



EVENT HOLD POLICY

4145 East 21st Street • Tulsa, OK 74114
(918) 744-1113

Described below are the rules and regulations of any individual/organization requesting a hold is obligated to observe. It is the responsibility of the party requesting the hold date to read and implement the items as outlined below. Please sign and return for a hold to be executed.

EVENT HOLD & CONTRACTING POLICIES

1. A hold may be requested for a certain date if the date is available.
2. If a hold is granted, it will only be valid for a maximum of 60 days, unless a longer period is approved in writing by the Expo Square President/CEO. Prior to the expiration of the hold period set forth below; it is the responsibility of the party who requested the hold to contact Expo Square and enter into a Facility Lease Agreement or the hold will be released.
3. A hold is only a temporary reservation. At no time does a hold obligate either Expo Square or the party who placed the hold. A hold may be cancelled by either party at any time, for any reason, prior to an agreement being executed.
4. Completed Event Application is required prior to Facility Lease Agreement development.
5. Until a Facility Lease Agreement is signed by both parties, no promotions of the scheduled event or soliciting of exhibitors is permitted by the prospective lessee. Violation of this rule may jeopardize the issuing of an agreement and/or the hold will be released. Any expenditure or other arrangements made prior to signing an agreement with Expo Square is at the risk of the party making such expenditures.
6. **IMPORTANT:** Until a Facility Lease Agreement is signed by the Expo Square President/CEO, Expo Square reserves the absolute right to cancel or change hold dates at its discretion. Expo Square reserves the right to refuse to rent the facilities to anyone for any lawful reasons it may deem appropriate.
7. Prospective lessees will be permitted no more than 4 holds at one time, per calendar year.
8. No more than 4 similar events can be leased by one party, per calendar year.
9. All balances must be paid in full prior to placing event dates on hold.
10. No one employed by Expo Square is authorized to verbally alter or amend this policy in any manner. Only written modifications can be made to this policy and must be signed by the Expo Square President/CEO to be enforceable.
11. Two or more non-established events placed on the booking calendar resulting in cancelation will not be considered for future holds; per Expo Square's discretion.

Company/Organization _____

Event Name _____ **Event Dates** _____

Signature _____ **Title** _____ **Date** _____

Please submit form to aallgood@exposquare.com.