



2023 Exhibitor Handbook



This document and the attached booth rules are binding parts of the Exhibitor Agreement.

**FALL HOME EXPO IS PROUDLY MANAGED BY TULSA HOME SHOWS.
EACH EXHIBITOR IS RESPONSIBLE FOR READING AND UNDERSTANDING THIS HANDBOOK.
THE INFORMATION IN THIS HANDBOOK MAY CHANGE BEFORE SHOW TIME.
CHECK YOUR EMAIL OFTEN FOR ANY POSSIBLE UPDATE NOTICES.**

QUICK REFERENCE ITEMS:

Show Location

Exchange Center at Expo Square
4149 E. 21st St.
Tulsa, OK 74112

Show Dates & Hours

Friday, November 3rd	12pm to 7pm
Saturday, November 4th	9am to 7pm
Sunday, November 5th	11am to 5pm

Move-In Dates & Hours

All Exhibitors must check in before moving in. See the following for your move-in day.

Wednesday, November 1st

2pm to 8pm

SHOW OFFICE OPENS AT 2PM

Early Move-In is restricted to *LARGE Exhibitors (400SF or larger), exhibits featuring vehicles or that use trailers or need our forklift service, and Exhibitors requiring extended on-site construction time.*
Pipe & Drape is not guaranteed to be in place until 8pm.

Thursday, November 2nd

9am to 8pm

NO DRIVING ON SHOW FLOOR AFTER 12PM

All remaining Exhibitors.

Friday, November 3rd

9am to 11am

LATE MOVE-INS PAY \$100 in CASH at SHOW OFFICE IF NOT PAID IN ADVANCE

Final Adjustments.

Move-Out Dates & Hours

Sunday, November 5th	5pm to 9pm	AND	Monday, November 6th	8am to 12pm
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Building Access

Overhead doors are located on the West and South sides of the building. See Map on page 5.

Show Decorator

For tables, chairs, carpet, and off-site drayage service	Midwest Decorating	918-584-0988
Download Order Forms from TulsaHomeShows.com		orders@midwest-expo.com

Forklift and Overhead Booth Signage Hanging Services

*All forklift services, for both **BEFORE** and **AFTER** the show and/or ceiling hung booth signage must be scheduled with and prepaid to Midwest Decorating. See their order forms for complete details and timelines.*

Tulsa Home Shows Management Team

Frank Sawyer	918-605-5480	frank@tulsahomeshows.com
Tomye Sawyer	918-640-4964	tomye@pirtulsa.com

Wi-Fi Service

Tulsa Home Shows provides wi-fi to all Exhibitors at no cost. The wi-fi password will be provided at check-in.

Vendor Parking

East of the Exchange Center away from the building to leave space for attendees. See map on page 5.

Safety & Convenience

- All information, rules and regulations in this manual are intended to maximize the safety and convenience of all Exhibitors, Show staff and the public.
- Your compliance to this manual is essential to achieve the desired results.

Check-In

- **All Exhibitors must check in no later than noon Thursday AND prior to moving any materials into the building.**
- Any Exhibitor who has not checked in or notified Show Management by noon on Thursday that they will be late will forfeit their booth space. No refunds will be due or given. At this point, Show Management at its discretion may re-sell, re-assign or use the forfeited booth space in any manner of its choosing.
- Come to the show office to pay any balance due **IN CASH**. No checks, no credit cards.
- Any required final signatures on documents and distribution of Exhibitor badges are handled at check-in.
- All 10' x 10' or smaller Exhibitors receive 2 badges and all larger Exhibitors receive 4 badges as stated in the Exhibitor Agreement. Additional badges are available during check-in and later in the Show Office for \$5 each, payable **IN CASH**.

Move-In & Set-Up

- All Exhibitors are asked to be courteous and patient during the move-in process, to keep loading docks and overhead doorways free of vehicles not actively being unloaded, and to keep aisles free of vehicles and materials at all possible times so that all Exhibitors have clear pathways to access their booth space.
- **No parking on the ramps, in overhead doorways or elevated portion of the loading dock is allowed at any time.**
- Drive-in access to the Show Floor is through any open overhead door.

Wednesday

SHOW OFFICE OPENS AND MOVE-IN STARTS 2PM-8PM ON WEDNESDAY

- Driving onto the show floor is allowed.
- Pre-arranged forklift service is available. Refer to page 1.
- All vehicles not a part of a display are to be unloaded and driven outside **PROMPTLY**.
- Any vehicles blocking an aisle or in another Exhibitor's space may be asked to move.

Thursday

SHOW OFFICE OPEN AND MOVE-IN CONTINUES 9AM-8PM

- Driving onto the show floor is allowed from 9am to 12pm only.
- After 12pm, you may drive into the building, park outside the show floor boundaries, and transport items to your booth by hand, non-motorized conveyance, or by our forklift service.
- Pre-arranged forklift service is available from 9am to 5pm.

Friday

SHOW OFFICE OPENS AT 9AM

SHOW OPENS TO PUBLIC AT 12PM!

- **NO INITIAL MOVE-INS**, unless previous arrangements have been made with Show Management including payment of the late move-in fee shown on page 1. All items must be brought into the building/booth prior to Friday. Friday morning, before the Show opening at noon, is reserved for minor set-up and final arrangements only.

Direct Shipments of Booth Materials May Be Sent To the Expo Square Warehouse:

<Your Company Name>

Fall Home Expo
4000 E. 15th Street
Tulsa, OK 74112

Shipments will be accepted
Monday - Friday
between 8:30am - 11:30am and
12:30pm - 4:00pm ONLY.

- **Exhibitors are responsible for moving their shipped materials between the Expo Square buildings.**
- Packages will be declined if your shipping label is incomplete. If you have ANY questions or concerns about shipping requirements please contact the Shipping / Receiving Office at 918-744-1113 ext. 2151.

Move-Out & Tear-Down

Patience and courtesy are encouraged for an orderly and safe move-out process.

- No exhibits are to be broken down or moved out prior to Show closing at 5pm on Sunday. **NO EXCEPTIONS.**
- An announcement will be made when the public has left the Show Floor, which may be a few minutes after closing.
- **Common area decorations must be cleared before the overhead doors will open. Doors usually open by 5:30pm.**
- All Exhibitors are encouraged to use this time to take down and pack up their materials within their booth space, to make ready for transport to the loading dock, to prep for vehicle loading, and to carry out small valuables.
- **The priority is to get small Exhibitors out first. This allows pipe & drape removal to maximize driving paths.**
- **Don't bring in vehicles until you are ready to load. Refer to page 1 for forklift service information.**
- All booth materials and signs are to be broken down and removed from the building by 12pm Monday. Any items left after that time will be discarded. Large items or excessive debris left behind may incur a disposal fee.
- Please remove or place all trash in appropriate containers.

Booth Design Rules *Posted as a download from TulsaHomeShows.com*

- Booth partitions (pipe and drape) are provided without charge. The drapery color is black. Each 10' X 10' booth comes with pipe & drape partitions. The back wall height is 8 feet and the side rail height is 3 feet (where applicable). Corner booths will not have a 3-foot drape on the exposed end unless requested.
- Each Exhibitor will need to provide their own professionally-made booth signage during show hours.
- Exhibitors are responsible for tables, chairs and floor coverings. Exhibitors may provide their own or rent from the Show Decorator listed on the first page of this document.
- Displays and/or walls may not block the view of a neighboring display within 5 feet of the aisle without consent of the neighboring Exhibitor. Within 5 feet of the aisle, displays/walls and fixtures may NOT be higher than 4 feet unless they are at least 10 feet from adjoining Exhibitors. Back walls may be up to 10 feet high. However, any part of the back wall over 8 feet must be finished, painted or covered, without graphics or company logos of any kind visible on the back side. All raw wood or unfinished material that extends above the pipe and drape of the booth must be painted or covered.
- Tulsa Home Shows follows the **2014 Guidelines for Display Rules & Regulations** published by the International Association of Exhibitions and Events™ (IAEE). All Exhibitors are required to follow the standards set forth in this document as they design their booth displays and set them up for the Show.
- These guidelines help our events to have a more professional look and feel and we all benefit from that.
- In the event of any dispute regarding how a particular Exhibitor's booth should be arranged, these guidelines will be used to settle the dispute.

Overhead Signs

- Each Exhibitor has the right to have signage hung from the ceiling in the air space directly over their booth and bounded by the dimensions of the booth. This service is ordered from the Show Decorator and paid separately from booth rent.

Electrical Service

- One 110-volt duplex outlet is accessible within 50 feet of each booth space at no additional charge. Exhibitors needing power must supply their own 14-gauge extension cords and suitable power strips.
- **PLEASE BE AWARE** — A power box may be located in your booth space that other Exhibitors will need to access in order to gain power for their booths. If this is the case, you will need to allow and provide for reasonable access to the power box by your neighboring Exhibitors. There is at most one power box for each island of booths per the layout.

Children & Other Animals

- Due to safety and liability concerns, children and pets are not allowed in the building during set-up or tear-down.
- Service animals are permitted and must be leashed at all times.
- Other animals are allowed during Show hours if they are part of a pre-planned and approved exhibit or demonstration or if they are itemized on your booth agreement as a part of your sellable inventory.

Damages

- Exhibitors may not nail, tape or in any manner affix anything to facility walls, floor or pillars. Additionally, no stickers or adhesive-type material or markers of any kind may be distributed as a promotional item from any booth. If any Exhibitor material is affixed to any interior surface, the Exhibitor will be charged for its removal plus the cost to repair the surface.

Booth Assignment and Fulfillment

- All booth space is assigned by Show Management with due consideration of an Exhibitor's preference. However, Show Management retains the right to re-assign booth space in its sole discretion as deemed in the best interest of the Show.
- No Exhibitor will be allowed to move into their booth space until their contract for the booth space is fully paid and the check-in process is complete.

Balloons

- **HELIUM-FILLED BALLOONS ARE ABSOLUTELY PROHIBITED. NO EXCEPTIONS.** They may NOT be used in any manner during the Show. Responsible Exhibitor will be charged a removal fee for any balloons that find their way to the ceilings of any area of the facility. You MAY display and/or distribute non-inflated balloons or air-filled balloons on sticks.

Smoking

- No smoking or vaping is allowed within the facility. Please step outside to a designated area away from the entrances.

Staffing and Conduct

- Booths must be staffed at all times during the Show's hours of operation unless individual prior arrangements have been made with Show Management.
- All Exhibitors and their staff are expected to dress in a professional manner and to conduct themselves professionally.
- Show Management reserves the right to remove anyone who is inappropriately dressed or acting in an objectionable manner such as to detract from the Show or to interfere with other Exhibitors.

Vehicles

- All motorized vehicles used in an exhibit must have the battery cables disconnected and gas caps locked or taped (or empty gas tanks). Vehicles used in a display may not be moved during Show hours. After the Show, no vehicles are to be started until Show Management gives clearance on the public address system.

Signage and Solicitation

- Booth rental is restricted to only the space for which you have contracted.
- No signage or booth construction may extend beyond the footprint of your booth space.
- If any of your signage appears to be advertising in another booth space you will be asked to remove it or cover it.
- No solicitation or business activity may be done outside of your physical booth space with the exception of sponsorships that allow for exposures in other areas of the building.

Concessions

- All outside food and drinks are prohibited.
- All food and drink to be consumed on premises must be purchased from the concession stand.

Exhibitor Lounge

- The lounge adjoins the Show floor East of the South entry and is provided courtesy of Tulsa Home Shows. The lounge will offer Exhibitors and working staff a quiet getaway spot. Concession food may be taken into the lounge. Please discard your trash and leave the tables clear for others.

Food and Drink Sampling

- Exhibitor is responsible for payment of any associated fees and completion of any required paperwork.
- Sampling of food or drink from your booth must not exceed 2 ounces per sample.
- Exhibitor must comply with all Tulsa City-County Health Department requirements.
- No food or drink may be sold for on-site consumption.
- Bathrooms may not be used for clean-up.

Noise

- Excessive noise or visual distractions will not be permitted. Booths requiring the use of microphones have been placed in locations where, in the opinion of Show Management and when used at reasonable volume, they will not interfere with the activities of neighboring Exhibitors.
- Show Management will make the final decision should a situation arise, and may ask the Exhibitor to lower the sound level. If the Exhibitor does not comply, they will be removed from the Show and no rental refund will be due.

Liability and Security *Each Exhibitor Must Provide Proof of Adequate Insurance Prior To Moving Into the Show*

- Permission to participate in this event as an Exhibitor is given on the express understanding that Tulsa Home Shows, the Tulsa County Public Facilities Authority, Expo Square, and any of their employees or agents are not responsible for any damage to, or loss or theft of property that belongs to the Exhibitor.
- Show or facility insurance does NOT cover Exhibitor's liability or property.
- Exhibitors are strongly advised to adequately insure their property and their own liability for potential loss or damages.
- Exhibitors are solely liable for any loss or damage they may cause to other Exhibitors or their property, or to Show attendees, as well as any damage to the facility.

Taxes and Licenses

- Each Exhibitor is solely responsible for obtaining any licenses or permits as required by any city, county or state agency or law as applicable to their booth activities.
- Each Exhibitor is solely responsible for collecting and/or paying any and all taxes, license fees and any other charges that may be payable to any governmental authority arising from participation in this Show.

Expo RV Park See map on page 5

- Expo RV Park is available to Exhibitors at \$40/night with full hook-ups. Reserve in advance: 918-744-1113 x2154.

SPECIAL ISSUES

- **FLOOR TAPE:** Do not use tape on the concrete floor that will leave a residue. Special tape, approved by Expo Square, is available for purchase in the show office. Adhesive residue cleanup will be charged back to the Exhibitor.
- **CORONAVIRUS CONCERNS:** As of the preparation date of this Exhibitor Handbook, Expo Square and Tulsa Home Shows have an approved safety plan filed with the Tulsa County Health Department that adheres to the common CDC guidelines. All attendees and Exhibitors will be reminded of these guidelines before and during the event. Face masks are not required by the City of Tulsa. Just remember to be courteous and respectful of the wishes of others during this time.

Exchange Center Move-In & Parking Map

