

OKLAHOMA CITY  
**HOME**  
+GARDEN  
**SHOW**

THE OKC  
**HOME**  
+OUTDOOR  
**LIVING**  
**SHOW**

# 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**

**HomeShowOKC.Com**