to one cable hook for the Expo Square to connect to with their rope/cable.

The charge to hang this sign/take it down is **\$260.00**.

Bring your banner to the "Exhibitor Check-In" desk and pay the proper banner hanging fee to be put on the schedule. Assemble your banner in your booth so it's ready for Expo Square personnel to connect and hang by **2:00pm on Friday, February 14th**.

Payment for banner-hanging can be made by credit card or check (payable to **Event 1 Productions**) and must be received before your sign will be hung.
NO CASH will be accepted!

Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company **Event 1 Productions, Inc.** and **Tulsa County Public Facilities Authority** shall be named as Additional Insureds. This insurance must be in force during the lease dates of the event (February 14, 2020 - February 16, 2020.)

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card. Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=94039e24db6a>

This \$84 program is valuable for:

- * Exhibitors who do not have any insurance.
- * Foreign Exhibitors whose liability insurance will not cover them at a U.S Show.
- * Companies who do not have the time to deal with all of the certificate arrangements, and need coverage NOW.
- * Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance (similar to when you rent a car and do not want to use your own auto insurance.)
- * Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory!

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth. If you already have compliant coverage, please forward your proof of insurance to Steve@event1inc.net. If you do not have coverage, it can easily be secured through the link provided above.

We also offer affordable short term

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition. Please visit <http://rainprotection.net/> for details.

INSTRUCTIONS FOR INTERNATIONAL EXHIBITORS

If you are a non U.S. company, please read the following instructions: When you are filling in your company information, it will ask for a phone number and address. Please use our phone number and the address of the Venue (Central Park Hall at Expo Square).

Here is the address you should use:

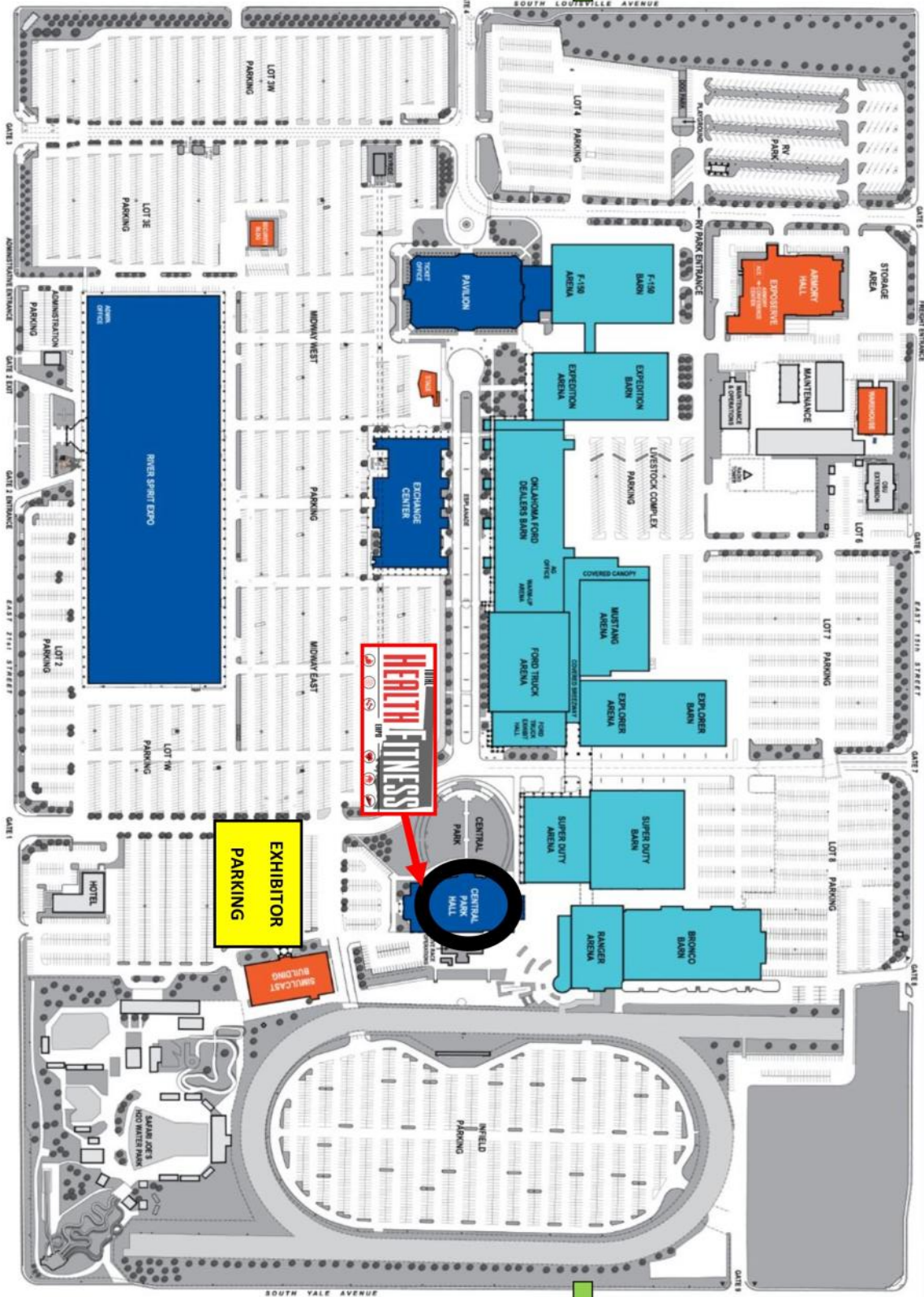
1701 S. Sandusky Ave. Tulsa OK 74114

Here is the phone number you should use:

(800) 528-7975

Please feel free to direct all insurance questions to Rainprotection Insurance: (800) 528-7975
sales@rainprotection.net or online at www.Rainprotection.net

Harvard Avenue



21st Street

15th Street

Yale Avenue

