

Oklahoma Christmas Show



Exhibitor Guide & Requirements

November 11-13, 2022

OKC Fairgrounds – Bennett Event Center

MARKETPLACE | **EVENTS**

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The 15 minutes you take now to review this information will save you time and money when setting up your display at the show.

Please review the show's Exhibitor Kit webpage prior to the event for any updates

<https://oklahomachristmasshow.com/exhibitor-kit>

SECTION 1: GENERAL INFORMATION

1.1 SHOW MANAGEMENT:

The Oklahoma Christmas Show is produced and managed by:
Marketplace Events, LLC
2000 Auburn Drive, Suite 200
Beachwood, OH 44122

1.2 SHOW PERSONNEL:

Jennifer Smetana	Show Manager	704.969.6804	JenniferW@mpeshows.com
Hannah Lewis	Show Coordinator	704.969.6802	HannahL@mpeshows.com
Stephanie Davisson	Exhibit Sales Consultant	704.969.6817	StephanieD@mpeshows.com

1.3 SHOW FACILITY:

The Oklahoma Christmas Show is held at the Oklahoma City Fairgrounds in the Bennett Event Center.

3101 Gordon Cooper Boulevard | Oklahoma City, OK 73107*

****This is NOT a shipping address***

1.4 SHOW DAYS AND HOURS:

Friday, November 11 th	10:00 am – 8:00 pm
Saturday, November 12 th	10:00 am – 8:00 pm
Sunday, November 13 th	10:00 am – 5:00 pm

1.5 EXHIBIT SET UP / MOVE-IN:

Move-In dates & hours:

Wednesday, November 9th	8:00 am – 8:00 pm No vehicles in the building after 5:00 pm
Thursday, November 10th	8:00 am – 8:00 pm Drive on access ends at 1:00 pm

No children under the age of 18 allowed in building during move in. Heavy equipment in use.

Upon arrival at the facility:

Go to the On-site **Show Office** to pick up your Exhibitor badges and be directed to your booth location. The office is located inside the Bennett Event Center; enter through the main lobby on the South side of the building. Look for the “Exhibitor Check-In” & “Show Office” sign.

REMINDERS FOR MOVE-IN:

- If you ordered carpet, tables, or chairs from GEMS (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the show and speak with them.
- If you need a hand truck, cart, or dolly for moving in your exhibit, please bring one with you as they are not provided by show management. Do not expect to find one at the facility for your use.
- Carts, dollies and general load-in/load-out/set-up or restocking are prohibited from being wheeled through any of the glass-doors lobbies – no exceptions.
- **You may enter through any of the “person” doors that are not glass during move-in and move-out. Designated doors will be approved for vendors to bring items in during the show.**

Drive on Access:

Once you have determined the location of your booth you may drive onto the show floor to unload your vehicle.

- Driving into the building, is feasible but must be done during predetermined move-in hours.
- You may drive onto the show floor to a designated unloading area, drop off your items then return to park your vehicle. Should you need longer than 20 minutes to unload your vehicle, please let an MPE staff member know at the venue prior to unloading.
- It is imperative to unload quickly and move your vehicle outdoors, so that other Exhibitors can have a turn to do the same. If the line to drive in is long, we encourage you to hand carry your items.
- **Only rubber-tired vehicles are allowed in the building – no “tracks” or similarly belted vehicles/equipment.**
- All large items that may require a forklift must be place in your booth by 1 PM on Thursday, November 10th as the show decorator will be laying the carpet in the aisles.
- Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, November 10th, 8:00 pm.

ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 1:00 PM THURSDAY

No cars or trucks will be allowed in the building after this time.

1.6 EXHIBIT REMOVAL / MOVE-OUT:

Move-Out dates & hours:

Sunday, November 13 th	5:01 pm – 11:00 pm
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- All exhibits must be removed by 11:00 pm on Sunday
- You may exit through any of the “person” doors that are **not glass** during move-out. Do not prop open emergency exit doors.

Marketplace Events is not responsible for any materials or displays that are left at the building. A removal fee will be assessed for items left behind.

1.7 DISMANTLING BOOTHS:

Immediately after show closing, the aisle carpet will be removed. Do not put items in the aisles until the carpet is removed. While the carpet is being removed, we suggest dismantling the items in your booth. Once the aisles have been cleared and carpet removed, vehicles may drive into the building for loading of heavy items. Everything your company brought to the show must be removed or disposed of properly. If not, your company will be charged for the cleanup.

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE. LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR.

Any Exhibitor dismantling or packing before the show closes will not be given priority for booth placement at the 2023 show.

SECTION 2: DECORATOR & UTILITIES

2.1 SHOW DECORATOR - FURNITURE RENTAL, CARPET

Show Decorator: Gilbert Exposition Management Services, "GEMS"

All elements inside of the booth space are the exhibitor's responsibility. **Flooring is not included in the cost of your exhibit booth and is required.** You may supply your own tables and chairs or rent from the show decorator.

An advanced purchase discount is offered by GEMS for the rental of these items & will ensure availability of all needed items. Other services available through GEMS such as signage and installation labor.

As an Exhibitor, you will automatically receive an introduction email from GEMS with a Username and Temporary Password.

After you've logged on you will be able to order services. Should you have any questions or need to have the introduction e-mail resent, please contact GEMS by phone at 407.738.5002 or e-mail orders@gemsevents.com.

The decorator office will be open during move-in, show, and move-out for exhibitors requiring furniture, carpet, etc. at the show.

2.2 DIRECT SHIPMENTS (SENDING MATERIALS TO THE SHOW) & FORKLIFTS:

Shipping and advance storage of exhibit materials or products can be arranged with the Show Decorator. Visit their website from the link under "Show Decorator" in the exhibitor kit for pricing and instructions.

DO NOT SEND SHIPMENTS DIRECTLY TO THE FACILITY WITHOUT AUTHORIZATION BY THE SHOW DECORATOR.

**ANY SHIPMENTS SENT TO THE OKC Fairgrounds PRIOR November 8th, WILL BE REFUSED.
ALL SHIPMENTS REQUIRE SPECIFIC INSTRUCTIONS AND LABELING.**

ADVANCE SHIPMENTS: All advance shipments must be pre-paid. Collect shipments may not be accepted. The last date for shipment to arrive to the decorator is **October 25, 2022**.

DIRECT SHIPMENTS: All shipments arriving at the OKC Fairgrounds prior to Tuesday, November 8, 2022 will be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

- Shipments will only be received at the show during the move-in periods - SEE MOVE-IN

PERIODS IN SECTION 1.5.

- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.

Please note the following general shipping information:

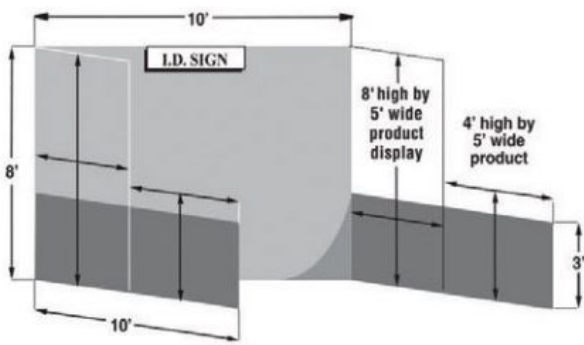
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

FORKLIFT: Exhibitors requiring forklifts should make these arrangements with the Show Decorator prior to move-in. Contact GEMS for rates.

LABOR: An exhibiting firm's employees should set up, take down their exhibit, carry their own exhibit materials to and from their space to vehicle. If extensive work is required on the exhibit that involves the hiring of outside labor, or if help is needed in moving heavy objects, arrangements for such work must be made through GEMS. See Section 2.1 for additional info.

2.3 STANDARD DRAPE POLICY

Show management will provide without charge one 8' high back wall drape (excluding "island" spaces), and side rail drapes, which extend from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show Management.



Exhibitors are allowed to build their booth to the maximum height of 8 feet high. Please note height restrictions for your display as outlined in the diagrams above.

If you are using side walls as part of your display they must be 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.

- The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.
- PLEASE NOTE: Only the style and color of drapery as described on the show decorator website will be supplied at no cost.

2.4 SIGNAGE:

- Exhibitors will be supplied with one (1) standard 7" x 44" company identification sign. Your sign will read exactly as your booth was contracted.
- You may bring your own signage for the booth
- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF DRAPE LINE
- Sign must be single-sided, professionally finished on the back side and no exposed materials
- Handwritten signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY.
- Signs cannot be attached to facility walls or pillars.

2.5 ELECTRIC, UTILITIES, INTERNET, ETC.:

Electric

Electric is ordered through the Oklahoma Christmas Show. Electric is an ancillary service that is not included in the cost of your booth. We suggest a 20'-30' cord to connect to the outlet. If you have not ordered electric yet, please complete the order form in the Exhibitor Kit on the website.

Deadline to order electric is October 19, 2022.

<https://oklahomachristmasshow.com/exhibitor-kit>

Internet

The OKC Fairgrounds offers three types of Internet:

- Free Wi-Fi
- Premium/POS Wi-Fi
- Hardline Service

To ensure that you have the correct service for your devices and POS system at the show, please read more on the Exhibitor Kit website.

<https://oklahomachristmasshow.com/exhibitor-kit>

Water Connection

If you need water for your booth, please email the show coordinator, hannahl@mpeshows.com

2.6 CLEANING:

Aisles will be cleaned every evening during the show. Exhibitors are responsible for the upkeep and cleaning of the inside of their own booths. Carpet cleaning service is available through GEMS.

SECTION 3: REGULATIONS

3.1 BOOTH REGULATIONS:

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 it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense.

Exhibits must be designed and constructed so they do not obstruct the general view of the show or detract from other exhibits. 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. No advertising is allowed on the reverse of an exhibit without prior approval by show management. Certain areas within the facility have ceiling height restrictions.

TENTS: ABSOLUTELY NO TENTS OF ANY KIND ARE ALLOWED.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle.

FLOORING: ALL FLOORS WITHIN EXHIBIT SPACES MUST BE 100% COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC. – NO EXCEPTIONS. Flooring is NOT included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed.

All edges of carpeting must be secured using double-sided tape on the underside of the carpet. The Fire Marshall checks every carpet prior to opening the show. Please make sure to take care of this. **Please bring your own double-sided CARPET tape. Duct tape is not permitted. Any tape or residue left on the floor after moving out is subject to a fee.**

TABLE SKIRTING: IT IS MANDATORY THAT ALL TABLES ARE PROPERLY SKIRTED. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. Use of plastic tablecloths, sheets, shower curtains or any type of makeshift tablecloths is NOT permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.



STAFFING: IT IS REQUIRED THAT EXHIBITORS ALWAYS HAVE A STAFF MEMBER IN THEIR EXHIBIT DURING SHOW HOURS.

- **SHOW MANAGEMENT DOES NOT ASSUME ANY RESPONSIBILITY FOR LOSSES.**
- **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE.**

No spraying of scented fluids is allowed during the show

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

Holiday décor is welcome and encouraged! It makes your booth more appealing to consumers!

Exhibitors must dispose of any shipping crates or other rubbish created through the building and disposing in onsite exterior dumpster.

3.2 BUILDING REGULATIONS:

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.

Animals

- Animals/pets are not permitted in the Bennett Event Center without prior approval of Show Management and OSF. (Including during move in/move out except in conjunction with an exhibit, display or performance.)
- The exhibitor is responsible for obtaining all appropriate permits.
- Trained service dogs are permitted at the OKC Fairgrounds

Balloons

ANY TYPE of helium filled balloon is NOT ALLOWED.

Display Vehicles

Vehicles remaining in the venue after move-in **MUST HAVE PRIOR APPROVAL** by Show Management.

- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.
- Carpeting or Visqueen must be placed underneath the vehicle for any possible leakage.

- Ignition keys for vehicles on display shall be kept by the show office for removal of such vehicles from the building in the event of an emergency.

Entrance and Exit Doors

- Emergency Exit doors are NOT to be propped open.
- Carts, dollies and general load-in/load-out/set-up or restocking are prohibited from being wheeled through any of the glass-doors lobbies – no exceptions. You may enter through any of the “person” doors that are not glass during move-in and move-out. Designated doors will be approved for vendors to bring items in during the show.

Firearms

Firearms, concealed or unconcealed, are prohibited in any building or structure at OKCF. This policy is in compliance with Oklahoma State Law, Oklahoma City Municipal Code and the City of Oklahoma City’s policy of banning firearms in City-owned facilities. City of Oklahoma City Municipal Code prohibits weapons inside buildings owned or operated by the City of Oklahoma City.

Smoking Regulations

- No smoking of any kind is permitted in and around the Oklahoma City Fairgrounds. Oklahoma City Municipal Code, Chapter 30, Article XVIII, bans smoking or vaping (including e-cigarettes) in all buildings or within the boundaries of all property owned or operated by the City of Oklahoma City.
- No smoking or vaping, by any means, of marijuana or medical marijuana, whether indoors or outdoors is prohibited on OKCF property in accordance with Oklahoma City ordinance.

Tape and Attaching Objects

Nothing may be adhered, attached, hung or otherwise applied to any surface or structure, indoors or outdoors, of OKCF without the advance, expressed written consent of OSF. The exhibitor will be billed for any damages resulting from the removal of items (i.e. repainting walls and doors, due to peeling paint, etc.)

YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES TO THE FACILITY.

3.3 FIRE REGULATIONS:

The safety of all occupants of the facility is of primary concern. Any unsafe conditions or activity should be **IMMEDIATELY** reported to Show Management and the OSF for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Oklahoma City.

Open Flame & Candles

The use of any open flame or candle is not permitted in assembly use buildings without prior approval from the fire marshal’s office.

Portable Heaters

- Electric heaters may be operated in a Place of Assembly (this includes outdoor service/seating areas) and do not require a Fire Department permit.
- Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and will require prior Fire Department approval.

3.4 SECURITY:

- Cameras are in use at OKC Fairgrounds.
- While the Bennett Event Center has 24-hour security, Marketplace Events and the OSF does not assume responsibility for lost, stolen or damaged merchandise. Exhibitors should be prudent and not leave valuables unattended within exhibit space.
- Trailer parking is available to reserve & store your items inside the Bennett Event Center. Trailer parking is limited, so it is recommended that you purchase your space well in advance. See section 4.2 for more information.

Security Suggestions:

- Do not leave your booth unattended during the set-up, show or move-out period.
- Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight.

3.5 INSURANCE:

Neither Show Management nor the OSF will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. You may use any insurance company for insurance but it must meet the following requirements:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move in to the end of move out
- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of the certificate of insurance (COI) to MPE if requested

[Click here](#) for a simple way to establish insurance for the show.

- Exhibitors will have to pick the show from a drop-down list that includes shows other than just those run by MPE.
- Marketplace Events is not selling this insurance and doesn't profit from it in any way. This is simply a resource for those exhibitors who don't already have the required insurance coverage per their contracts.

3.6 MICROPHONES, AUDIO EQUIPMENT AND MUSIC:

No music, microphones, audio equipment, or musical instruments are permitted in the show. Only exception is if that equipment is approved to be sold at the show. If Show Management receives a complaint, you will be asked to turn the sound off with no questions. Any music used in your booth must be licensed or approved for public usage

3.7 PHOTOGRAPHS & OTHER COPYRIGHTED MATERIAL:

Each exhibitor is responsible for obtaining all necessary licenses and permits to use photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to use any copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.

3.8 SOLICITING, SOUVENIRS, DRAWINGS & GIVEAWAYS:

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business must be confined to the exhibitor's booth space. Such activities are not permitted in any other part of the show such as the aisles, lobby, entrance areas, hallways, or other exhibits. Sponsorship opportunities are the only exception. If you'd like to discuss promotional opportunities, please contact Hannah Lewis, hannahl@mpeshows.com

No calling, pulling, grabbing, etc. of visitors to booths will be tolerated and may lead to the immediate dismissal from the show. It is against show policy for any exhibitor, exhibitor representative or their mascots to sit, stand, hand out samples, literature, obtain leads, etc. in the aisles of the show, in restrooms, in concession areas, or outside the doors of the venue. This activity must be done inside your booth. This is also meant to prohibit the handing out of literature from within your booth in such a way that will block or divert the flow of traffic.

Drawings and Giveaways

If you plan to use a drawing for prizes during the show, you must receive prior authorization from Show Management before the show opens.

3.9 FOOD SALES & SAMPLING REQUIREMENTS

ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT AND OSF

Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor.

The sampling & insurance requirements apply to ALL exhibitors selling consumable items even if not sampling. The deadline is October 18, 2022.

You will NOT be allowed to exhibit if you fail to submit the required documents by the due date.

Pre-show Checklist (complete ALL by October 18, 2022):

- Contract booth space with the Oklahoma Christmas Show with complete product list.
- Visit <https://okstatefair.wufoo.com/forms/z1azi8ns0cfmqnu/> and complete sampling form.
- Email Certificate of Insurance to James.Johnson@okstatefair.com and Hannahl@mpeshows.com.
- Contact Oklahoma County Health Department to apply for a Temporary Health Vendor Permit for licensing and inspection. Permits must be obtained to distribute food and beverages.

Show Time Checklist:

- Have a food thermometer.
- Be in your booth space at the show for the health department inspection. This inspection will be determined by the health department on either Thursday, November, 10th or Friday, November 11th. Be on the lookout in OCTOBER for this notification email.

Important Sampling and Food Distribution Details

- Exhibitor is responsible for securing an Oklahoma State Health Permit. If you have an active permit, the ORIGINAL does need to be displayed, or you will be required to purchase a temporary permit from the health department.
 - Any questions on licensing and permits can be answered by contacting the Oklahoma State Department of Health at (405) 425-4327 or email CHSLicensing@health.ok.gov.
- Limit sample sizes for all items distributed:
 - Beverages limited to maximum of 2 oz. containers
 - Food items limited to “bite size” (1 oz. or less)
- If water is used for sampling, it must be **AQUAFINA** brand water **ONLY**
- Food & beverage items used as traffic promoters (i.e. candy, coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from OKC Fairgrounds, Inc., Food & Beverage Operation. Please contact the Catering Office with questions on traffic promotion items.

SECTION 4: EXHIBITOR BADGES, PARKING, COMPLIMENTARTY PASSES, ETC.

Exhibitor Badges will be held at the on-site show office and can be picked up during move-in. Please do not wait until the morning of show open to come get them, as you will not be able to get through security to enter the show without a badge.

4.1 EXHIBITOR BADGES:

For security reasons, all personnel working a booth are required to have credentials in the form of an Exhibitor Badge. Exhibitor badges allow admittance to the show each day. These credentials are only for principals and employees who are working in the exhibit space.

Exhibitors will be provided (5) badges per company. Additional badges can be pre-ordered at a cost of \$5 each. Please contact Hannah Lewis via email at HannahL@mpeshows.com

EXHIBITOR BADGES MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 AM FRIDAY, NOVEMBER 11TH AND THROUGHOUT THE DURATION OF THE SHOW.

4.2 EXHIBITOR DIRECTIONS & RV PARKING:

- Parking is available at various lots around the OKC Fairgrounds buildings on a first-come, first-serve basis.
- Only passenger vehicles may be parked in lots immediately adjacent to trade show facilities. Trailers, whether empty or needed for restocking, may be directed to specific areas.
- Overnight camping or sleeping is restricted to OSF RV Lots or designated overflow areas and is subject to nightly fees.

Directions:

From I-44 W

Take the NW 10th Street eastbound exit. Follow the eastbound exit to May Ave and turn right. Turn into the fairgrounds at Gate 3 or Gate 5.

Take I-35

North into south Oklahoma City to the I-240 westbound exit. Follow I-240 westbound and it will curve to the right and change into I-44 westbound. Proceed on I-44 westbound until you reach NW 10th Street eastbound exit. Follow the eastbound exit to May Ave and turn right. Turn right into the fairgrounds at Gate 3 or Gate 5.

RV PARKING

- OSF has limited RV and trailer parking available in select locations around the fairgrounds on a first come, first serve. No reservations available.
- To learn more regarding the RV Park on-site click the following link <https://okcfairgrounds.com/visitors/rv-park>

4.3 RESERVED TRAILER PARKING:

Limited spaces are available to reserve parking for a trailer inside of the Bennett Event Center. Availability is on a first come, first serve basis, and should be reserved by **October 1st**. Please email Hannah Lewis, hannahl@mpeshows.com.

- Cost: \$150 - Must be paid upfront to reserve space
- Location of trailer parking inside the facility is not predetermined and based upon arrival.
- Trailers with a propane tank will be turned away.
- Only rubber-tired vehicles are allowed in the building – no “tracks” or similarly belted vehicles/equipment.
- Vehicles are not permitted to stay with the trailers
- No overnight stays inside the trailers

4.4 COMPLIMENTARY SHOW TICKETS & WILL CALL:

Each exhibitor will receive complimentary tickets. Use your tickets to invite potential customers to the show, as a thank you to good customers, and for friends and family.

Complimentary tickets are mailed to the address on the exhibitor’s contract and will only be mailed out to exhibitors in good standing with their balance for the show, approximately 1 month prior to the show.

Number of complimentary tickets is based on the amount of booth space in the show.

- Up to 150 sq ft of exhibit space = 10 complimentary tickets
- 200-250 sq ft of exhibit space = 20 complimentary tickets
- 300+ sq ft of exhibit space = 30 complimentary tickets

Complimentary and discounted tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS of OSF. If complimentary or discounted tickets are given to visitors in these areas, the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.

If you wish to leave tickets at Will Call, you may do so. Write the LAST NAME, FIRST NAME on an envelope and leave at Will Call in the main lobby of the Bennett Event Center.

4.5 PAYMENT OF ACCOUNT:

FULL AND FINAL PAYMENT FOR EXHIBIT SPACE MUST BE MADE BY OCTOBER 15, 2022

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official show listings.

4.6 HOTEL INFORMATION:

We have negotiated discounted rates at the following hotels:



- **\$89 per night** - 1 King w/sleeper sofa OR 2 Queens w/sleeper sofa

Included: Free Parking, Free WiFi, Free Airport Shuttle, Fitness Center, and On-site Restaurant

[Click Here](#) or use **Group Code** code **MTE**, for discounted rate.



- **\$89 per night** - 1 King w/sleeper sofa OR 2 Doubles w/sleeper sofa

Included: Free Parking, Free WiFi, Free Breakfast, Pool and On-site Restaurant

**HYATT
PLACE™**

[Click Here](#) or use **Group Code** code **G-XMAS**, for discounted rate.

4.7 SALES TAX:

Tax rate on State Fairground property is 8.625% (subject to change). Every company is responsible for reporting sales tax for both the city and the state. We will send a list of all exhibitors to the tax department prior to show time, and you will receive an email from the tax department, the Friday before the show that provides a unique account number that you will use to login and report your sales.

Please direct all questions regarding taxes to Chrishelle Bruner at the Oklahoma Tax Commission, (405) 522-6273 or SpecialEvents@tax.ok.gov.

QUESTIONS?

Contact the Show Management Team

888.988.1839 | Email: hannahl@mpeshows.com

General Show Checklist

- Exhibit Space Contract Complete _____
- Decorating/Drayage Needed Ordered _____
- Carpet/Floor Covering Ordered _____
- Utilities Ordered _____
- Sales and Use Tax License Arranged _____
- Insurance Established _____
- Exhibit Staff Arranged/ Trained _____
- Travel Arrangements Made _____
- Hotel Reservations Made _____
- Final Payment made by October 15,2022 _____