

Dear Exhibitor:

Corexpo is pleased to inform you that we have been selected by show management to serve as the official service contractor for the **Oklahoma City Home and Garden Show 2019**. Please take a moment to carefully review the enclosed information. To help in your planning, we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment, as soon as possible, in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog, will be processed at standard rates.

I am happy to serve as your exhibitor service representative. If you have any questions at all, please feel free to contact me.

Sincerely,

Bret Bubany

Exhibitor Service Representative
651-280-4926 | Direct
651-917-2658 | Fax
bbubany@corexpo.com



Contents

EVENT DETAILS3

PAYMENT & PRICING INFORMATION4

RECAP OF ORDERS5

THIRD PARTY PAYMENT AUTHORIZATION6

SHOW SPECIAL7

FURNISHINGS & ACCESSORIES8

TABLES10

FLOOR COVERING12

INLINE RENTAL EXHIBITS – 10’ X 10’14

INLINE RENTAL EXHIBITS – 10’ X 20’15

ISLAND RENTAL EXHIBITS – 20’ X 20’16

SIGNS & BANNERS18

DIGITAL GRAPHIC GUIDELINES19

MATERIAL HANDLING RATES20

ESTIMATED MATERIAL HANDLING21

SHIPPING LABELS23

LIMITS OF LIABILITY25

FORKLIFT SERVICE26

LABOR27

SIGN & BANNER HANGING28

BOOTH CLEANING29

EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)30

UTILITIES & SHOW SERVICES

TO REQUEST ONLINE ORDERING ACCESS PLEASE USE THIS LINK:

<https://coreexpo.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=/>

ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL AND INTERNET FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS.

PLEASE NOTE: ALL PAYMENTS AND QUESTIONS SHOULD BE HANDLED DIRECTLY WITH THE 3RD PARTY. SEE 3RD PARTY ORDER FORMS FOR CONTACT INFORMATION.

EVENT DETAILS

COREXPO EXHIBITOR SERVICES

Bret Bubany
Phone | 651-280-4926
Fax | 651-917-2658
Email | bbubany@coreexpo.com

2110 Old Highway 8 NW
New Brighton, MN 55112

EXHIBIT BOOTH DESCRIPTION

Each 10' x 10' Booth Includes:

8' High Back Drape
3' High Side Drape
1 – ID Sign

Each Bulk Space Booth Includes:

Perimeter Marking
Booth Number Floor Marked



Drape Colors – Black

Carpet Colors – Tuxedo Green

EXHIBITOR SCHEDULE

Exhibitor Move In:

***Please refer to the structured Move In/Out plans located at the end of this document. (Plans will be added once available.)**

Event Hours:

Friday	January 18, 2019	12:00 pm – 9:00 pm
Saturday	January 19, 2019	10:00 am – 9:00 pm
Sunday	January 20, 2019	10:00 am – 6:00 pm

Exhibitor Move Out:

Sunday	January 20, 2019	6:00 pm – 10:00 pm
Monday	January 21, 2019	8:00 am – 12:00 pm

MATERIAL HANDLING

Advance to Warehouse: (Dec. 10 – Jan. 9)

TO: *(Exhibiting Company Name and Booth #)*
FOR: Oklahoma City Home and Garden Show 2019
Coreexpo
c/o YRC Freight
8000 Southwest 15th St.
Oklahoma City, OK 73128

Direct to Show Site: (Jan. 14 - 17)

TO: *(Exhibiting Company Name and Booth #)*
FOR: Oklahoma City Home and Garden Show 2019
Coreexpo
Bennett Event Center
3101 Gordon Cooper Blvd.
Oklahoma City, OK 73107

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

Orders must be received with full payment prior to the following dates to take advantage of the discount pricing. Advance freight must arrive to the warehouse by the date listed below.

- Carpet & Furnishing Rentals Jan. 4
- Advance Freight Receiving Dec. 10 – Jan. 9

PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express and Discover.
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Corexpo services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:
 - Emailed: bbubany@corexpo.com
 - Faxed: 651-917-2658
 - Mailed: Corexpo | 2110 Old Highway 8 N.W.
New Brighton, MN 55112

TAX EXEMPTION

- If tax exempt, a copy of your ST-3 tax exempt certificate must be provided along with your order.
- No adjustments will be made for tax exemptions after the close of the show.

THIRD PARTY BILLING

- The exhibiting firm is ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company.

UTILITIES & SHOW SERVICES

- For all booth utilities and additional services, please contact the supplier utilizing the enclosed forms at the end of this document.

MISCELLANEOUS

- Should rental items be found in your booth that have not been ordered, they will be invoiced at standard pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the exclusive property of Corexpo.

RECAP OF ORDERS

SERVICES ORDERED

Taxable Services	
Furnishings & Accessories	\$
Tables	\$
Floor Covering	\$
Booth Package	\$
	\$
Rental Displays	\$
Booth Cleaning	\$
8.625% Sales Tax*	\$
<small>*All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.</small>	
Non-Taxable Services	
Signs & Banners	\$
Material Handling / Forklift Service (must have cc on file)	\$
Labor (must have cc on file)	\$
Grand Total	\$

METHOD OF PAYMENT

Company Check (Please reference Job #11316)

Payable To: Corexpo
 Mail To: Corexpo
 2110 Old Highway 8 NW
 New Brighton, MN 55112

Credit Card

Card Number _____

Card Type Visa Master Card Discovery American Express Exp. ____ CVV _____

Card Holder Name _____

Card Holder Signature _____

Billing Address _____

City/State/Zip _____ Phone _____

EXHIBITING COMPANY

Company _____ Booth # _____

Street Address _____

City _____ State _____ Zip _____

Contact Name _____ Email Address _____

Phone _____ Fax _____

THIRD PARTY PAYMENT AUTHORIZATION

EXHIBITING COMPANY INFORMATION

Exhibiting Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Card Number _____
Card Type Visa Master Card Discovery American Express Exp ____ CVV _____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

THIRD PARTY COMPANY INFORMATION

Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____
Email Address _____

THIRD PARTY COMPANY INFORMATION

Card Number _____
Card Type Visa Master Card Discovery American Express Ex ____ CVV _____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

Services to be charged to Third Party

All Services Booth Furnishings Booth Labor Material Handling Other _____

Acknowledgement of Third Party Credit Authorization

By completing and returning this document to Corexpo we agree that we the exhibiting firm are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

SHOW SPECIAL

We are pleased to announce a show special for the Oklahoma City Home & Garden Show. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after January 4, 2019. All orders received after January 4, 2019 will be processed at the standard rate.

This is a special offer. The items listed are available in only the colors listed. There are no substitutions or exchanges.

10' x 10' Furniture Package

- 1 – 10' x 10' Carpet
- 1 – 6' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



10' x 20' Furniture Package

- 1 – 10' x 20' Carpet
- 1 – 8' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



Discount Rate: January 4th or sooner
Standard Rate: January 5th or later

Item	Qty	Discount	Standard	Total
Show Special				
10' x 10' Furniture Package		\$314.00	\$407.60	
10' x 20' Furniture Package		\$464.60	\$602.80	
Table Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Grey				
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Grey				
Subtotal Show Special				\$

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



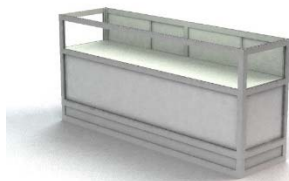
Padded Arm Chair



High Stool



Poster Board



Showcase
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Total
STANDARD CHAIRS				
Plastic Side Chair		\$34.25	\$44.50	
Padded Side Chair		\$60.50	\$78.75	
Padded Arm Chair		\$63.75	\$83.25	
High Stool		\$80.50	\$106.00	
ACCESSORIES				
Poster Board Horizontal (4' high x 8' wide)		\$102.25	\$134.25	
Poster Board Vertical (8' high x 4' wide)		\$102.25	\$134.25	
Showcase		\$368.50	\$479.00	
Wastebasket		\$23.75	\$30.75	
Easel		\$37.75	\$49.50	
Bag Holder - Chrome		\$57.00	\$74.25	
Sign Holder - 22" x 28" Chrome		\$88.25	\$114.50	
Sign Holder - Free Frame Adjustable		\$88.25	\$114.50	
Stanchion - Retractable		\$65.50	\$85.25	
Stanchion - Chrome		\$65.50	\$85.25	
Stanchion - Velour Rope Black		\$28.75	\$37.50	
Literature Rack		\$84.50	\$109.75	
Sales Counter		\$320.75	\$417.00	
TABLE RISERS				
4' Tabletop Riser		\$51.75	\$67.25	
6' Tabletop Riser		\$72.50	\$94.25	
8' Tabletop Riser		\$94.25	\$122.50	
MASKING DRAPE				
8' High (price per linear ft.)		\$17.50	\$20.50	
3' High (price per linear ft.)		\$15.00	\$17.50	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
Subtotal Furnishings & Accessories				\$

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

TABLES

DRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

Draped tables include a white vinyl top and draping on 3 sides. 4th sided draping can be ordered at an additional cost.



UNDRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



PEDESTAL TABLES

18" H x 30" Round

30" H x 30" Round

42" H x 30" Round

30" H x 42" Round

42" H x 30" w/Tension Cover



TABLES

Item	Qty	Discount	Standard	Total
30" High Draped Tables (on 3 sides)				
4' L x 24" W		\$117.25	\$152.50	
6' L x 24" W		\$131.25	\$170.75	
8' L x 24" W		\$150.50	\$195.75	
4 th Side Draping		\$48.00	\$62.25	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
42" High Draped Tables (on 3 sides)				
4' L x 24" W		\$126.25	\$164.00	
6' L x 24" W		\$142.00	\$184.75	
8' L x 24" W		\$154.75	\$201.25	
4 th Side Draping		\$48.75	\$63.25	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
30" High Undraped Tables (on 3 sides)				
4' L x 24" W		\$49.25	\$62.50	
6' L x 24" W		\$51.75	\$67.25	
8' L x 24" W		\$57.25	\$74.25	
42" High Undraped Tables (on 3 sides)				
4' L x 24" W		\$53.00	\$69.00	
6' L x 24" W		\$58.75	\$76.25	
8' L x 24" W		\$65.25	\$84.50	
Pedestal Tables				
18" H x 30" Round		\$65.50	\$85.00	
30" H x 30" Round		\$95.75	\$124.25	
42" H x 30" Round		\$98.00	\$130.00	
42" H x 30" Round – with black tension cover		\$129.25	\$168.00	
30" H x 42" Round – conference table		\$91.75	\$119.25	
Subtotal Tables				\$

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

FLOOR COVERING

STANDARD CARPET

10 oz NYLON CARPET



Black



Blue



Burgundy



Green



Grey



Red



Tan



Teal

PREMIUM CARPET

28 oz NYLON CARPET



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



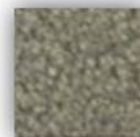
Green



Ice



Navy



Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

FLOOR COVERING

Item	Qty	Discount	Standard	Total
Standard Carpet (10 oz. Nylon)				
10' x 10'		\$169.00	\$219.00	
10' x 20'		\$338.00	\$438.00	
10' x 30'		\$507.00	\$657.00	
10' x 40'		\$676.00	\$876.00	
Custom Size - Standard Carpet				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.69	\$2.19	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal <i>*If no color is selected grey will be provided</i>				
Premium Carpet (28 oz. Nylon)				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$5.60	\$7.25	
Carpet Color Selection <input type="checkbox"/> Berry <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Charcoal <input type="checkbox"/> Cobalt <input type="checkbox"/> Emerald <input type="checkbox"/> Green <input type="checkbox"/> Ice <input type="checkbox"/> Navy <input type="checkbox"/> Platinum <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Soft Ivory <input type="checkbox"/> Tan <input type="checkbox"/> Teal <input type="checkbox"/> White				
<ul style="list-style-type: none"> • Premium carpet must be ordered 14 days prior to the first day of exhibitor move in. • Once an order for premium carpet has been placed it is subject to a 100% cancellation fee. • Premium carpet orders require a 100 square foot minimum • Premium carpet orders come with protective covering at no charge. 				
Padding & Protective Covering				
Padding - Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.20	\$1.56	
Protective Covering - Length _____ x Width _____ = sq. ft.	sq. ft.	\$0.96	\$1.25	
Subtotal Floor Covering				\$

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 10'

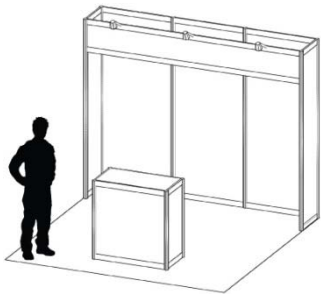
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

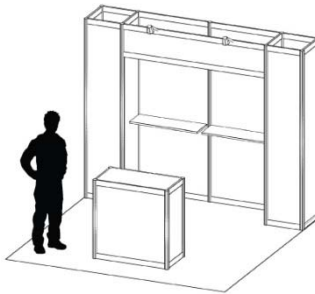
Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

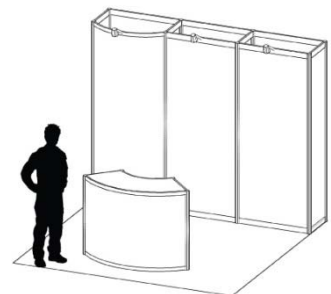
MODEL 100



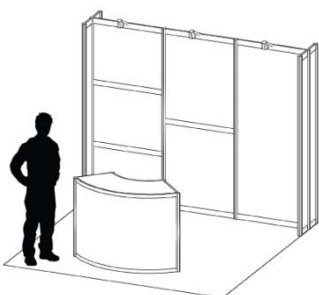
MODEL 105



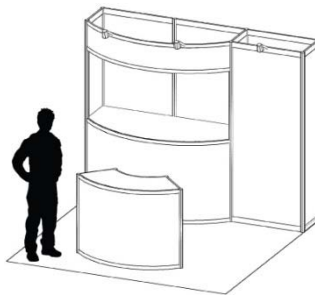
MODEL 110



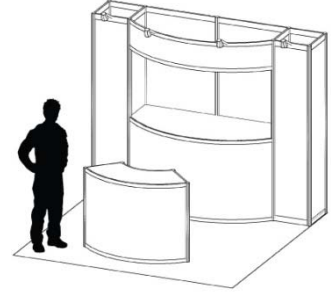
MODEL 115



MODEL 120



MODEL 125



INLINE RENTAL EXHIBITS – 10' X 20'

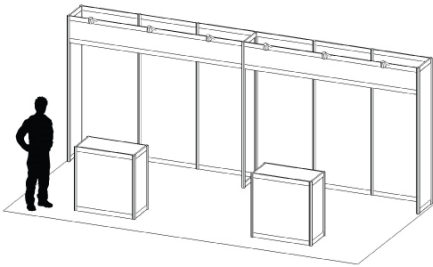
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

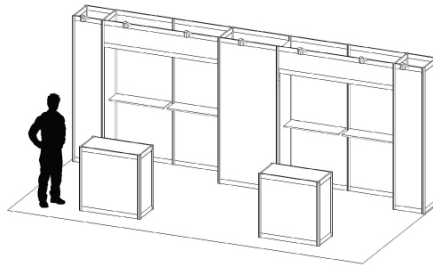
Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

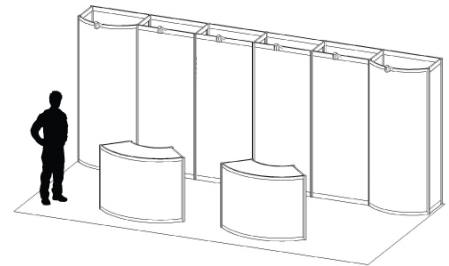
MODEL 100



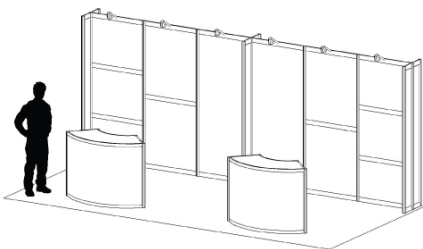
MODEL 105



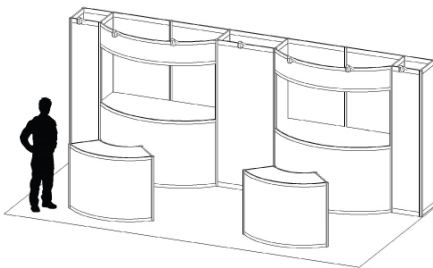
MODEL 110



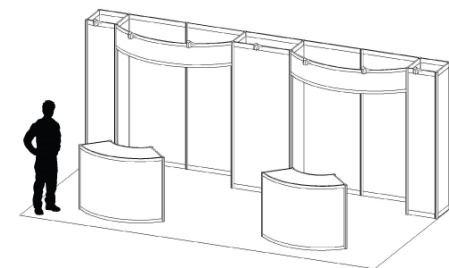
MODEL 115



MODEL 120



MODEL 125



ISLAND RENTAL EXHIBITS – 20' X 20'

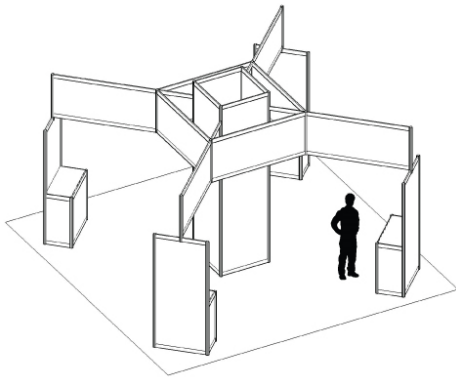
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

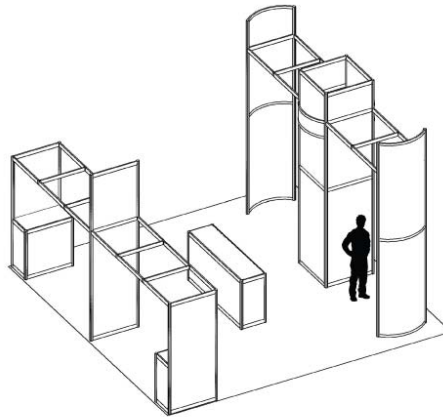
Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

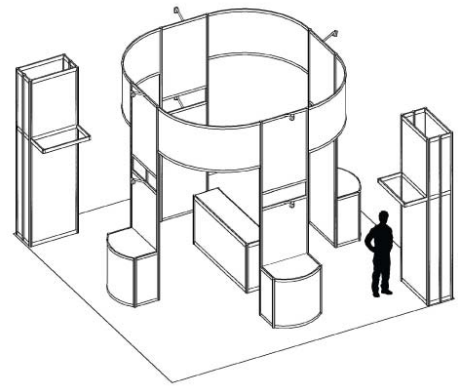
MODEL 100



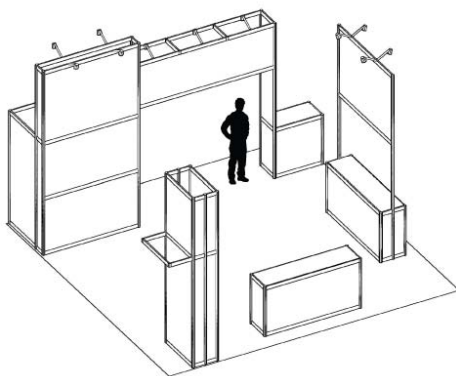
MODEL 105



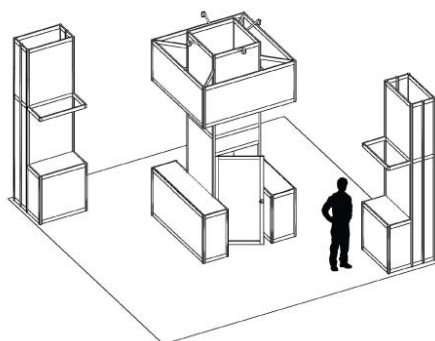
MODEL 110



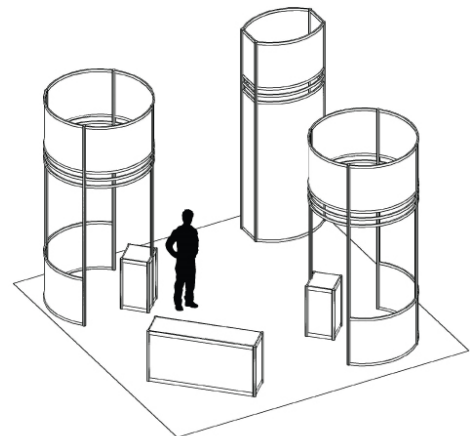
MODEL 115



MODEL 120



MODEL 125



RENTAL EXHIBITS

Item	Qty	Discount	Standard	Total
10' x 10' Inline Exhibit				
Model 100		\$1500.00	\$1950.00	
Model 105		\$1750.00	\$2275.00	
Model 110		\$1750.00	\$2275.00	
Model 115		\$1500.00	\$1950.00	
Model 120		\$2100.00	\$2730.00	
Model 125		\$1900.00	\$2470.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
10' x 20' Inline Exhibit				
Model 100		\$2475.00	\$3215.00	
Model 105		\$2890.00	\$3755.00	
Model 110		\$2890.00	\$3755.00	
Model 115		\$2475.00	\$3220.00	
Model 120		\$3465.00	\$4505.00	
Model 125		\$3135.00	\$4075.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
20' x 20' Island Exhibit				
Model 100		\$8600.00	\$11180.00	
Model 105		\$8750.00	\$11375.00	
Model 110		\$9200.00	\$11960.00	
Model 115		\$9000.00	\$11700.00	
Model 120		\$7800.00	\$10140.00	
Model 125		\$8300.00	\$10790.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
Subtotal Rental Exhibits				\$

A Corexpo service representative will contact you to discuss your Rental Exhibit and answer any questions you may have upon receipt of your order.

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

SIGNS & BANNERS

Item	Qty	Discount	Standard	Total
Standard Size Signs				
11" x 14"		\$15.40	\$20.02	
14" x 22"		\$30.80	\$40.04	
22" x 28"		\$61.60	\$80.08	
28" x 44"		\$123.20	\$160.16	
38" x 84" (Meter Board)		\$319.20	\$414.96	
All signs are mounted on 3/16" foam board and priced as single sided. Other substrates are available upon request. Meter boards are mounted on 1/2" foam board.				
Custom Size Signs				
Single Sided - Length _____ x Width _____ = sq. in.	sq. in.	\$0.10	\$0.13	
Double Sided - Length _____ x Width _____ = sq. in.	sq. in.	\$0.15	\$0.20	
Banners				
Single Sided - Length _____ x Width _____ = sq. ft.	sq. ft.	\$14.40	\$19.30	
Double Sided - Length _____ x Width _____ = sq. ft.	sq. ft.	\$22.20	\$28.95	
Please note:				
<ul style="list-style-type: none"> • All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in. • Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document. • The submission of digital files is required with all graphic orders, please the following graphic guidelines for submission methods. • All sign orders are subject to a 100% cancellation fee 				
Subtotal Signs & Banners				\$

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

DIGITAL GRAPHIC GUIDELINES

To ensure your printed graphics meet the highest quality standards, the following information will help guide you in the preparation of your files. Corexpo's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below.

*Please note InDesign files are accepted but not preferred for large format printing.

Program	File Format
• Adobe Illustrator CS6 or below	.ai .eps
• Adobe Photoshop CS6 or below	.psd .tiff .jpg
• Adobe InDesign CS6 or below	.indd (all links must be included)
• Adobe Acrobat	.pdf (please refrain from using crop marks)

COLOR & RESOLUTION

Resolution

All files must be a minimum of 100 dpi at 100%.

Color

All files are printed as CMYK format. When possible please convert RGB to CMYK.

If Pantone colors are to be matched please specify all coated or uncoated swatches.

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

- Corexpo is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Corexpo representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive

Corexpo
Attn: Event Name
2110 Old Highway 8 NW
New Brighton, MN 55112

MATERIAL HANDLING RATES

WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:30 PM MON – FRI)

• Storage at our advance warehouse up to 30 days prior to show opening	CWT Charge	200 lb. Minimum
• Delivery to show site and placement at your booth	\$83.00	\$166.00
• Removal & return of empty containers		
• Loading of outbound shipments from show site		

EXHIBIT HALL DIRECT SHIPMENTS

• Placement of materials at your booth	CWT Charge	200 lb. Minimum
• Removal & return of empty containers	\$80.00	\$160.00
• Loading of outbound shipments from show site		
• Must have a certified weight ticket		
• Must be sent during scheduled exhibitor install hours		

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

• Loose or pad wrapped materials can only be received at show site during exhibitor setup hours	CWT Charge	200 lb. Minimum
	\$126.00	\$252.00

LATE FREIGHT

• Freight received at warehouse less than 5 days prior to show move in times	CWT Charge	200 lb. Minimum
	\$28.00	\$56.00
• Late freight is an additional charge to the appropriate drayage rate		

OVERTIME

• Before 8:00 am or after 4:30 pm Mon – Fri, and all day Sat & Sun, & Holidays	CWT Charge	200 lb. Minimum
	\$22.00	\$44.00
• Overtime is an additional charge to the appropriate drayage rates		

SMALL PACKAGE/SHIPMENT RATE

• Cartons/Envelopes weighing less than 30 lbs. per shipment	\$50.00 / small package shipment
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EMPTY CONTAINERS

Corexpo will store exhibit materials/containers that have not been handled by Corexpo prior to placement in your booth at the following rates:

\$20.00 / each – Any fiber case, box or carton

\$43.00 / each – Empty wooden crates and skids/pallets

Please Note: All shipments must be sent prepaid. Corexpo will not accept C.O.D shipments.

Please see the following page to estimate your material handling needs.

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: Dec. 10 – Jan. 9

Receiving hours: Mon – Friday 8:00am – 4:30pm

To: Exhibiting Company Name / Booth #

For: Oklahoma City Home and Garden Show

Corexpo

c/o YRC/STP

8000 Southwest 15th St.

Oklahoma City, OK 73128

Direct Shipments:

Receiving Dates and Times: Jan. 14 - 17

To: Exhibiting Company Name / Booth #

For: Oklahoma City Home and Garden Show

c/o Corexpo

Bennett Event Center (BEC)

3101 Gordon Cooper Blvd.

Oklahoma City, OK 73107

- Please use the freight labels included on the following pages.

<p>Warehouse Advance Shipments (*200 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$83.00 per 100 lbs = _____</p> <p>Exhibit Hall Direct Shipments (*200 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$80.00 per 100 lbs = _____</p> <p>Uncrated or Specialized Carrier Shipments Direct (*300 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$126.00 per 100 lbs = _____</p> <p>Late Freight (200 lb. Minimum Handling Charge)</p> <p>Freight received at Advance warehouse after advance deadline</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$28.00 per 100 lbs = _____</p> <p>Overtime Freight (200 lb. Minimum Handling Charge)</p> <p>Freight loaded or received after 4:30 pm Mon – Fri or weekends</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$22.00 per 100 lbs = _____</p>
--

Total Estimated Material Handling \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

MATERIAL HANDLING INFORMATION**Freezable/Controlled Environment Shipments**

Corexpo does not have facilities for shipments that require refrigeration or a controlled environment. It is the exhibitor's responsibility to make arrangements for controlled environment storage. Corexpo is not responsible for shipments that are not properly labeled.

Overtime

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:30 pm on weekdays or delivered anytime on weekends or holidays.

Outbound Freight

Shipments loaded after 4:30 pm on weekdays or anytime on weekends or holidays.

Late Freight

Late Freight charges apply to shipments that meet the following guideline:

Shipments that arrive at the advance warehouse past the 5-day cut-off.

These shipments are subject to courier charges in addition to late freight charges.

Return Shipping

Exhibitors are responsible for making their own return shipping arrangements, unless using Corexpo's contracted carriers. Blank bills of lading & shipping labels will be available at the Corexpo Service Desk. Corexpo assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

Outbound Shipping Information

- Outbound Bills of Lading must be completed and turned into the Corexpo Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Jan. 9, 2019

Oklahoma City Home and Garden Show

To: **COREXPO**
Exposition Services

c/o: YRC
8000 Southwest 15th St.
Oklahoma City, OK 73128



Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Advance Shipment * late warehouse charges apply after: Jan. 9, 2019

Oklahoma City Home and Garden Show

To: **COREXPO**
Exposition Services

c/o: YRC
8000 Southwest 15th St.
Oklahoma City, OK 73128



Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Direct Shipment

Shipments will not be received before

Oklahoma City Home and Garden Show

Dec. 10, 2019

To: Bennett Event Center

c/o: Corexpo

3101 Gordon Cooper Blvd.
Oklahoma City, OK 73107

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Direct Shipment

Shipments will not be received before

Oklahoma City Home and Garden Show

Dec. 10, 2019

To: Bennett Event Center

c/o: Corexpo

3101 Gordon Cooper Blvd.
Oklahoma City, OK 73107

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

LIMITS OF LIABILITY

1. All shipments should be insured by you, the Exhibitor, from the time it leaves your facilities until the time it is returned from the show. Shipments received without receipts or freight bills (UPS/FedEx) will be delivered to the booth without guarantee of piece count or condition. Corexpo is not responsible for shipments left in booth by an exhibitor. We will count & ship pieces found in the booth as we remove them from the exhibit hall. Corexpo is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Corexpo is limited to \$0.30/lbs. per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Corexpo personnel or contractors. Any damage claims must be made before the close of the show.
2. Claims of loss or damage must be submitted to Corexpo by the close of the show. Otherwise, Corexpo will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Corexpo more than one year after the show. Corexpo shall not be liable for loss, damage, theft or disappearance of exhibitor materials after same have been delivered to the exhibitor booth.
3. In order to expedite removal of materials from the show site, Corexpo shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Corexpo reserves the right to remove, ship and re-route such shipments, or ship to the Corexpo warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Corexpo and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Corexpo assumes no liability as a result of such re-routing.
4. Corexpo shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Corexpo at least 30 days prior to the event. Corexpo shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Corexpo.
5. Corexpo shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Corexpo shall not be liable for exhibitor materials before they are picked up from the exhibitor's booth for loading after the show.
6. Empty container labels will be available at the Corexpo service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Corexpo assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Corexpo assumes no responsibility for exhibitor's failure to follow the above procedures, removal of containers with old labels or without Corexpo labels; shipping of containers with improper information or empty labels, or the removal or disposition of materials stored in containers with improper information or empty labels, or the removal or disposition of materials stored in containers with empty labels.
7. Small package shipments received without individual or carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., will be delivered to the booth without guarantee of piece count or condition. Corexpo shall not accept liability for such shipments.
8. The exhibitor agrees in connection with the receipt, handling, temporary storage, and reloading of it materials; that Corexpo will provide these services as the exhibitors agent and not as Bailee or shipper. If any employee of Corexpo signs a delivery receipt, bill of lading or other document, we agree that Corexpo will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Corexpo shall not be liable for damage to exhibitor materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative. Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.

FORKLIFT SERVICE

FORKLIFT SERVICE INFORMATION – ½ Hour Rates

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Corexpo customer service for availability and quote
- A half-hour charge will be applied to all orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Corexpo service desk when the forklift is needed
- **Check in at the Corexpo service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

Item	Discount	Standard	On-Site
Forklift Rates			
Straight Time: 5000# Forklift (3 Stage)	\$99.63	\$119.56	\$143.47
Overtime: 5000# Forklift (3 Stage)	\$138.88	\$166.65	\$199.98
Straight Time: 5000# Forklift (4 Stage)	\$123.38	\$148.07	\$177.68
Overtime: 5000# (4 Stage)	\$171.75	\$206.10	\$247.32

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

FORKLIFT SCHEDULE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation		X	X	=	
		X	X	=	
Dismantle		X	X	=	
		X	X	=	
Subtotal Forklift Service					\$

Are fork extensions, straps, chains or any other equipment needed, if yes what is needed? _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company

Booth #

LABOR

Item	Discount	Standard	On-Site
Labor Rates			
Straight Time Labor	\$89.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

LABOR SCHEDULE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation		X	X	=	
		X	X	=	
Dismantle		X	X	=	
		X	X	=	
Subtotal Labor Service					\$

LABOR SUPERVISION OPTIONS (please check one)

Exhibitor Supervision

Work is to be performed only under supervision of exhibiting company’s representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed.

Representative Name/Company: _____

Cell Phone #: _____

Corexpo Supervision

Work performed under the supervision of Corexpo will be charged an additional 30% of the total bill for this service. In order for Corexpo to perform the work without the exhibitor present, Corexpo must have detailed setup instructions and outbound shipping information with this order.

OUTBOUND FREIGHT

Outbound Freight (will be shipped via our preferred carrier unless prior arrangements are made by the exhibiting company)

Ship To: _____

Bill To: _____

IMPORTANT INFORMATION

- There will be a 100% cancellation fee, for labor canceled on show site
- There will be a 1 hr. charge per man to exhibitors that cancel their labor request within 48 of the start time.

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

SIGN & BANNER HANGING

LABOR RATES FOR SIGNS UNDER 50 LBS. (rates include hanging and removal)

Straight Time: \$475.25 per sign
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$582.00 per sign
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

LABOR RATES FOR SIGNS OVER 50 LBS. (rates include hanging and removal)

Straight Time: \$623.50 per sign
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$782.00 per sign
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

PLEASE INCLUDE THE FOLLOWING

Dimensions of Sign: L _____ x W _____ x H _____ Weight of Sign _____

of Signs (for configuration please attach a photo or line drawing)

SIGN HANGING POLICIES

- Advance arrangements must be made at least 10 days prior to show move-in. Failure to advise Corexpo 10 days prior will result in a \$154.00 late order fee.
- Corexpo reserves the right to not hang any signs that could be a safety hazard.
- Exhibitors are responsible for notifying Corexpo when their sign is ready to be hung on-site.
- All signs must hang within the boundaries of your booth space.
- Prices above do not include cable, clamps and miscellaneous supplies for hanging of signs. Actual charges will be determined once the sign is hung.

Total Estimated Sign & Banner \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

BOOTH CLEANING

Vacuuming service is not included in your space rental for this event. If you wish to have your booth space vacuumed, please circle the days needed and return this form along with payment to Corexpo.

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

Vacuum service ordered is performed each day prior to the show opening.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended
Vacuuming	_____	x \$0.45 / sq ft	x _____	= \$ _____

Total Estimated Booth Cleaning \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)

Exhibitors may contract the services of non-official independent contractors to install and dismantle their exhibits. Should an exhibitor wish to use the services of an Exhibitor Appointed Contractor (EAC) instead of the Official Show Contractor (Corexpo), the following information must be received by Corexpo no less than 30 days prior to the first day of move-in.

Exhibiting Company: _____

Exhibitor Appointed Contractor

Company _____

Contact: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Work Being Performed: _____

The EAC must provide Corexpo with the following information

Thirty days prior to the first exhibitor move-in day, a certificate of insurance with the following minimum coverage limits. Comprehensive General Liability not less than \$100,000 with respect to injuries to anyone person in occurrence; \$200,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Corexpo as additional insured

The EAC must abide by the following

Union Rules and Regulations

Rules and Regulations provided by Show Management

Exhibiting Company _____ **Booth #** _____



State Fair
PARK

P.O. Box 74943
Oklahoma City, OK 73147
Phone: 405-948-6700
Fax: 405-948-6828
news@okstatefair.com

WIRED INTERNET & TELEPHONE LINE ORDER FORM

This form is intended for exhibitors, vendors or individuals not contracted directly with State Fair Park. Show promoters should use the equipment/services order form available online or from your Event Services Manager.

Company Name: _____

Phone: _____

Contact Name: _____

Email: _____

Required to process order/payment.

Address: _____

City, State Zip: _____

Event/Show Name: _____

Building: _____

Date(s) Required: _____

Booth #: _____

WIRED INTERNET

- Wireless connectivity is FREE and available in most locations. Access it by selecting the 'State Fair' network option.
- Wired connectivity is not available in all locations.

No. of lines: ____ X \$450 (if ordered with at least 30 days to required date) or \$585 = \$ _____

TELEPHONE

NOTES FOR PHONE LINES IN BARNS/BUILDINGS, excluding the Bennett Event Center:

- Instruments are not provided.
- Phone lines are ordered for local and toll-free numbers only. Long distance requires a calling card.
- Dial "9" for an outside line.

No. of lines (regular): ____ X \$150 (if ordered with at least 30 days to required date) or \$175 = \$ _____

NOTES FOR PHONE LINES IN BENNETT EVENT CENTER:

- The Bennett Event Center is VoIP only.
- **Not necessary** to dial "9" for an outside line.
- Includes unlimited local and domestic long distance.

No. of lines (BEC): ____ X \$200 (if ordered with at least 30 days to required date) or \$250 = \$ _____

GRAND TOTAL: \$ _____

Order forms should be faxed or emailed to the fax/email address above. Once your order is processed, an email will be sent for the payment portal to complete your transaction by credit card. No lines will be ordered until payment is received. Payments made less than 30 days to the event will be considered late, the higher rate prevailing, and will not be ordered if the late price is not remitted.

Orders/payments made in person must be cash, cashier's check/money order or credit card if 14 days or less to required date. Personal or business checks will not be accepted unless proper amount is remitted at least 15 days to required date.