



November 28, 2023

Dear Home & Outdoor Living Show Vendor,

The Southwest Oklahoma Home Builders Association will be hosting its 58th Annual Home & Outdoor Living Show in just a few short months. Preparations are underway to make this a great show. We are looking forward to seeing you and your beautifully created and interesting booth designs. We appreciate you being a part of our event year after year.

Once again we have already had vendors inquiring about booth spaces. You will have until January 12, 2024 to keep the same booth you had in previous years. If you decide not to take the same spot or would like to have additional space, you will have to wait until after January 12th when booth space will be open to all vendors. We will NOT hold your spot if you have not sent back the forms by January 12th and full payment made by February 2nd. NO EXCEPTIONS!

❑ No refunds after February 2, 2024. Cancellation must be submitted in writing.

This year's show will be **March 15th, 16th & 17th** at the Great Plains Coliseum. The event will open on Friday, March 15th, from 5 to 8 pm, Saturday, March 16th, from 9 to 6 and Sunday, March 17th, from 11 to 4.

If you have any questions, feel free to contact Rachel at (580) 355-2490 or Steve Taylor, show director, at 580-250-5417. We look forward to seeing you at the Home & Outdoor Living Show.

Steve Taylor, Chairman Home and Outdoor Living Show
SW OK Home Builders Association



2024 Southwest Oklahoma Home Builders Association 58th Annual Lawton Home & Outdoor Living Show Booth Rates

Friday, March 15, Saturday, March 16 & Sunday, March 17

All Sizes are Approximate. Each booth will consist of 8' draped backdrop; 3' draped side curtains; one sign (25-character limit); one table, electricity, 2 folding chairs and waste basket. Colors are to be determined.

Set Up: **FOR LARGE Vendors ONLY** Thursday, March 14
Small Vendors Friday, March 15 from 8:00 am to 4:00 pm

Exhibit Hours: Friday, March 15 from 5:00 pm to 8:00 pm
Saturday, March 16 from 9:00 am to 6:00 pm
Sunday, March 17 from 11:00 am to 4:00 pm

Tear Down: Sunday, March 17, & Monday, March 18 - must be out by
NOON on March 18th

Location: Comanche County Coliseum Fairgrounds
920 SW Sheridan Rd, Lawton, OK

Show management may re-assign all booths in a manner that will increase traffic to all participants of the Home & Outdoor Living Show. Vendors will receive assignments approximately 2 weeks prior to show date.

Complete application with payment and return to:

Southwest Oklahoma Home Builders Association
P.O. Box 1085
Lawton, OK 73502

If you have any questions, please contact Rachel Ward at 580-355-2490.

Lawton Home & Outdoor Living Show Application
March 15 -17, 2024

Company: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Product or Service Exhibited: _____

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

Booth Requirements:

_____ Electrical Outlet (110V)

_____ 20 amp, 30 amp, 220V, 240V is needed (**please add \$150**) (Circle which one)

_____ Skirted table (Please check this box if you want a table. If a second table is needed, please make arrangements with the decorator.)

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

First Choice: _____ Second 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. Please make checks payable to the SW OK Home Builders Association. We accept Visa, MasterCard, Discover and American Express. **If paying by credit card, please provide the address where your credit card statement is received if different from the address listed above.**

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 Southwest Oklahoma Home Builders Association, 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:

**SW OK Home Builders Association
PO Box 1085, Lawton, OK 73502
Phone 580-355-2490 / Fax 580-357-0294**

Official Use Only

Date Received: _____ Booth(s) Assigned: _____ Amount Enclosed: _____

What is the Cost???

SWOKHBA Member Prices:

\$610.00 Corner Booths # 2, 14, 20, 31

\$600.00 Corner Booths in center # 34, 37, 38, 41, 42, 45, 46, 49, 50, 53, 54, 57, 58, 61, 62, 65

\$565.00 Main Floor Booths # 1, 3 - 13, 15 - 19, 21 - 30, 32 - 33, 35 - 36, 39 - 40, 43 - 44, 47 - 48, 51 - 52, 55 - 56, 59 - 60, 63 - 64

\$550.00 Interior Floor Booths # 66 - 69

Non-HBA Member Prices:

\$670.00 Corner Booths # 2, 14, 20, 31

\$660.00 Corner Booths in center # 34, 37, 38, 41, 42, 45, 46, 49, 50, 53, 54, 57, 58, 61, 62, 65

\$625.00 Main Floor Booths # 1, 3 - 13, 15 - 19, 21 - 30, 32 - 33, 35 - 36, 39 - 40, 43 - 44, 47 - 48, 51 - 52, 55 - 56, 59 - 60, 63 - 64

\$610.00 Interior Floor Booths # 66 - 69

All Sizes are Approximate. Each booth will consist of 8' draped backdrop; 3' draped side curtains; one sign (25-character limit); table, electricity, 2 folding chairs and waste basket.

SHOW CHANGES:

Show management may re-assign all booths in a manner that will increase traffic to all participants of the Home & Outdoor Living Show.

Terms & Conditions:

PAYMENT: To secure your booth(s), we must have **payment in full with your application by February 2, 2024.** We will refund any amount paid for your booth(s) if you cancel in writing before **February 2, 2024.** We will make **no refunds** for cancellation after this date.

SHOW SET UP: Exhibitors may begin moving displays into place on Friday, March 15, beginning at 8:00 am. Exhibits must be completed by 4:00 pm. If any exhibitor fails to occupy space contracted for by 4:00 pm, Friday, March 15, show management shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

DAMAGES: Exhibitors are liable for any damage caused to the building floors, walls or columns, or to booth equipment supplied by SWOKHBA, 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.

LIMITATIONS/LIABILITY/SUBLETTING: The Show Management cannot guarantee exhibitors against loss or damage of any kind. Please secure all items. Space is leased with the understanding that exhibitors will hold the Show Management, SWOKHBA 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. **SWOKHBA shall have the right to deny lease of any exhibit space to any prospective exhibitor who intends to exhibit products or services which, in the opinion of Show Management, do not constitute home or outdoor living products or services and are not in keeping with the character and quality of the show. No outside food or beverages are allowed.** Two or more firms cannot exhibit in a 10 x 10 space. Sub-letting 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 SWOKHBA SHOW MANAGEMENT.

HOME & OUTDOOR LIVING SHOW



580-355-2490

March 15 - 17, 2024
Great Plains Coliseum
 920 SW Sheridan Road, Lawton, OK



Overhead Door



To Restrooms



Blocked off

Garage Door

Electical

DOOR



closet

Entry

RESTROOMS

DOOR

DOOR

DOOR

66

67

68

69

1

65

57

49

45

37

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