

THE OKC HOME +OUTDOOR LIVING SHOW

MARCH 26-28, 2021

State Fair Park

FREQUENTLY ASKED QUESTIONS



WHAT ARE THE SHOW HOURS?

Fri.	March 26	Noon - 8:00 p.m.
Sat.	March 27	10:00 a.m. - 8:00 p.m.
Sun.	March 28	11:00 a.m. - 5:00 p.m.

WHEN CAN WE SET UP?

Tue. March 23 Noon - 6:00 p.m.

By appointment only!

Wed. March 24 8:00 a.m. - 6:00 p.m.

Last drive in is at 5:00 p.m.

Thu. March 25 8:00 a.m. - 6:00 p.m.

Roll up doors close at 1:00 p.m.

No driving on the show floor after Noon

WHEN DO WE TEAR DOWN AFTER THE SHOW?

Sun. March 28 5:05 p.m. - 9:00 p.m.

Mon. March 29 8:00 a.m. - Noon

** No exhibit can be removed, even in part, until 5:05 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 BADGES?

You will pick up your exhibitor badges during move-in at the Show Office located at the south end of the Bennett Event Center.

WHAT IS SUPPLIED WITH OUR BOOTH?

There will be an 8' drape on all three sides of the booth.

We ask that you skirt your table to the floor. You will receive one 7" x 44" identification sign. You will not receive tables, chairs, etc. You are welcome to bring your own, or rent them from the decorator, Fern 763-458-7212.

WHAT ARE THE BOOTH REGULATIONS?

- All signage must be below 8'. Contact your sales rep if you want signage higher.
- Side walls of exhibit can come out 8' high and only 10' deep.
- 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 are strongly encouraged to have clean, professional floorcovering. This can be carpet, tile, astroturf, foam, 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 can be easily removed from the floor. No residue to remain after move-out or the exhibitor will be charged for removal.
- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted.
- 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.
- All vendors who bring in dirt or any other materials that they lay down on the floor **MUST** have a floor cover underneath the dirt/materials. This can be **Visqueen** or something similar. We request this in ALL of our buildings.
- 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.

WHO IS THE DECORATOR?

The official show decorator is Fern, 763-458-7212. The decorator will be available in the show office during move-in, show hours and move-out for exhibitors requiring furniture, carpet. 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, unless you need more than the standard 110 electric provided. Please bring a heavy-duty, grounded extension cord so you will be able to string your cord from the nearest open box or pillar where electric is found (about every 30 feet). If you need more power than the standard 110v/500w provided, please fill out the order form located in the online exhibitor kit and send to Kelly Scott at KellyS@MPEshows.com.

IS THERE WIRELESS/INTERNET SERVICE AVAILABLE AT THE SHOW?

Yes. Standard WiFi is free and available by connecting to the network "State Fair Park" and following the prompts. To order a private wireless network or hard line internet service see the State Fair Park form located in your exhibitor kit.

WHAT IS OKLAHOMA'S STATE SALES TAX?

8.63%

To get the tax form, email KellyS@MPEshows.com or call 571-814-4949.

WHAT IS THE WEBSITE FOR THE OKC HOME + OUTDOOR LIVING SHOW?

www.HomeShowOKC.com

WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

Visit the OKC Home + Outdoor Living Show website for hotels in the area.

WHAT IS THE EXHIBITOR LISTING? HOW DO I SET IT UP/MAKE CHANGES TO IT?

You were emailed instructions to set up your initial Exhibitor Listing. Please check the website to view your current listing. If you would like to make changes to your Exhibitor Listing at any point, please login again and make edits. For help, please contact Kelly Scott at 571-814-4949.

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 405-948-6763 or go to the website at www.HomeShowOKC.com

WHAT COVID SAFETY PROTOCOLS EXIST?

All show staff, facility staff, exhibitors and attendees are required to wear masks at all times except when eating/drinking. We encourage you to have your staff take meal breaks in our Exhibitor Lounge when possible.

Social distancing of 6' is strongly encouraged, and signage will exist to remind those present.

Hand sanitizer stations will be available on the show floor.

All booths will have 8' high drape **on three sides** (State Fair Park regulation)

Exhibitors will be required to complete a daily wellness questionnaire and turn it in at the show office. It is mandatory that each representative from an exhibiting company do this daily, including move in and move out days. It is your responsibility to print the form (available on show website) and distribute it to your staff.

**If you have any additional questions,
feel free to contact us!**



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**SHOW OFFICE
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HomeShowOKC.com