



Show Checklist

- Review the exhibitor manual on the show website.
- Have a staff member from my company man my booth at all times within show hours.
- No soliciting or working the aisles of the show.
- Read and adhere to the move-in & move-out policy.
- Order electric for my booth if needed by emailing AshleyM@MPEshows.com. Refer to exhibitor manual for more details.
- Professionally drape and skirt any tables used in my booth. Fine furniture is excluded.
- Provide carpet or other type of flooring for my entire booth space.
- Stay completely within the dimensions of my booth.
- Have the back and side of my booth professionally finished if more than 3' on the side, or 8' on the back.
- Have all signs below 8'. Please refer to the exhibitor manual for additional guidelines.
- Do not install any pop-up tents.
- Do not decorate booth space with helium balloons.
- Refer to the exhibitor manual for all Fire Marshall Restrictions.
- Do not sell, sample or give away any food or drinks without Show Management approval.

Please refer to the exhibitor manual for sample requirements.

All of these guidelines are provided with the intent that your show experience is a success.

OklahomaCityHomeShow.com

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