



FACTS ON YOUR EVENT

PLEASE RETURN THIS FORM WITH CONTRACT

Expo Square needs your assistance to insure accurate information is on file and we can properly publicize your event. Please complete the information below and return with the signed contract.

As a service to our clients, public events are listed in the following areas as time and space permit:

- Message center at 21st and Yale
- Message center in front of the Expo Center
- Listed in Expo Xpress – Expo Square’s e-mail newsletter
- Expo Square’s web site (www.exposquare.com)

Event Information:

Event name _____

Event date _____ Location _____

Show open to the public? Yes _____ No _____ Any restrictions? _____

Event listed on the message centers and website? Yes _____ No _____

Event hours _____

Event Manager _____

Admission prices:

Adults _____ Children _____
List age parameters for children

Seniors _____ Other _____
List age parameters for seniors

Information - Optional:

Contact name _____ Phone _____

Web page _____ E-mail address _____
(Example: www.myevent.com)

Special promotions _____

MAILING ADDRESS:

Expo Square
Attn: Amanda N. Blair
PO Box 4735, Tulsa, OK 74159