

OKLAHOMA CITY **HOME +GARDEN SHOW**

JANUARY 20-22, 2017

State Fair Park - OKLAHOMA CITY

FREQUENTLY ASKED **QUESTIONS**



WHAT ARE THE SHOW HOURS?

Fri.	January 20	Noon - 9:00 p.m.
Sat.	January 21	10:00 a.m. - 9:00 p.m.
Sun.	January 22	10:00 a.m. - 6:00 p.m.

WHEN CAN WE SET UP?

Tue.	January 17	8:00 a.m. - 6:00 p.m.
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Bulk space move-in only (booths 400 sq. ft. or greater)

Wed.	January 18	8:00 a.m. - 6:00 p.m.
Thu.	January 19	8:00 a.m. - 6:00 p.m.

Roll up doors close at 5:00 p.m. Thursday. No driving on floor after this.

WHEN DO WE TEAR DOWN AFTER THE SHOW?

Sun.	January 22	6:01 p.m. - 10:00 p.m.
Mon.	January 23	8:00 a.m. - Noon

** No exhibit can be removed, even in part, until 6:01 p.m. Sunday evening. It will be announced over the PA system when it is ok to start tearing down. Please do not begin teardown early!

HOW DO WE GET OUR EXHIBITOR PASSES?

You will pick up your exhibitor passes during move-in at the Show Office.

WHAT IS SUPPLIED WITH OUR BOOTH?

There will be an 8' backdrop and 3' side curtains. You will receive one 7" x 44" identification sign. You will not receive tables, chairs, etc. You are welcome to bring your own, or rent them from the decorator, Hubbell Tyner 651-248-3063 or on-site in the Show Office.

WHAT ARE THE BOOTH REGULATIONS?

- All signage must be below 8'. Contact your sales rep if you want signage higher.
- Side walls can come out 8' high, halfway to the

aisle (5' in a 10' x 10' space) then must drop down to no higher than 4' to the aisle.

- All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and show management.

- All booths must have floorcovering. This can be carpet, tile, astroturf, foam, etc. Any carpet extending into the common aisle is subject to being cut and removed. Carpet can be rented from the decorator.

- No duct tape. Please use double-sided tape that is easily removed from the floor. Remove all residue before leaving or you will be charged.

- Exhibitor must supply their own tables and chairs or they can be rented from the decorator. We ask that you skirt your table to the floor.

- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted.

- Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays. Exhibitors are responsible for removing their own trash. Please plan accordingly.

- All vendors who bring in dirt or any other materials that they lay down on the floor MUST have a floor cover underneath the dirt/materials. This can be visqueen or something similar. We request this in ALL of our buildings.

- Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Show Management. Management may require exhibitors to make such alterations to their displays as deemed necessary to the proper conduct of the exhibition. Failure to comply may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.

WHO IS THE DECORATOR?

The official show decorator is Hubbell Tyner, 651-248-3063. The decorator will be available in the show office during move-in, show hours and move-out for exhibitors requiring furniture, carpet, etc. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorator's discounted rates. The decorator has forklifts available upon request.

IS THERE AN ADDITIONAL CHARGE FOR ELECTRICAL?

No. 110 electric is included in your booth rent. In the Cox Pavilion electric is dropped approximately every 30' and will depend on larger electric needs in your area. In the Bennett Event Center, electric boxes are located in the floor and not all boxes will be opened. Please be flexible as we figure out this new electrical setup. You will be able to string your cord from the nearest open box or pillar where electric is found. Please bring a heavy-duty extension cord to connect. If you need more power than the standard amount supplied, please fill out the electrical form from the online exhibitor kit and send back to Katy Welch at katyw@MPEshows.com.

IS THERE WIRELESS/INTERNET SERVICE AVAILABLE AT THE SHOW?

Telephone and Internet services are available at the State Fair Park. You can follow instructions when first attempting to get "online" or pick up instructions at the Show Office.

WHAT IS OKLAHOMA'S STATE SALES TAX?

8.375%. To get the tax form, email clong@tax.OK.gov or phone 405-522-6463.

WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

Embassy Suites, Meridian Street offers an exhibitor discount. Please refer to the Oklahoma City Home + Garden Show website for additional hotels in the area.

WHAT IS THE WEBSITE FOR THE OKLAHOMA CITY HOME + GARDEN SHOW?

www.OklahomaCityHomeShow.com

WHAT IS THE EXHIBITOR LISTING? HOW DO I SET IT UP/MAKE CHANGES TO IT?

You were emailed instructions to set up your initial Exhibitor Listing. Please check the website to view your current listing. If you would like to make changes to your Exhibitor Listing at any point, please contact our office at 877-871-7469, ext. 17.

WHAT IF I HAVE ADDITIONAL QUESTIONS?

Contact your sales consultant to discuss all aspects of exhibiting. During the week of the show, you can also call the Show Office at 405-948-6752 or go to the website at www.OklahomaCityHomeShow.com.

If you have any additional questions, feel free to call us!



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