

THE OKC
HOME
+OUTDOOR
LIVING
SHOW
MARCH 18-20, 2016
State Fair Park
OKLAHOMA CITY

FREQUENTLY ASKED Questions

WHAT ARE THE SHOW HOURS?

Fri.	March 18	Noon - 9:00 p.m.
Sat.	March 19	10:00 a.m. - 9:00 p.m.
Sun.	March 20	10:00 a.m. - 6:00 p.m.

WHEN CAN WE SET UP?

Wed.	March 16	8:00 a.m. - 6:00 p.m.
Thu.	March 17	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 CAN WE TEAR DOWN?

Sun.	March 20	6:01 p.m. - 10:00 p.m.
Mon.	March 21	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 on-site, located at the East end of the Cox Pavilion. Number of passes depends on size of booth. More information will be in the official exhibitor kit emailed closer to the show.

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. Exhibitor must supply their own tables and chairs. We ask that you skirt your table to the floor. You are welcome to bring your own, or rent them from thedecorator, Hubbell Tyner 651-248-3063 or on-site in the Show Office.

WHAT ARE BOOTH REGULATIONS?

- Booths may be a maximum of 8' high for the full length of the exhibit space. This includes signage. If you wish to have your signage higher than the 8' limit, there will be an additional charge starting at \$500. Please contact your sales consultant for more information.*
- 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, mulch, 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.
- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted.
- 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.

- 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.

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. Electrical boxes are dropped every 30'. Please bring a heavy duty extension cord. Contact the Show Office if you will need more than this. There will be a charge for electrical beyond the standard supplied. Standard electrical is 500 watts/110 volts.

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? 8.378%

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

WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

Please visit our website for a list of area hotels.

WHAT IS THE WEBSITE FOR THE OKLAHOMA CITY HOME +OUTDOOR LIVING SHOW?

www.HomeShowOKC.com

WHAT IS THE BUYER'S GUIDE LISTING? HOW DO I SET IT UP/MAKE CHANGES TO IT?

You were emailed instructions to set up your initial Buyer's Guide Listing. Please check the website to view your current listing. If you would like to make

changes to your Buyer's Guide Listing at any point, please contact our office at 317-705-8719, ext. 11 for assistance. The EXHIBITOR LIST on the website can be found by scrolling down on the home page, under "SEARCH EXHIBITORS."

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.HomeShowOKC.com.

If you have any additional questions, feel free to call us at 800-395-1350



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HomeShowOKC.com

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