



Thursday, October 13, 2016

All Sizes are Approximate. Each booth will consist of 8' draped backdrop; 3' draped side curtains;
1 table with draped cloth, electricity, 2 folding chairs

Set Up: Thursday, October 13 from 8:00am to 3:00pm

Exhibit Hours: Thursday, October 13 from 4:00pm to 8:00pm

Tear Down: Thursday, October 13 after 8:00pm

Location: Great Plains Coliseum
920 SW Sheridan Road

Booth registration will be open to non-members September 16th.

Vendors will receive assignments approximately 2 weeks prior to show date. All vendors will receive two (2) exhibitor badges.

Complete application and return to:

Attn: Sharleen Gehers
Lawton Fort Sill Chamber of Commerce
P.O. Box 1376
Lawton, OK 73502

If you have any questions please contact Sharleen Gehers at 580-355-3541.



Southwest Oklahoma Business Expo Application
October 13, 2016

Company: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Product or Service selling: _____

Vendor Sales Tax Permit #: _____ State Tax Permit is in: _____

Booth Requirements:

_____ Electrical Outlet (110V only)

_____ Draped table (Please check this box if you want a table)

Location: (Please list preferred booth numbers, please refer to the enclosed diagram.)

First Choice: _____ Second Choice: _____ Third Choice: _____

We will try to accommodate all participants with their booth selection. Please know that booth selection is based on a first-come, first-serve basis.

Payment:

Payment must be made in full when returning this application. Your booth will not be secured until full payment is received. **We accept Visa, MasterCard, Discover and American Express.**

Account Number: _____ Security Code: _____ Expiration Date: _____

Name on Card: _____

Signature: _____

We, the undersigned applicant, hereafter referred to as Exhibitor, understand this application will become a binding contract upon acceptance by the Lawton Fort Sill Chamber of Commerce, hereafter referred to as Management, and is subject to the terms, conditions, and regulations which constitute a part of, or are included in, this application and contract. I have read the "Terms and Conditions" on the reverse side.

Applicant's Signature: _____

Title: _____ **Date:** _____

**Please return your application and payment to: Lawton Fort Sill Chamber, Attn: Sharleen
PO Box 1376, Lawton, OK 73502
355-3541 – Chamber 357-3642 - Fax**

Official Use Only

Date Received: _____

Booth(s) Assigned: _____

Amount Enclosed: _____

What is the Cost???

Make your reservations EARLY, booths will sell out quickly!

Chamber Members:

\$150.00	Section A Booths (10x10)	Section A Booth locations are: Numbers 2-10, 12-15, 17-24, 26-30, 31-55
\$225.00	Section B Booths (10x20)	Section B Booth locations are: Numbers 1, 11, 16, 25

Non-Chamber Members:

\$225.00	Section A Booths (10x10)	Section A Booth locations are: Numbers 2-10, 12-15, 17-24, 26-30, 31-55
\$325.00	Section B Booths (10x20)	Section B Booth locations are: Numbers 1, 9, 13, 21

Booth Registration will be opened to non-members **September 16th.**

The fee includes one 6' draped table, 8' draped backdrop. Exhibitors can display products, provide literature, take orders or otherwise promote their business, including making cash sales from the booth and 2 box lunches.

The Lawton Fort Sill Chamber of Commerce does require that each booth provide some form of "giveaways" for attendees. This can be in the form of literature, pens, notepads, candy, coupons, etc...

Exhibitors may reserve more than one booth as space permits.

Terms and Conditions:

Payment:

To secure your booth(s), we must have **FULL PAYMENT** with your application. The final deadline for booth reservations and payment is September 16, 2016.

Refunds:

We will refund your booth(s) rental if cancellation is received in writing by 5:00 p.m. August 12, 2016. **We will not make any refunds after this date.**

Show Set Up:

Exhibitors may begin moving in on Thursday at 8:00 am. Set-up must be complete by 3:00 pm.

DAMAGES:

Exhibitors are liable for any damage caused to the building floors, walls or columns, or to booth equipment supplied by LFSCOC, or to other exhibitor's property. Exhibitors may not paint, lacquer, and use adhesive or any other coating on building floors, columns or booth equipment.

NOISE:

Sound effects, loudspeakers, attention getting devices and audiovisual equipment will not be permitted, except in locations where in the opinion of Show Management such sounds and activity does not interfere with the activities of the neighboring exhibits. Show Management will be the final arbitrator when deciding if the noise is too loud. If an exhibitor refuses to lower the sound level they will be removed from the show with no refund of rental fee.

ADVERTISING MATERIALS/OUTDOOR ADVERTISING:

Signs or literature of firms are prohibited in all areas except within regular booth floor, wall and air space rented for that purpose. All air space advertising must be anchored. You cannot park vehicle in front, unless you paid to advertise.

LIMITATIONS/LIABILITY/SUBLETTING:

The Show Management cannot guarantee exhibitors against loss on damage of any kind. Please secure all items. Space is leased with the understanding that exhibitors will hold the Chamber and Great Plains Coliseum harmless for any or all liabilities from any cause. Exhibits shall be installed so that they do not extend beyond the space allotted. Distribution of printed materials, souvenirs or other articles must be restricted to the space of the exhibit. Subletting of exhibit space is prohibited.

AMENDMENTS:

ANY AND ALL MATTERS OR QUESTIONS NOT SPECIFICALLY COVERED BY THE TERMS & CONDITIONS ABOVE SHALL BE SUBJECT SOLELY TO THE DECISIONS OF THE CHAMBER SHOW MANAGEMENT.