Exhibitor Application/Contract

April 2-3, 2027: Claremore Expo Center

Presented by HBA of Tulsa & Rogers County Builders Association, Inc.

www.ClaremoreHomeandGardenShow.com

Company Name: _____ Contact: _____

Exhibit Space Name (as it should appear on booth sign: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____

Email _____

(Email is the primary way we will communicate with you)

Website or Social Media: www: _____

Products to be displayed (please be specific)

_____

Will you be selling products from your booth: No? ☐ Yes? ☐ If yes, please attach a copy of your OTC sales tax permit

EXPO HALL

_____10x10 Aisle	$395.00
_____10x10 Corner	$425.00
_____10x20 aisle	$665.00
_____10x20 End Cap	$890.00
_____15x20 End Cap	$990.00
_____BULK RATE _____ Size	$3.25 per sq ft.

Booths will include:

8' Back Drape, 3' Side Drapes, (1) 8' Table (no linen), (2) Chairs, Exhibitor Wristbands and access to electric within 25 feet of booth.

Vendor must supply own extension cords.

Do you Need These Items?

☐ **(1) 8' table (plain-no table covering)**

☐ **(2) Chair(s)**

☐ **Access to Basic Power**

Outdoor Vendor Spaces

_____ **Food Trucks**	**$365.00**

Sponsorships Available

Contact Sarah Gentry for sponsorship opportunities at sgentry@tulsahba.com

Vendors that were in the 2026 Claremore Home & Garden Show have First Rights to their same location until November 20, 2026. After this date all booth locations are open sales.

BOOTH LOCATION: please list at least 3 booth number preferences; show management will confirm final booth number once full booth payment has been received. **Choice 1** **Choice 2** **Choice 3**

NOTICE

Vendors that were in the 2026 Claremore Home & Garden Show have First Rights to their same location until November 20, 2026. After this date all booth locations are open sales. The HBA reserves the right to alter the location of exhibitors, or of booths as shown on the official floor plan, if deemed by HBA, in its sole discretion, in the best interest of the exposition.

A completed application includes payment in full and signed waiver of liability. Wi-Fi is available through Claremore Expo Center free of charge.

Accepted by Exhibitor **Date**

_____ _____

I have read and accept the terms and conditions of the exhibitor's application and agree to be bound thereby

2026 Claremore Home & Garden Show Exhibitor's Application consists of cover sheet, payment information sheet, waiver of liability, and show guidelines.

HBA HOME BUILDERS ASSOCIATION | TULSA

RCBA Rogers County Builders Association

Return completed application including payment and waiver of liability to:
HBA of Tulsa
11545 E. 43rd Street
Tulsa, OK 74146
Or email to SGentry@tulsahba.com
You should receive email confirmation within 5 business days of receipt of your application.
Contact Sarah Gentry if you have ***not*** received your confirmation.

A deposit of 50% is due with the signed contact. Remaining balance must be paid in full by March 19, 2027 in order.

Method of Payment:

_____ Check enclosed (**payable to Tulsa Home Builders Association)**

_____Charge to credit-card: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Total amount due: $_____ (Don't forget to add your additional items!) ____Pay Full Amount or _____Just Deposit
Credit Card #_____ Expiration date: _____/_____ CRV Code: _____
Name on Card: _____
Billing Address for card: _____
City, State, Zip: _____
Phone Number: _____ Email: _____

I authorize The Claremore Home & Garden Show to process the amount stated on this application on the date received unless other arrangements have been made.

Event Location:

Claremore Expo
400 Veteran's Parkway, Claremore, OK 74017

Show Hours:

Friday, April 2 from 10:00 a.m. to 7:00 p.m.
Saturday, April 3 from 9:00 a.m. to 6:00 p.m.

Exhibitor Move-In Hours:

Bulk move in only – Wednesday, March 31st from 1pm - 5pm only - MUST BE SCHEDULED WITH SARAH GENTRY (call 918-663-5820 or email sgentry@tulsahba.com before March 25th to schedule bulk move-in)
Thursday, April 1st from 9:00 a.m. to 7:00 p.m.
Friday, April 2nd from 8:00 a.m. to 10:00 a.m.

Move Out:

Saturday starting at 6pm till 9pm - no early breakdown or dismantling of exhibit. Early breakdown/ dismantling of exhibit will jeopardize exhibitor's participation in future Claremore Home & Garden Shows. Inside exhibitor move out must be complete Saturday evening. ALL vendors must move out on Saturday when the show ends. – NO Exceptions without approval by Sarah Gentry prior to March 25th.

……For Further Information Contact……
Sarah Gentry - Director of Special Events
Home Builders Association of Greater Tulsa / Rogers County Chapter
SGentry@tulsahba.com or 918-663-5820

Show Guidelines of the
2027 The Claremore Home & Garden Show
April 2-3, 2027

The show committee reserves the right to make final decisions as to whom and what products may be exhibited at the show. Committee also reserves the right to assign all exhibitors location. Exhibitor may only conduct business and distribute printed advertising/literature from within its assigned exhibit space. Any advertising/literature that is of an objectionable or undignified character will not be permitted.

1. **Exhibitor's booth must be manned at all times (unless prior arrangements have been made with Show Committee). No sharing of booth space will be permitted (without express prior approval of show committee). No tear down prior to show closing. Exit times and instructions will be assigned.** When cleaning up after the event, be sure to leave the space exactly as you found it.
2. **The show committee reserves the right to make final decisions as to whom and what products may be exhibited at the show. Committee also reserves the right to assign all exhibitors location.**
3. **Signage for exhibitor's booth will be allowed to face the aisle on the front side of exhibitor's booth only**. Exhibitor is prohibited from displaying products/services and/or other advertising material in areas outside of its booth space such as, but not limited to, parking lots, corridors, lounges, rest rooms, etc.
4. **Giveaways:** If exhibitor is doing a giveaway drawing, exhibitor agrees **not** to sell any information collected from the public and, agrees to hold the Claremore Home & Garden Show **harmless from any liability.**
5. **Electricity:** Each booth will have access to electricity within 25 feet of the booth. Vendor must supply their own extension cords.
6. It is agreed that the exhibitor shall make no claim(s) of any kind against The Claremore Home & Garden Show and shall indemnify and hold harmless the Claremore Home & Garden Show, Sponsors, Sponsoring organizations, Board members, officers, employees, Committee members of any such organization, consultants, promoters, authorized subsidiaries, or authorized sub-contractors. Under no circumstances will these organizations be responsible for loss, damage, destruction, theft of any merchandise, displays or goods of the exhibitors or any injury to exhibitor or employee while attending the show. Also, it is expressly understood there can be no claim for damage of any kind to the exhibitor's business due to any circumstance that developed from the show.
7. All property of the exhibitor remains under the custody and control of the exhibitor, subject to the rules and regulations of the show. Exhibitors should not leave merchandise unattended during show hours and especially during move-in and move-out times. It is suggested you contact your insurance agent regarding your coverage. Management is not responsible for loss. Building will generally be locked and secure until one hour before the show opens and ½ hour after show closing.
8. Each exhibitor must know and comply with all laws, ordinances and regulations to health, fire and public safety while participating in the show. Any food sampling must be individually wrapped and approved by the Rogers County Health Department. All aisles and designated emergency exits must be kept clear at all times. Please keep your area neat and clean during the show. Expo cleaning personnel are not allowed to enter your booth, so please place your trash in the proper receptacle.
9. Oklahoma Sales Tax Report information will be given at the time of show and will be completed online as soon as possible. The Exhibitor is liable and responsible for all necessary permits, license, and taxes necessary to participate in the show.
10. Music copyrighted and subject to license by ASCAP, BMI, and SESAC. Exhibitor is responsible for any fees applicable. The use of projectors or DVD players is allowed as long as the volume is controlled. Use of microphones or amplification is not allowed without prior permission from Show Committee.

2027 The Claremore Home & Garden Show
April 2-3 2027

Waiver of Liability:

Neither the Rogers County Builders Association; HBA of Tulsa; Claremore Cultural Development Authority, City of Claremore, Visit Claremore or any other sponsors assume any responsibility for destruction, damage or loss of the exhibitor's property for any cause. The exhibitors agree to indemnify and hold harmless said associations, sponsors, businesses and promoters or any others associated with the show from any liability and expense for any injury, property damage or other loss arising out of the use by the exhibitors of its exhibit space or activity in connection therewith. By my/our signature(s), I/we agree to this Waiver of Liability.

_____
Print Name

_____ _____
Signature Date

Signed waiver must be returned with exhibitor's application for application to be accepted.