

# OKLAHOMA CITY HOME + GARDEN SHOW

## EXHIBITOR CHECK LIST

- ☐ All booths must have professional looking floor covering
- ☐ Tables are to have professional floor-length skirting. Exceptions are only created for décor furniture. Skirted tables are available from our Show Decorator
- ☐ No signs should be above 8 feet tall – unless on perimeter (talk to your sales consultant if you aren't sure where you are located)
- ☐ Maintain a sightline with your neighbor
- ☐ Exterior of your display or structure facing adjacent exhibitor or aisle must be finished or suitably decorated – you can order masking drape from the Show Decorator
- ☐ Improve exhibits with flowers or plants
- ☐ Bring your own move-in/move-out equipment
- ☐ Admission is with an exhibitor badge or a one-day ticket
- ☐ Exhibitors are allowed on the show floor one hour before the show opens to consumers
- ☐ What you bring in, you take out – leave the floor in broom-clean condition
- ☐ **Move out – NO EXHIBITS MAY BE TAKEN DOWN OR REMOVED, EVEN IN PART, UNTIL SHOW CLOSING IS ANNOUNCED SUNDAY, JANUARY 22, AT 6:01 P.M.** If you move-out earlier, your renewal status with the 2018 show may be affected.

***Everyone must be completely off the Show floor by NOON Monday, January 23rd, 2017.***