

OKLAHOMA CITY
HOME
+ GARDEN
SHOW

January 19-21, 2018

Oklahoma State Fair Park
3001 General Pershing Blvd.
Oklahoma City, OK 73107

OKLAHOMA CITY
**HOME
+GARDEN
SHOW**

EXHIBITOR MANUAL

State Fair Park, Oklahoma City

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Oklahoma City Home + Garden Show.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your participation in the show.

OklahomaCityHomeShow.Com

MARKETPLACE | EVENTS
Largest Home Show Producer in North America

We look forward to welcoming you personally to the **2018 Oklahoma City Home + Garden Show.**

Best regards,

Anne Ryan
Exhibit Sales
405-832-9090

Katy Welch
Exhibit Sales
405-832-9088

Bonnie Erlbacher
Operations Coordinator
877-871-7469 ext. 12

Kristi Newton
Show | Office Administrator
877-871-7469 ext. 13

SHOW MANAGEMENT

The Oklahoma City Home + Garden Show is produced and managed by:

Marketplace Events | 6052 Turkey Lake Road | Orlando, FL 32819

P: 405-301-5525

CristianM@mpeshows.com

www.oklahomacityhomeshow.com

SHOW FACILITY

The Oklahoma City Home + Garden Show is held at:

State Fair Park--- Bennett Event Center, Centennial Building, The Pavilion

3001 General Pershing Blvd. | Oklahoma City, OK 73107

P: 405-948-6700

<http://www.okstatefair.com>

SHOW DECORATOR

Booth Furnishings: tables, chairs, carpeting, displays & labor.

Fork Lift Service

Hubbell/Tyner

2110 Old Highway 8 NW. | New Brighton, MN 55112

P: 651-917-2632

hubbelttyner.com

ADVANCE ORDER DEADLINE: Monday, January 9, 2018

UTILITIES

Electric, Telephone, & Internet

These services are provided by State Fair Park

Private wireless networks and hard wired internet services-

OKC State Fair Park- 405-242-0104 | wireless@okstatefair.com

Telephone- OKC State Fair Park- 405-948-6700

Electric—order form located in the online exhibitor kit:

<http://oklahomacityhomeshow.com/Exhibitor-Kit>

Return to Kristi Newton- KristiN@mpeshows.com or Fax: 407-351-9812 **(before January 12, 2018)**

MOVE-IN | MOVE-OUT DAYS AND HOURS

Move-In - ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN

Monday, January 15	By appointment ONLY —call Bonnie Erlbacher	1:00pm – 6:00pm
Tuesday, January 16	Bulk space over 400 sq. ft. ONLY	8:00am- 6:00pm
Wednesday, January 17		8:00am-6:00pm
Thursday, January 18	Rollup doors close at 5 pm NO driving on the floor after this	8:00am-6:00pm

****Drive in passes will be available for exhibitors located in the Bennett Event Center. Passes are mailed out with exhibitor tickets the first week of January. You must have a drive in pass in your vehicle PRIOR to lining up for move in****

If you need to make arrangements to set up after 6:00pm, please do so at the Show Office or with the Floor Manager in your building. Installation of exhibits **MUST** be completed by 10:00 am on Friday.

After 5:00 pm on Thursday, absolutely NO vehicles will be allowed on the show floor as the aisle carpet will be installed.

Move-Out

Sunday, January 21		6:05pm- 10:00pm
Monday, January 22		8:00am- Noon

No dismantling or removal of exhibits or exhibit material will be permitted before 6:05pm on Sunday, January, 21 2018. Any exhibitor who begins to tear down before 6:00 pm will be noted which will affect your renewal status for the 2019 show.

The roll up doors will not be opened until all attendees and any children under the age of 16 have left the show floor.

Aisle carpet will be removed between 6pm and 6:30pm. Please work only in your exhibit space and keep the aisles clear.

Your display must be entirely removed by NOON, Monday, January 22, 2018.

This includes any residue left on the floor (visqueen, tape, and mulch/dirt) AND any materials staged outside the facility.

SHOW HOURS

Friday	January 19, 2018	Noon - 9:00pm
Saturday	January 20, 2018	10:00am - 9:00pm
Sunday	January 21, 2018	10:00am - 6:00pm

Exhibitors may enter the show one hour before opening.

EXHIBITOR BADGES

Exhibitor badges are NOT mailed out prior to the show. Badges can be picked up in the Show Office during move-in and during show hours. Plastic badge holders are provided. Exhibitor badges are not required during move in but must be on your person during all show hours for entry into the buildings.

6 exhibitor badges are provided for up to 599 square feet of space purchased. 10 badges provided for booths 600 square feet and over.

If you have different staff members working your booth on different days, you are encouraged to drop off your badge each night in the Show Office, so that your company does not run out of badges during the show.

EXHIBITOR BADGES MUST NOT BE USED AS ADMISSION TICKETS.

COMPLIMENTARY TICKETS

Each exhibitor will receive 6 complimentary tickets. These will be mailed out three weeks prior to the show. Tickets will only be mailed out if your account has been paid in full.

If you need additional tickets, these can be purchased at a discounted price of \$6.00 each. Please contact Kristi Newton to purchase additional tickets.

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW. Use your tickets to invite potential customers to the show, as a thank you to good customers, and for friends and family.

WILL CALL

Will Call will be located in the Show Office (please look for the sign).

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. EXHIBITORS ARE TO PICK UP BADGES TO WORK THE BOOTH; TICKETS ARE FOR YOUR GUESTS COMING TO VIEW THE SHOW.

MARKETING OPPORTUNITIES FOR EXHIBITORS

Please visit our website www.oklahomacityhomeshow.com and click on the "MARKETING OPPORTUNITIES" link at the bottom of the page to take advantage of our many affordable marketing opportunities that will maximize your investment in the show, and drive traffic to your booth.

DECORATOR SERVICES

Hubbell/Tyner is the show decorator and provides carpet, tables, chairs, cleaning, signage, etc. They also provide forklift services. Please order these items/services directly from them. To learn more about their services visit <http://www.hubbelltyner.com/> or the Decorator Manual which will be available on our online exhibitor kit.

PARKING

Parking is available at various lots around the State Fair Park buildings on a first come first serve basis. **Restocking Trailers** will park on the east side of the lot between the Pavilion and Bennett Event Center. **Empty Trailers** will park south of the Bennett Event Center in the RV Parking.

UTILITIES AND SERVICES POLICY

The OK State Fair Park provides electricity and other services for a fee. For safety reasons, State Fair Park personnel must perform installation of all utility services involving electrical, water, water drainage and Internet/telephone connections.

500 Watts/110 Volt electricity is provided every 30 feet for linear exhibit spaces. **Exhibitors must provide a 16-gauge or larger extension cord (this is NOT a standard extension cord).**

In the Bennett Event Center building electric outlets are provided in the floor and on posts. The Pavilion and Centennial Buildings have power pulled from ceiling and pole power sources. You will need an extension cord to run from the nearest source to your booth space.

Exhibitors in 20 x 20 or larger bulk spaces may plug in to a nearby outlet if one is available. If requesting an electrical box for your space, the electrician will set it up at a charge on an hourly labor rate.

If you need to something other than 110 volts you will need to purchase additional electric. Please fill out the electrical form with payment prior to the show. Please send to Kristi Newton-KristiN@mpeshows.com or fax: 407-351-9812 before January 12, 2018

BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is black. Tables, chairs, electricity etc. **are not included** with the cost of your exhibit booth.

Staffing Your Booth

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. **Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.**

Demonstrations and handouts

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. **Working in the aisle is strictly prohibited and will be enforced by show management.**

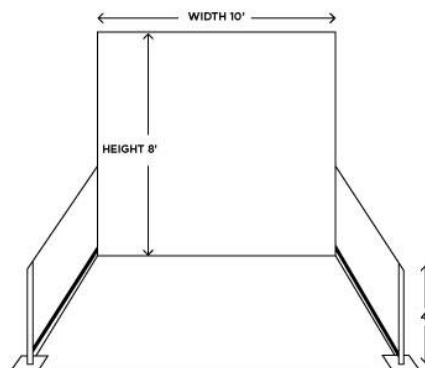
TENTS AND CANOPIES ARE NOT PERMITTED.

Booth Guidelines

Exhibitors are allowed to build their booth as high as they would like. This includes back wall and sidewalls. If your display includes a sign attached to the back wall, you must get approval from show management and the following rules apply:

- Signs and banners are to be hung from drape, positioned no higher than 8 ft. high
- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF DRAPE LINE, IF permanently affixed to the booth.
- Sign must be single sided, professionally finished on the back side and no PVC pipe allowed.

If you are using side walls as part of your display they must be completely finished on BOTH sides. No exposed wires or frames must be visible to your neighbor. Unfinished sides will be covered at the exhibitor's expense



FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

All edges of carpeting must be secured using double sided tape on the underside of the carpet. The Fire Marshall checks each and every carpet prior to opening the show. Please make sure to take care of this. **Duct tape is not permitted.**

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring on any State Fair Park building floors. Any damage to the floors will be repaired at the exhibitor's expense.

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.



Signage

All inline booths can use S-hooks to hang banners from the pipe and drape. All signage is to be one sided and not read into neighboring booths. Free-standing signs should be placed in the back half of the booth and not block neighbor's site lines.

Endcap and Islands booths are permitted to have signage higher than 8 ft. **IF they are permanently affixed** to the booth display. If signage reads into neighboring booth exhibitor will be responsible for draping the impeding side at their expense.

Hubbell/Tyner provides rigging services for exhibitors in 20'x20' booth spaces or larger. Sign needs to be approved by show management; exhibitor must pay the \$500 sponsorship fee and are responsible for the rigging fees which are charged on an hourly basis by Hubbell/Tyner.

FOOD AND BEVERAGE SAMPLING

All food exhibitors must meet the operating codes of the State of Oklahoma. Compliance with the Health Department must be completed prior to the opening of the show. All food must be provided in sample sizes. Please fill out required sampling form **2 weeks prior to show** and submit to James Johnson- Vice President Food & Beverage at james.johnson@okstatefair.com. Form can be found in the online exhibitor kit.

AUDIO/SOUND/MUSIC

Use of audio equipment, microphones and musical instruments are permitted, however sound levels must be kept at a volume that Show Management deems reasonable. Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

Music is **ONLY** allowed as part of a product demonstration. Unless ASCAP licensed, exhibitors are not to play music (including radio broadcast) on the show floor.

VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

- Visqueen must be put down on the floor before the vehicle is driven into place.
 - All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle.
 - A set of keys must be left with Show Management for the duration of the show.
 - All vehicle batteries must be disconnected and cables taped.
-

SECURITY

Security is provided 24 hours throughout the event. Every reasonable precaution will be taken to protect exhibitors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

Exhibitors may purchase event insurance through Buttine Exhibition & Event Insurance. Applications can be filled out online at <http://www.buttine.com/eventExhibitor.html> or visit our website, and at the bottom of the page click on "exhibitor kit" for more information.

The deadline to apply is December 28, 2017

Oklahoma Sales Tax

Tax rate on State Fairground property is 8.375% (subject to change). Every company is responsible for reporting sales tax for both the city and the state.

Alcohol Policy

Alcohol consumption is strictly forbidden for exhibitors during all move-in, move-out, and show hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

SHIPPING INFORMATION

ADVANCE SHIPMENTS: All shipments must be pre-paid. Collect shipments will not be accepted. The last date to ship to the warehouse is Friday, January 12, 2018. To avoid delay (and save money), call or write your orders before you move in. **All orders with full payment (including tax) must be received by Monday, January 8, 2018 to receive discount pricing.**

BEFORE Friday, January 12, 2018 Label each piece as follows:

To: Exhibiting Company Name/Booth# _____
For: Oklahoma City Home & Garden Show 2018
Hubbell/Tyner
c/o YRC Freight
8000 SW 15th St
Oklahoma City, OK 73127

DIRECT SHIPMENTS: Direct shipments to the show will be accepted on/or after Sunday, January 14, 2018 (Shipments cannot arrive before 8:00am) and should be marked as follows:

To: Exhibiting Company Name/Booth# _____
For: Oklahoma City Home & Garden Show 2018
c/o Hubbell/Tyner
OKC State Fairgrounds—the Pavilion
3001 General Pershing Blvd.
Oklahoma City, OK 73107

Shipments made directly to the State Fair Park must arrive no earlier than the first day of the move-in (January 16, 2018) and the exhibitor must be present to accept delivery. For more information on shipping to/from the show, please contact Hubbell/Tyner Exhibitor Services at 651-917-2632.

Additional Building Information

- Emergency Exit doors are NOT to be propped open. Please use the specified doors for entry and exit
- Construction of exhibit booths/materials that require sawing, chopping, painting/varnishing or will result in dust or other airborne byproduct or potentially cause excessively dirty or damaging effects must be performed OUTSIDE of building structures on appropriate surfaces leaving no residue or damage to said surface.
- NO BALLOONS
- Carts, dollies and general load-in/load-out or restocking are prohibited from any of the glass-doored lobbies – no exceptions.
- There is no show/vendor access from the north side of the Bennett Event Center building (side with loading docks and kitchen facilities opposite main entrance) without the advance, expressed written consent of SFP to the show manager

Hotel Accommodations

To assist you in planning your accommodations for the Show, we're including a list of hotels in the area. The hotels listed below are within easy access of the Oklahoma City State Fair Park. Please make your reservations directly with the hotel.

Exhibitor Room Block

Embassy Suites (Will Rogers Airport) has a reserved room block for exhibitors. You can make reservations directly by clicking on the link below:

http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCMRES-HGE-20180117/index.jhtml?WT.mc_id=POG

Rate extends from January 17 through January 22, 2018 for \$112 per night. Book early as space is limited! Room block ends January 5, 2018.

Embassy Suites-Will Rogers Airport: 1815 S. Meridian St. Oklahoma City, OK 73108.

The hotels below do not have reserved room blocks but are also within easy access of the State Fair Park. Please make your reservations directly with the hotel.

Clarion Hotel

737 South Meridian Ave
Oklahoma City, OK
(405) 942-8511

AmeriSuites

1818 S Meridian
Oklahoma City, OK 73108
(405) 682-3900

Embassy Suites

1815 South Meridian
Oklahoma City, OK 73108
(405) 682-6000

Hampton Inn

1905 S Meridian
Oklahoma City, OK 73108
(405) 682-2080

Motel 6

820 S Meridian
Oklahoma City, OK 73108
(405) 946-6662

Residence Inn by Marriott

Crossroads Mall
1111 East I-240 Service Rd.
Oklahoma City, OK 73139
(405) 634-969

Fire Marshal Rules & Regulations

The Fire Marshal will be on site and will strictly enforce compliance.

The International Fire Code 2003 as amended and adopted by the City of Oklahoma City requires **all** commercial food service establishments with cooking appliances to provide a kitchen hood that complies with the requirements of the International Mechanical Code 2003 for collecting and removing grease vapors and smoke. Further, any Exhibitor in a building with an enclosed commercial kitchen exhaust hood and duct system is required to have an automatic fire-extinguishing system installed in accordance with this code as follows:

601.1 SCOPE: The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems and commercial kitchen hoods.

602.1 COMMERCIAL COOKING APPLIANCES: Appliances used in commercial food service establishment for steam, fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers, upright broilers, griddles, broilers, (char broilers), ovens, barbecues, rotisseries, and similar appliances. **For the purpose of this definition, a food service establishment shall include any BUILDING or a portion thereof used for the preparation and serving of food.**

All Class K fire extinguishers, BC fire extinguishers, and automatic fire-extinguishing systems need to be inspected on an annual basis. Extinguisher training is offered in conjunction with food handler classes. Exhibitors are encouraged to participate.

SPECIAL FIRE MARSHAL COOKING REGULATIONS

1. Cooking in tents or other membrane structures will be allowed under the authority of Section 104.9 (Alternative Materials and Methods) of the International Fire Code – 2003 as adopted by the City of Oklahoma City, the Authority having jurisdiction provided the following conditions are met:
 - a. Minimum separation between cooking equipment and fuel sources will be ten (10) feet.
 - b. Minimum distance between any tents/membrane structures and other tents/membrane structures or other structures will be ten (10) feet.
 - c. BC fire extinguisher(s) will be provided in all tents/membrane structures and personnel trained in the use of extinguishers present at all times. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.
 - d. Cooking equipment shall be placed no less than ten (10) feet from exits/means of egress in any tent/membrane structure.
 - e. Cooking equipment shall be placed a minimum of three (3) feet from any portion of the tent/membrane structure OR a fire resistant barrier approved by the Fire Marshal shall be installed between cooking equipment and tent/membrane structure.

GENERAL FIRE MARSHAL RULES & REGULATIONS

1. No display or exhibit shall interfere with or block any exit light, exit or exit-access. All exits shall be unlocked to permit egress at all times.
2. Access to fire extinguishers or fire-fighting equipment shall be kept clear at all times.
3. Combustible material, not on display, shall be limited to a one-day supply.
4. Exhibit booths, curtains, drapes or decorative material shall be constructed of limited combustible material or treated with a flame retardant. Flame retardant-treated materials shall be documented and verified by the Fire Marshal's Office.
5. Open flame devices are prohibited (i.e. candles and sternos). Vegetative materials for decoration are also prohibited (i.e. branches, straw and hay) unless flame retardant material is applied. Flame retardant-treated materials shall be documented and will be verified by the Fire Marshal's office.

6. Natural, cut trees shall be prohibited inside any building where the public is admitted or invited. Live trees with root system, i.e. balled, planted or potted, are permitted provided a distance of three feet is maintained from limb to limb. Vegetative material shall not interfere with means of egress and exits.
7. Gas-fired or food-warming devices shall be approved by the Fire Marshal's Office.
8. Exhibitor needs to obtain a permit if they will be using flammable compressed gas. (\$25 one time permit or \$100 annual permit)
9. Any cooking facility shall have at least one 20 BC fire extinguisher and one K class if cooking with animal and/or vegetable fat.

There are NO tents allowed in the buildings during the Home + Garden Show.

14. No sawdust, shavings or hay will be allowed under tent or in buildings.
15. Under tent: Loose chairs in assembly style must be hooked together.
16. Smoking is prohibited where ordered by the Fire Marshal's Office (i.e. under any tent and in all buildings).
17. Vehicles shall not be fueled inside any building or started during Event hours.
18. Fuel tank openings shall be locked or sealed to prevent vapor release or tampering.
19. At least one battery cable shall be removed from each set of batteries during the exhibit and shall not be limited to vehicles, RVs, boats, etc.
20. Portable generators; in any building is prohibited unless approved by both OSF and Fire Marshal's Office.
21. Use of hay/straw in any indoor or outdoor display is prohibited due to its combustibility. Fake/costume hay bales maybe used as a supplement because they are flame retardant.
22. Fire lanes shall be clear at all times. Fire hydrants and fire protection system connections shall have clear access with no obstructions.
23. Portable storage buildings on display inside buildings shall comply with the International Fire Code 2003 Section 903.3.3 which states: Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under kiosks, display booths, concession stands, or equipment that exceeds four feet in width.
24. Effective March 1, 2009, a variance may be allowed to requirements of the code specified above in places of public assembly where no other hazards exist AND all of the following requirements are met:
 - a. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler Contractor.
 - b. When the obstruction is temporary in nature and area of obstruction is equal to **1,000 square feet or less**. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less. This variance, when allowed, shall apply to this referenced code section. All other provisions of the fire code, city ordinances and rulings of the Fire Marshal's Office remain applicable. Current requirements for arena and barn areas of State Fair Park shall remain in effect.
25. Vehicles, boats, trailers and similar exhibited products having over 100 square feet of roofed area shall be equipped with smoke detectors.



****Restocking Trailers= Park between Pavilion and Bennett****

****Empty Trailers = Park by the RV Parking****

CONTACTS---AT A GLANCE

<u>Service/Item</u>	<u>Supplier</u>
Booth Furnishings (Carpet, Tables, Pipe & Drape, etc.)	Hubbell Tyner (651) 917-2632
Electric	Send orders to Kristi Newton KristiN@mpeshows.com Fax: 407-351-9812
General State Fair Park Information	OKC State Fair Park (405) 948-6704
Food/Beverage Approval	James Johnson (405) 948-6795
Fire Code Regulations	Fire Marshall Office Captain Gary Jackson (405) 297-3584
Forklift Service	Hubbell Tyner (651) 917-2632
Telephone	OKC State Fair Park (405) 948-6700
Wireless Internet	OKC State Fair Park (405) 242-0104 wireless@okstatefair.com