

THE OKC HOME +OUTDOOR LIVING SHOW

MARCH 18-20, 2016

State Fairgrounds of Oklahoma

Must DO'S

Please be aware of the following rules regarding exhibiting in the show! These are mandatory and will benefit your experience with the show.

I MUST have a representative from my company check in at the show office and pick up exhibitor badges no later than 11:00 a.m. during move in on Friday, March 18, 2016. Please be advised that we provide two and a half days of move-in: Wednesday, March 16 from 8:00 a.m. - 6:00 p.m., Thursday, March 17 from 8:00 a.m. - 6:00 p.m. and Friday, March 18 from 8:00 a.m. - 11:00 a.m.

I MUST professionally drape and skirt any tables used in my booth either by renting them from the show decorator or providing my own drape and skirt. Bed sheets and plastic tablecloths are not permitted. I realize that if my table is not professional looking it will be draped and skirted at my expense.

I MUST have a staff member from my company man my booth at all times. I will not leave my booth unattended during show hours and will stay until the close of the show each evening.

I MUST read and adhere to the move-out policy provided to me. This policy is designed for your convenience and safety. Move-out begins on Sunday, March 20 at 6:05 p.m.

I MUST provide carpet or other appealing flooring either by renting from the show decorator or providing my own ensuring that it covers the entire dimensions of my booth. I realize that if my booth does not have appropriate flooring it will be carpeted at my expense.

I MUST stay completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space.

I MUST have the backside of my booth and sides of my booth professionally finished.

I MUST have all signs below 8'. I understand that banners on poles are not allowed. Signs must be one-sided and not face into other exhibitors' booths.

I MUST not share my exhibit space with another entity. I understand that each exhibit is restricted to the products and services contracted.

I MUST not install any pop-up tents.

I MUST staff my booth from open to close each day of the show.

REMINDER: NO BALLOONS ALLOWED OF ANY KIND. NO POPCORN ALLOWED. YOU ARE NOT PERMITTED TO GIVE WATER BOTTLES TO ATTENDEES . ANY TAPE USED TO SECURE FLOOR COVERING MUST BE COMPLETELY REMOVED AT MOVE-OUT—NO RESIDUE MUST REMAIN BEHIND (Please do not use permanent carpet tape). NO HANGING STRINGS FROM BUILDING PIPES.

PLEASE BE AWARE FAILURE TO FOLLOW EACH OF THESE RULES CAN RESULT IN YOUR COMPANY BEING EXCLUDED FROM EXHIBITING IN FUTURE SHOWS!