

Tulsa Homeschool Expo Vendor Regulations

Contract Information

This contract is extended for the purchase of exhibit space and shall be provided by Tulsa Homeschool Expo in accordance with the conditions and regulations governing the exhibits of the exposition. By submitting this contract you agree to all conditions and regulations.

Booth Information

Regular 10'x 10' booths are \$125 each. 10' x 5' booths are \$62.50 each. Location may be requested by phone at 918-633-0517 or by email at tulсахomeschoolexpo@gmail.com.

Cancellation Policy

No refund will be made on cancellations after May 1st. Tulsa Homeschool Expo retains the right to resell any canceled booth space.

Vendor Set Up/Tear Down

Vendor set up will be Friday, June 1, 2018 between 10:00 am and 5:00 pm. Vendor tear down will be after 4:30 pm on Saturday, June 2nd. Tear down earlier than 4:30 pm is strictly prohibited. Vendor hall will be locked down at night.

Vendor Absence

In the event the vendor does not arrive for set up in the assigned space before 5:00 pm Friday prior to the expo without notifying the emergency expo day contact, Tulsa Homeschool Expo shall have the right to take possession of said space without compensation to vendor. Please contact the Emergency Expo Day Contact number listed at the bottom of the vendor agreement.

Keep Aisle Space Free

All products must stay within vendor's assigned booth space. Aisles must be free for foot traffic.

Payment Information

Vendor registration contract shall be accompanied by full payment to secure booth space. Please make check payable to Ignite Education, Inc. and send to PO Box 2441, Broken Arrow, Ok 74013.

Operation

Vendor agrees to keep all assigned booth spaces open and operated at all times during the event.

Electrical

2-wire extension cords must be UL listed. 220V single-phase service requires 4-wire cord. 208V 3-phase service requires 5-wire cord. All light fixtures in vendor booths must be properly grounded. Romex wire is strictly prohibited. All electrical wires crossing aisles must have ADA-approved cord covers or be taped down. All power in vendor booths must be turned off before leaving Friday night.

Liability

It is mutually agreed that Tulsa Homeschool Expo, Ignite Education, Inc, and Believers Church shall not be liable to the Vendor, and said Vendor will hold harmless the aforementioned, for any loss or damage or injury to his/her property contained in such exhibit; or injuries to his/her person, his/her agents, employees or other persons, no matter how sustained, from fire, theft, accident or other causes. All claims for such loss, damage or injury are hereby expressly waived.

No Smoking

Absolutely no smoking on the premises, including facility and parking lot. Policy includes tobacco, tobacco products, smokeless tobacco, vapor products, illegal substances, etc.

Food/Beverage

No food or beverages will be sold in the vendor hall.