



2019 Women of Color OKC  
Saturday, April 6<sup>th</sup>, 2019  
Metro Tech Spring lake  
Campus

Vendor Registration Packet

Hosted by:

Perry Publishing & Broadcasting





# The Women of Color Expo Details – Oklahoma City

Date: Saturday - April 6th 2019

Location: Metro Technology Center  
(1900 Springlake Dr. Oklahoma City,  
OK 73111)

Expo Time: 9:00 AM – 6:00 PM

## Vendor Information:

Vendor Meeting: Thursday – April 4th  
2019 – 5pm

Vendor Setup: Friday – April 5th 2019  
– starting at 4pm

Location: Metro Technology Center  
(1900 Springlake Dr. Oklahoma City,  
OK 73111)

# Vendor Map

Pricing is based on the zone your vendor space is located:

Blue – Upper Level: \$500 / \$950

Red – Lower Level: \$350 / \$650

Yellow – Main Hallway: \$300/ \$550

Purple – Lower Level Lobby: \$250 / \$450

Gray – Side Hall: \$200/\$375

\*Double Booth price in Green

\*\$25 for electricity

\*\$25 for Wi-Fi

\$25 for additional table



**Metro Technology Centers**  
Preparing for Life

## **BUSINESS CONFERENCE CENT VENDOR SET-UP**

### **WOMEN OF COLOR EXPO**

**Standard Vendor Space 9' x 7'**  
**Standard Table Size 6' x 1.5'**

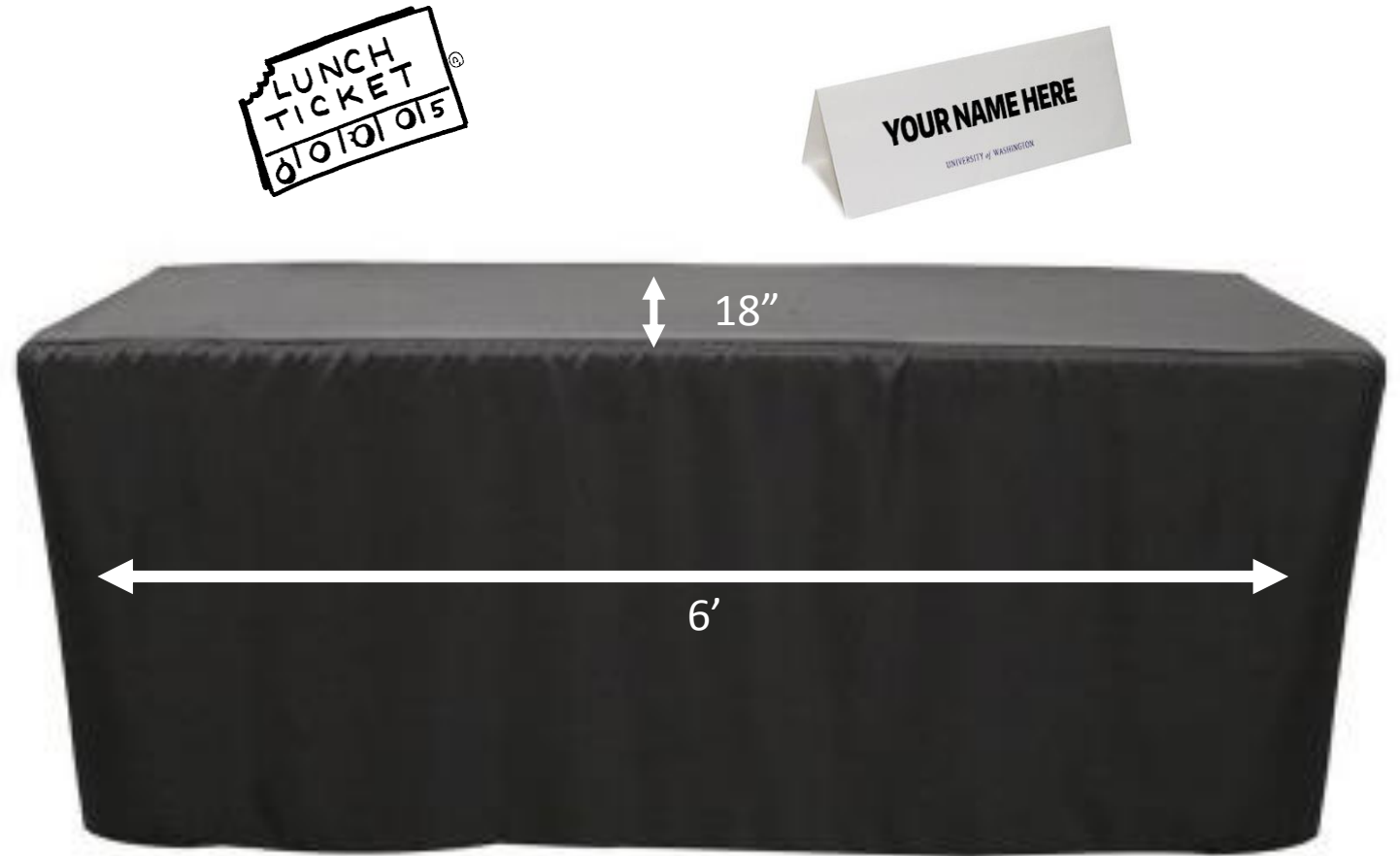
**Show Date: Saturday, April 6, 2019 @ Metro Technology Center Springlake Campus**



# What's included in the Basic vendor package

As a vendor at the 2019 Women of Color Expo you will receive a 9' x 7' vendor space with the following:

- 1 6' x 18" skirted table
- Vendor name table tent
- 2 chairs
- 2 vendor lunch tickets
- Access to the Vendor break area





# Vendor Packages

Get the most out of your vending experience with an advertising package promotion your organization on any of our media properties!

## Gold - \$5000

- Vendor Booth – Blue Zone
- 75 30-sec commercials
- 50 10-sec live liners
- 2 ¼-page ads in Black Chronicle
- Leaderboard Banner Link on WoC website
- 12 branded FB post on ALL OKC platforms
- 1 in-studio interview

## Silver - \$3000

- Vendor Booth – Red Zone
- 50 30-sec commercials
- 20 10-sec live liners
- 2 3x8 ads in Black Chronicle
- 300 x 250 Banner Link on WoC website
- 8 branded FB post on 1 OKC platform

## Bronze - \$1500

- Vendor Booth – Yellow Zone
- 25 30-second commercials
- 10 10-sec live liners
- Basic link on WoC website
- 3 FB post on WoC website

# SHOW REGULATIONS AND REQUIREMENTS

- Exhibit booths must be staffed and fully operational during published show hours. Exhibitors must wear badges to gain entry and on the floor during Show hours.
- Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level and lights resulting from the display does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
- Exhibit must be contained in the allotted exhibit space. The aisles cannot be blocked.
- Outside tables and chair are prohibited.
- Only promotional materials or merchandise approved on your "Application for Exhibit Space" may be displayed or sold in your booth. Promotional materials may not be distributed outside your exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- The sampling of food other than in the Metro Café must have written approval from Show Management.
- Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
- All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape (see diagram).
- Exhibitors may not share booth space without the written approval of Show Management.
- Vendor cut off date is March 15<sup>th</sup> 2019

# SHOW REGULATIONS AND REQUIREMENTS CONT.

- Exhibitors are not allowed to hang materials from any wall or painted surface with written permission from Show Management.
- Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
- Show Management is not responsible for duplicate vendors.
- Helium balloons can only be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
- Fire regulations prohibit the use of sterno or an open flame including candles. Any booth cooking with an appliance or food warming device must be equipped with at least one 20BC fire extinguisher. Booth decorations must be flame-retardant and electrical wiring and displays must conform to the National Electrical Code safety rules.
- No LP gas, bottled gas or bottled gas tanks are permitted in the building.
- Any display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
- It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor does indemnify and hold harmless Show management against any and all claims as may be asserted against it.

# WOC Registration Form



Contact Name: \_\_\_\_\_

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

Product/Service Description: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Booth Zone: \_\_\_\_\_ Advertising Package: \_\_\_\_\_

Enclosed is my check for \$\_\_\_\_\_ made payable to Perry Publishing & Broadcasting or Bill my Credit Card -3% surcharge for all credit card transactions: (Check One)

- VISA
- Master Card
- American Express
- Wi-Fi - \$25 fee
- Table - \$25 fee
- Electric - \$25 fee

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Zip Code CVV Code \_\_\_\_\_

Signature: \_\_\_\_\_

\*By completing the Women of Color Registration Form you accept and understand the Show Regulations and Requirements.

\*Your vendor position is NOT confirmed until full payment is received. There will be no exception to this policy unless there is written approval by show management. **NO REFUNDS**

Make Checks Payable to:  
Perry Publishing & Broadcasting  
1457 NE 23<sup>rd</sup>  
Oklahoma City, OK 73111  
**Attention : John Bolden Corp  
Event Manager**

**Show Date: Saturday, April 6, 2019 @ Metro Technology Center Springlake Campus**

