



**Wagoner County Emergency Preparedness and Safety Expo
March 29, 2014
Coweta Assembly of God Church, 29707 E. Hwy 51, Coweta, OK 74429**

VENDOR EXHIBIT BOOTH RULES AND REGULATIONS

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DEADLINE(S): Completed applications must be received no later than **Friday, March 21, 2014***
*Late applications will be accepted based on space availability.

INDOOR SPACES:

There will be main gym floor for exhibits plus a smaller overflow area. See floor plan map. Space will be assigned by date application is received.

Gym Space Area Size and Quantity (26 total):

- Four 9'x9'
- Two 8'x10'
- Four 9'x10'
- Sixteen (16) 10'x10'

Overflow Area Size and Quantity (7 total):

- Four 8'x8'
- Three 9'x10'

Outdoor spaces mainly for vehicles and very large exhibits. Outdoor exhibits requiring electricity will need to provide their own electrical source (i.e., generator) if required.

SPACE FEE: Currently is there is no charge for exhibit space.

ELECTRICITY: The location for indoor exhibits will have overhead fluorescent lighting. Each exhibitor will be responsible for extension cords, additional outlets via surge protector or similar.

SET-UP: Set up will be Friday night after 9pm and Saturday 6am to 9am.

HOURS: Event will be open to the public from 10am to 3pm on the 29th

RESTRICTIONS OF NUMBER OF VEHICLES/ITEMS FOR SALE OR DISPLAY:

You are limited to two emergency vehicles. No weapons of any type allowed for display. No merchandise with sexual content, profanity or otherwise offensive nature. You are encouraged to bring promotional items for giveaway.

PROPER CLEAN UP: It is expected during and after the Expo you leave your assigned space(s) better than you found it.

YOUR SIGNATURE on the entry form acknowledges agreement to rules and regulations.

PARKING: Parking is available onsite.

**COWETA CHAMBER OF COMMERCE, WAGONER COUNTY LEPC, AND WAGONER COUNTY EMERGENCY MANAGEMENT
RESERVES THE RIGHT TO REJECT ANY APPLICATION FOR ANY REASON.**

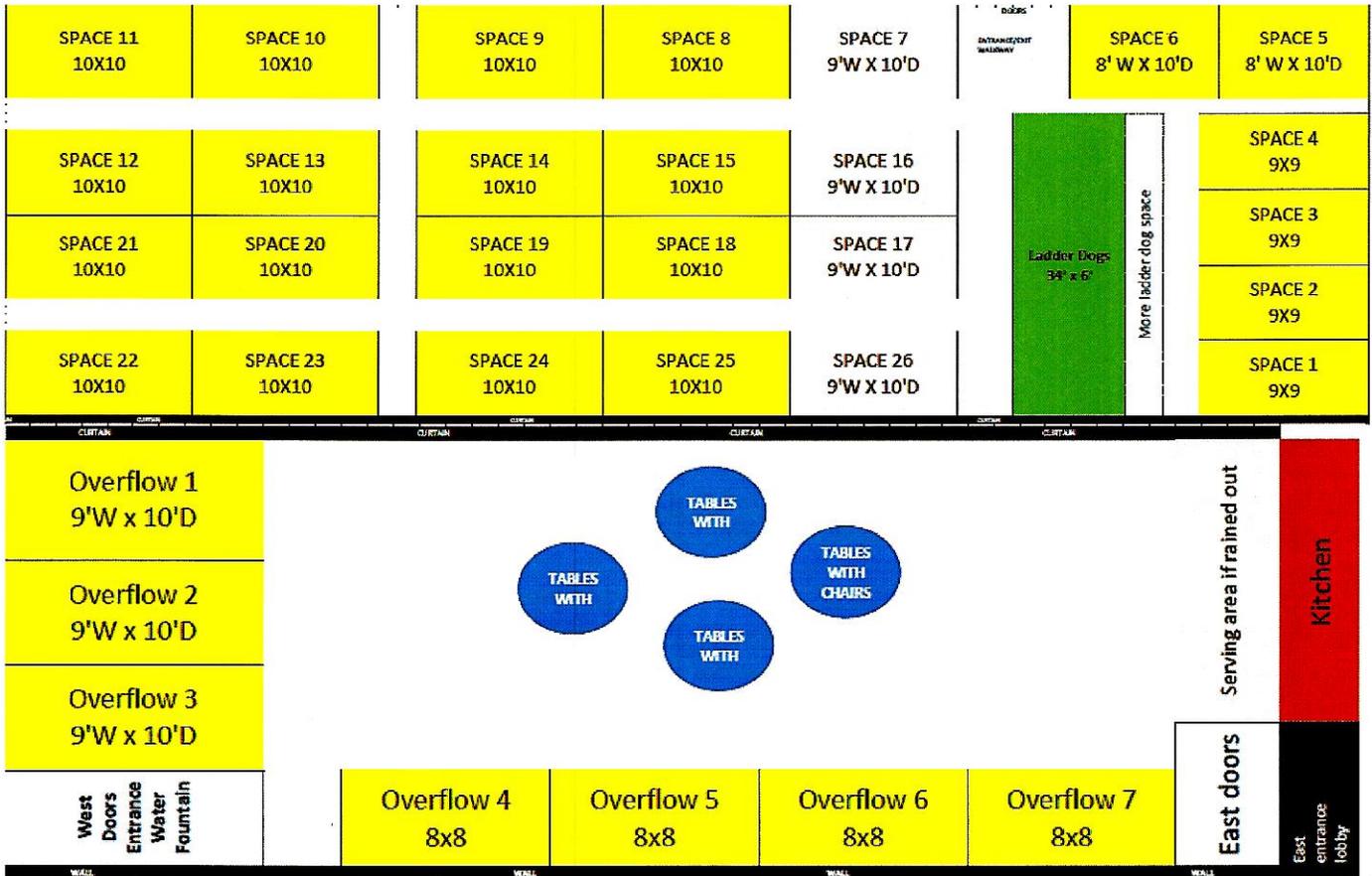
THIS IS A TOBACCO FREE EVENT.





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← MAIN ENTRANCE LOCATED HERE ON THE WEST SIDE. THE OVERFLOW AREA IS SEPARATED FROM THE GYM FLOOR BY A REMOVABLE CURTAIN SYMBOLIZED BY THE BLACK LINE. THE LIGHT BLUE AREA ON THE GYM FLOOR MAP INDICATES A WALKWAY TO THE REAR EXIT DOORS THAT WILL ALSO BE USED DURING THE EXPO.

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VENDOR EXHIBIT ENTRY FORM - SEND THIS PAGE

Organization Name _____ Phone: _____

Address _____

Contact Person _____ Mobile Number (required): _____

E-mail _____

Main Gym Overflow area Booth # requested**: _____ Booth Size requested**: _____
 Electricity needed for your booth? No Yes

I have an Outdoor Exhibit/Vehicle Number of Vehicles _____

Vehicle 1 Exhibit Size W _____ L _____ D _____

Vehicle 2 Exhibit Size W _____ L _____ D _____

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FREE EVENT**



Description of items in booth: _____

**The Coweta Chamber will do its best to accommodate your request but reserves to right to map the Expo as it sees fit.

Send entry form to: **Coweta Chamber of Commerce, P.O. Box 70, Coweta, Oklahoma 74429**

Via Fax: **888-605-5698** or email **info@cowetachamber.com**

*****PLEASE READ AND SIGN*****

I, the undersigned, do hereby release and hold harmless Coweta Assembly of God Church, Coweta Chamber of Commerce, Wagoner County LEPC, Wagoner County Emergency Management, their committees, Board of Directors, and the City Council(s) of any attending municipality, from any and all responsibility, claim, cause and action, injury, judgement or other charge of any nature whatsoever directly or indirectly caused by wilful or negligent acts of any person and/or entity arising from my participation in/or presence at the 2014 Expo. Sponsoring parties and organizations shall not be liable for the results of: any accident, damage, lost profits, thefts or any other loss to any person, article, or employee, by or the possession of myself while on the ground of the Expo festivities, whether such occurs during the time of preparation, for the period of the Expo, or the removal of equipment or material after the event. Sponsoring parties reserve the right to reject any application for any reason or ask any party to leave the Expo premises. By signing, I have read the above release and attached rules and regulations to the entry form, and agree to abide by them.

VENDOR'S SIGNATURE

DATE

