

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

**MARCH 24-26, 2017**

State Fairgrounds  
Oklahoma City

# 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 24, 2017. Please be advised that we provide two and a half days of move-in: Wednesday, March 22 from 8:00 a.m. - 6:00 p.m., Thursday, March 23 from 8:00 a.m. - 6:00 p.m. and Friday, March 24 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 26 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.

SIGNATURE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

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