

# EXHIBITOR RULES AND REGULATIONS

## EXHIBITOR TERMS AND CONDITIONS

Oklahoma Safety Council has the right to make rules and regulations or changes in arrangements as necessary, and to amend as needed. The Oklahoma Safety Council shall have the final determination and enforcement of all rules, regulations, conditions and floor plan. Professionalism is expected at all times from all vendor staff.

## COMPLIANCE

Each exhibitor agrees to be responsible for regulations pertaining to health, fire prevention and public safety while participating in the Exhibition. All exhibits must comply with the laws and regulations of the city and state in which the exhibit is held. The person whose signature appears on the Exhibitor Application Form agrees to inform all on-site booth personnel and Exhibitor Appointed Contractors of the show guidelines. The Oklahoma Safety Council may cancel without refund any exhibit space for non-compliance with the terms, conditions, and regulations of this contract or for nonpayment of rent. Further, the Oklahoma Safety Council reserves the right to not assign exhibit space to the Exhibitor and, thereby, terminate any obligation of the Exhibitor and the Oklahoma Safety Council under this contract, in which case, the Oklahoma Safety Council will so notify the Exhibitor and refund any payments made by the Exhibitor under this contract.

## INSURANCE

Exhibitor agrees to maintain insurance that will fully protect Oklahoma Safety Council, the 2023 Tulsa Renaissance Hotel and Convention Center and Event 1 Productions, Inc. from any and all claims of any nature whatsoever, including claims under worker's compensation, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display, Exhibitor agrees to indemnify and hold harmless Oklahoma Safety Council, The Tulsa Renaissance Hotel and Convention Center and Event 1 Productions, Inc. from any such claims.

## EVENT CANCELLATION

Oklahoma Safety Council will not be liable for failure to hold the exhibition as scheduled, however payments for exhibit space will be refunded in that event. Any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is canceled ninety (90) days or less prior to the opening date because of fire, or any act of God, or the public enemy, or strike, or epidemic or any law, or regulation, or public authority, which makes it impossible or impractical to hold the Exhibition.

## BOOTH CANCELLATION

Cancellation of space must be submitted in writing. An exhibitor who cancels on or before 45 days prior to the event, will receive a refund, less a \$300 service charge. Cancellation received less than 45 days prior to the event, forfeits any refunds and agrees to pay the total cost of the assigned booth space. OSC reserves the right to resell any booth space cancelled by an exhibitor.

## OFFICIAL SERVICE CONTRACTOR

Event 1 Productions, Inc. is the official service contractor of the 2023 Oklahoma Safety & Health Conference. They will provide exhibitors with extra tables, furniture, etc. for your booth at an additional cost. Your service kit will be emailed to your booth purchase contract 30 days out from the event date so you can order and pay directly with them.

## BOOTH ELIGIBILITY

Booth space will be offered to sponsors and then assigned in the order the applications are received. The Oklahoma Safety Council has the sole right to determine the eligibility of exhibits, company products, systems, services, booth graphics,

## INDEMNITY

The Exhibitor assumes all responsibility for any and all loss, theft or damage to Exhibitor's displays, equipment, and other property while on the Tulsa Renaissance Hotel and Convention Center premises, and hereby waives any claim or demand it may have against the Host Hotel or its affiliates arising from such loss, theft or damage. In addition, the Exhibitor agrees to defend (if requested), indemnify, and hold harmless the Oklahoma Safety Council and the 2023 conference host hotel and their respective parents, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs, and expenses including, without limitation, attorneys' fees and costs arising from or in connection with the Exhibitor's occupancy and use of the Exhibition premises or any part thereof or any negligent act, error or omission, of the Exhibitor or its employees, subcontractors or employees.

## FIRE CODE

- Prohibited: open flame lighting devices, flammable liquids, propane and butane or liquefied petroleum gas.
- A certificate of fire retardation must be on hand within an exhibit as proof of any flame-retardant treatment.
- Fire regulations require all display material used for decoration to be made of flame retardant or non-combustible materials.
- No exits or means of egress may be blocked at anytime.

# EXHIBITOR RULES AND REGULATIONS

## LITERATURE DISTRIBUTION

Canvassing in any part of Conference Host Hotel outside of your exhibit space or of the hotel in the Oklahoma Safety Council Housing lock is strictly prohibited. Any person doing so will be requested to discontinue canvassing immediately. Circulars, catalogs, magazines, invitations, folders, and signs may be displayed or distributed only in the exhibitor's booth and must be related strictly to the approved products and/or services on display. IN-BOOTH SALES Selling of any products from the booth is not permitted

## EARLY MOVE OUT

Exhibitor agrees not to dismantle the exhibit or do any packaging before the close of the show. Violations will result in exclusion from future Oklahoma Safety Council Exhibitions.

## NAME BADGE REQUIREMENT

Every person must wear a badge to enter the Exhibit Hall and while on the show floor. Temporary badges will be issued to Exhibitor Guest Passes, individuals assisting during move-in, move-out or before or after show hours.

## BOOTH PAYMENT

Full Payment must be made online with a credit card or invoice request. Booth placement will not be confirmed until online registration is completed.

## DRAWINGS & PRIZES

Any Exhibitor conducting drawing or offering prizes is responsible for complying with state law regulating and prohibiting lotteries and gambling. Nothing in this contract permits the use of exhibit space to conduct any illegal lottery or other prohibited gambling. The Exhibitor agrees to indemnify and hold harmless the Oklahoma Safety Council, its officers, agents, and employees from and against any and all charges, claims, demands, suits, proceedings, actions or prosecutions alleging violations of any law or liability for penalties, forfeitures, fines, losses, damages, expenses, costs and disbursements, including reasonable attorneys' fees, for any other relief and for attorneys' fees and expenses incurred by the Oklahoma Safety Council, sustained as the result of the Exhibitor's conduct of any drawing or offering prize.

## RELOCATION OF EXHIBITS

The Oklahoma Safety Council reserves the right to alter locations of Exhibitors or of booths as shown on the official floor plan at its sole discretion, if deemed advisable in the best interests of the show.

## ELECTRICAL SERVICES

All connections to the electrical circuits in The Tulsa Renaissance Hotel must be made through Oklahoma Safety Council. Fees for electrical services are listed on our registration website. All electrical equipment shall be used in ordinance with item labeling and OSHA applicable Standards.

## BOOTH REGULATIONS, BOOTH DESIGN & CONSTRUCTION

- Standard booth heights 8 feet
- Each exhibitor must have a "fair" sight line from the aisle - regardless of the size of the exhibit. Unfinished portions of a booth are to be draped at the exhibitor's expense.
- Equipment, such as monitors, over 4 feet high and within 10 feet of another booth will be placed in the back 5 feet of the booth.
- All booths must accommodate and be accessible and in compliance with the Americans with Disabilities Act. All electrical equipment must be in good operable condition and able to pass inspection.
- No fixture or equipment will be placed where it will block the sight of another exhibitor unless mutually agreed upon by the exhibiting companies on-site contacts.
- Booth space must be left in the same condition as it was at the time of occupancy. Any material left in the booth that requires additional cleaning or large amounts of materials removed will be billed to the exhibitor.
- Aisles and exits shall be kept clean and free of obstructions.
- Nothing may be stored behind booths. Empty packing containers, wrapping or display materials must be removed from the exhibit hall.
- Only non-combustible materials or fire-retardant wood may be used for exhibit scenery and props.
- All curtains, drapes, carpet, carpet padding and decorative materials supplied by the exhibitor must be flame-retardant or sprayed with a flame-retardant.
- Nothing may be taped, tacked, nailed or in any way affixed to any interior or exterior surface within the exhibit hall.
- Glitter and adhesive-backed decals are strictly prohibited.
- Exhibitors are responsible for removal of booth-marking tape, carpet tape and tape residue left on floors. Exhibitor accepts all labor and material charges for lack of proper removal.
- Oklahoma Safety Council may inspect all exhibits to ensure compliance.

# EXHIBITOR RULES AND REGULATIONS

## EXHIBITOR-HOSTED EVENTS

Any of hospitality suite or event or private function scheduled by an exhibitor or sponsor, held either on site at the conference host Hotel or any other venue, may not begin until the conference and exhibition has closed officially for that day and shall not conflict with any other conference activity, sponsored hospitality suites must discontinue food, drink and/or entertainment at 10 pm. when held in sleeping room areas of the hotels in the Oklahoma Safety Council Housing Block. Any violations may result in exclusion from future Oklahoma Safety Council exhibitions and speaking opportunities of the company's employees.

## ADMISSION OF EXHIBITORS / ATTENDEES / GUESTS

Oklahoma Safety Council requires a conference badge for everyone who enters the Exhibition Hall. Security will enforce this requirement during move-in, show hours and move-out.

## FOOD/BEVERAGE DISPENSING

Food and/or beverages purchased outside of the conference host hotel may not be brought into or consumed within the Hotel and conference center without prior approval. The Hotel is solely licensed to sell and/or dispense alcoholic beverages and enforces Oklahoma laws.

## NOISE & LIGHTING

Amplified music or vocal presentations are permitted if not audible in neighboring booths including those on either side, back-to-back or across the aisle. Blinking or flashing lights that are distracting to neighboring exhibitors on either side, behind the booth or across the aisle are not allowed. No exceptions will be allowed. Show management shall exercise total control of this regulation and will ask that the exhibitor discontinue the distraction if objectionable to neighboring booths.

## DEMOS AND ENTERTAINMENT

Exhibitors using costumed persons or models as part of the exhibit agree that such personnel's appearance and dress are not offensive. Any type of entertainment must be confined to the booth area and will not be allowed in the aisles. Live animals are prohibited, with the exception of guide and service animals.

# Exhibitors Must Know

---

## SMOKING RESTRICTIONS

The 2023 Host Hotel Venue, The Tulsa Renaissance Hotel and Convention Center is a tobacco-free building. Smoking is always prohibited in the Hotel and Conference Center. Absolutely no smoking, vaping or tobacco use in the expo hall.

## SECURITY

Perimeter security coverage of the exhibit hall will be furnished from move-in and through move-out of the exhibition. Exhibitors are responsible for the security of their booth and for any loss or damage to their property at all times. Oklahoma Safety Council, The Tulsa Renaissance Hotel and Convention Center, and Event 1 Productions, Inc. are not liable for any loss or damage of materials. Should any loss occur, report the incident to Security immediately. Oklahoma Safety Council, the facility management, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident, or other causes.

## USE OF SPACE

No Exhibitor may assign, sublet, or a portion of his or her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent or any exhibiting firm to solicit business in his or her space. Distribution of advertising materials is limited to the area of each exhibit space.

I have read and accept the terms and agreements of the code of conduct described here for the 2023 Oklahoma Safety and Health Conference & Expo.

\_\_\_\_\_  
Vendor Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date