

TULSA HOME & GARDEN SHOW

2016 EXHIBITOR HANDBOOK



What's New/Important this year?

1. **Move-In:** Booths that are 400 square feet or larger will be able to move-in on Monday, March 7, 2016 at noon. If your booth is less than 400 square feet, you will be able to move-in on Tuesday, March 8 at 7:00 am. To minimize traffic congestion, we ask that if you drive a vehicle into the Expo to unload and drive back out within an hour. If you need a forklift to unload, please schedule accordingly with Midwest Decorating. They have forklift service available for a fee. We will be writing times on the move-in passes.
2. **Move-in/Move-out Bands:** This year we will have wrist bands for move-in and move-out. We are doing this so you don't have to worry about keeping stickers on as in the past. This will also help security in identifying who should be in the Expo and who shouldn't. If you need more move-in or move-out bands, they are available in the show office.
3. **Exhibitor Wrist Bands:** We will not have exhibitor badges again this year. Instead, we will have wrist bands for each day. Please have your wrist bands on before you enter the Expo each day. The same rules apply as the exhibitor badges. You will have a specified amount according to booth size. If you need more bands, you can purchase them before the show or on-site for \$5 each. The \$5 will include one band for each of the four show days. If the band has been tampered with (cut off), the band will be void and you will need to purchase a new band.
4. **Exhibitor Lounge:** There is an exhibitor lounge located on the upper level east of the main south entrance. Please feel free to use this space if you need to relax or would like a snack. You can refer to the show map included in this packet for the location of the lounge. There will be refreshments in the lounge during the following hours:
 - Friday and Saturday**
 - 9:00 am to 10:30 am
 - 12:00 pm to 2:00 pm
 - 5:00 pm to 7:00 pm
 - Sunday**
 - 10:00 am to 2:00 pm
5. **End of Show Dumpsters:** There will be large dumpsters at the Upper West, Upper South and Lower North entrances. If you have a large amount of material that needs to be thrown away after the show, please use one of the provided dumpsters.

6. **Tape:** If you need tape in your booth to secure things to the floor, you will **need** to purchase this from the Expo. When moving in, please let the Show Office know you need tape and we will send someone to your booth.
7. **Digital Booths:** If you purchased an upgrade to your digital booth during the contract process, you can log-in to your exhibitor portal using the same link and password that you did when you filled out the contract. Instead of clicking on 'Exhibition Contract' you can click on the links in the box and fill out the information that was included in your package. Take advantage of what the upgrades can do for your business. If you have a big social media presence or have a product or two you would like to highlight, this would be a great tool for you to invest in for the Show. They are updated in real time to the floor plan.
8. **Noise Policy:** Exhibitors are expected to be respectful to their neighboring booths in terms of noise levels. Loud, attention-getting devices such as cow bells, clickers, air horns, bull horns, etc. are prohibited during the Show (either for in-booth use or as a hand-out to Show attendees). Any questions as to whether any such device is appropriate or not shall be in the sole discretion of Show management. Any violation of this policy may result in immediate confiscation of the prohibited devices and shall be returned to the exhibitor in question after the Show is concluded. Show management reserves the right to deny entry into future Shows in the case of repeat or excessive offenders.
9. **Ticket Price:** The ticket price for the show this year is \$10 for adults and \$9 for seniors.
10. **Sunday Closing:** Please note that we will be closing the show on Sunday at 5:00 pm this year instead of 6:00 pm.
11. **Electric:** If you are one of the booths that have an electrical box in your booth, please do not put your display over the box. You can put carpet over the box, but we will have to cut the carpet as in previous years to allow access. The Expo has upgraded electrical boxes and they are in-ground now so you don't have to worry about a box sticking out of the floor in the middle of your booth.

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*The information in this handbook is accurate as of January 2016.

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2016 Greater Tulsa Home & Garden Show

At-A-Glance

Features

The theme for the 2016 Show is “Get Creative!” We are very excited about this year’s Show. We will once again have the ‘Gardens’ area we introduced a few years ago. This features a 14,000 square foot Gardens and Outdoor Living Showcase. This will be located in the middle of the lower level and feature the Master Gardeners as well as local landscapers and outdoor living designers. Reasor’s will also be in the Gardens area again selling flowers where 100% of the proceeds will go to the Community Food Bank of Eastern Oklahoma’s Food For Kids. New this year is the Hands-On Creative Stage, previously known as the How-To Stage. This stage will feature interactive seminars from painting to picture frame making to landscaping tips. The Center Feature on the upper level will have live entertainment of The World’s Fastest Spray Paint Artist, Atom. He will do two two-hour shows daily.

Booth Rules

We strive very hard to make the Show a positive experience for everyone by enforcing the Booth Rules. We recommend that you review them prior to move-in just to make sure your booth’s set-up is in compliance. If you have ANY questions in regard to what you can/cannot do, please read the enclosed booth rules. If you have further questions, please contact Jenni King at 918.663.5820.

Move-In Time

Exhibitor move-in will begin at Noon on Monday, March 7, 2016 for **400 square foot or larger booths**. You will be allowed one hour to drive into the Expo, unload and drive out of the building. This should keep traffic congestion to a minimum. If there is a line of people waiting to get in or the aisles start to get crowded, you will be asked to move your vehicle outside if your one hour time frame is up. We will be writing times on your move-in passes. There will be no early move-in allowed. Please plan accordingly. All other booths can start moving in on Tuesday, March 8 at 7:00 am unless otherwise noted on the show map.

Exhibitor Parking

We no longer have a designated parking area for exhibitors – you may park where you like (provided you leave the spots closest to the entrances for your customers). Parking lots will be blocked off/monitored at the beginning of the day to ensure YOUR customers get good parking. We also want to remind exhibitors when selecting your parking spot to remember that customers come first and we want them to get the best parking spots. There will be shuttles throughout the parking areas for customers to ride to the doors of the Expo Center.

Exhibitor Wrist Bands

You will receive your exhibitor bands when you pick-up your move-in packet at the Show office. If you need additional bands you may purchase them at the Show office for \$5 each, no exceptions. The \$5 will include one band for each of the four show days. There will be a band for each day. The date will be printed on the bands so you know which band is for what day. These will be color coordinated by day as well. If the band appears to be tampered with, it will not be accepted for re-entry and you will have to purchase a new band at the Show office. Please call with any questions or concerns.

Electric

Each exhibitor is guaranteed one electrical outlet within 25 feet of their booth. Exhibitors are responsible for bringing their own extension cords. If you choose to use one of the “Show cords” you will be billed. Show cords are limited, so please plan accordingly; we do not have enough for every exhibitor to rent. If you need more electric than a 120 volt outlet please fill out the electric form enclosed or login to your account using the same link and password you filled out your contract and add the order to your contract.

Subletting

The Greater Tulsa Home & Garden Show™ sells out very quickly; many companies want to “sublet” with others in order to get their product or service represented in the Show. We do not let exhibitors sublet. A contract is required for every business represented at the Show.

2016 Greater Tulsa Home & Garden Show

Show Hours*

Thursday, March 10, 2016 - 5 p.m. to 9 p.m.
Friday, March 11, 2016 - 10 a.m. to 9 p.m.
Saturday, March 12, 2016 - 10 a.m. to 9 p.m.
Sunday, March 13, 2016 - 11 a.m. to 5 p.m.

*Exhibitors will be allowed in the building only one (1) hour before the Show opens and 1/2 hour after the Show closes.

Move-In

**Monday, March 7, 2016 – Noon to 10 p.m. for booths 400
square feet and larger.**

Tuesday, March 8, 2016 – 7 a.m. to 10 p.m.
Wednesday, March 9, 2016 – 7 a.m. to 10 p.m.
Thursday, March 10, 2016 – 7 a.m. to Noon

Move-Out

Sunday, March 13, 2016 – 6 p.m.* to 10 p.m.
Monday, March 14, 2016 – 8 a.m. to Noon
(All materials left after Noon on Monday, March 14, will be disposed of by Expo Square and the exhibitor will be billed \$100 per load)

Important Numbers

Home Builders Association	918.663.5820
Home Builders Association Fax	918.628.0493
Jenni King Email	jking@tulsahba.com
Show Office (<i>after 03/7/16</i>)	918.728.3251
Expo Square	918.744.1113
Midwest Decorating	918.584-0988

Greater Tulsa Home & Garden Show™ Website

To access the Home & Garden Show website please visit:
www.TulsaHBA.com

*The overhead doors will not open to exhibitors' vehicles until we have cleared the aisles of plant material and removed all electrical boxes. We try to have this accomplished by Sunday, March 13, 6 p.m.

Pre-Show Information

Advanced Tickets

Advanced tickets are available until March 3 or while supplies last. The tickets come in books of 10. For members the cost is \$40 per book (\$4 per ticket) and for non-member exhibitors the cost is \$50 per book (\$5 per ticket). The ticket cost at the Show is \$10. There is a limited quantity, so they are available on a first come, first serve basis. No more will be ordered once they are gone. These tickets can be useful in pre-Show promotions, passes for family and friends and customers. We do not give these tickets away for free (*except in limited media promotions*), in order to maintain an audience of “qualified prospects” for your products. The resale of advance tickets is strictly prohibited!

An order form for advance tickets can be found in your Exhibitor Packet. Please see the instructions on this form to order tickets. Members only can be invoiced, non-members (Exhibitors only) must mail in a check, credit card number or money order with their order. Remember, tickets will only be available while supplies last.

Lodging and Accommodations

We have made special arrangements with the Inn at Expo Square, located at 4531 E. 21st Street. The hotel is conveniently located just east of the Expo Square on the Fair Grounds. This location offers quality accommodations, friendly and efficient services, in clean and comfortable surroundings for value prices.

Rates are \$70/night for a standard room with two queen beds and \$80/night for a deluxe room with two king beds. This also includes a continental breakfast, free wireless Internet and local and long distance phone calls in the continental U.S. To make reservations contact the Hotel directly at 918-858-3775, and ask for the special Home & Garden Show rates.

Special arrangements have also been made at the Hilton Garden Inn located at 4518 East Skelly Drive. Tulsa, OK 74135. The hotel is just off I-44 and Yale—about 2.5 miles from the Expo. Rates are \$90/night for all standard king and double rooms if booked by February 18, 2016. This includes a hot breakfast, 24 hour pantry access, and free internet access (wired and wireless). Guest rooms include a mini frig in all rooms, Keurig coffee maker and iron & ironing board. There is a restaurant and lounge on-site as well. To make reservations online, please go to <http://goo.gl/Bs7mZw> or call the hotel at 918-878-7777 and ask for the Home & Garden show rate.

Marketing/Public Relations

If you are planning any special promotions including special guests or celebrities, new products, special events, charities or anything newsworthy in conjunction with the Show please contact Jenni King, Special Events Director, at 918.663.5820 or jking@tulsahba.com. This information must be in the office by March 3, 2016. There are no guarantees that the information will be used.

Marketing/Promotional tools are available from the Home Builders Association of Greater Tulsa including posters, advance tickets and official Show logo. Please contact Jenni King if you need any of the above.

Note: We encourage exhibitors to use the official Show logo in their marketing efforts; however, the HBA reserves the right to approve all uses of the Show logo. Please submit any usage of the Show logo to jking@tulsahba.com for approval.

Move-In and Booth Set-up Procedures

Exhibitor move-in will begin at Noon on Monday, March 7, 2016 for booths 400 square feet and larger. All other exhibitors can move-in on Tuesday, March 8, 2016 at 7:00 a.m. There will be no early move in allowed. Please plan accordingly.

Contract Balance

No exhibitor will be able to obtain passes or be permitted to move in until the balance of their contract is paid in full. Outstanding balances need to be paid in full with either cash, credit card or a money order during set-up. No personal checks will be accepted. If you have any questions as to the balance you may owe, please contact Pamela Fanning at 918.663.5820 or pfanning@tulsahba.com or Jenni King at jking@tulsahba.com. You can also log-in to your exhibitor portal and see your balance and make payments at any time.

Move-In Packet

Before moving in or setting up your booth, you must go to the Show Office (located just west of the upper level south, main entrance) and pick up your Move-In Packet. This will contain your move-in and move-out badges, exhibitor bands, parking passes and information, tax information and booth rules information sheet.

Exhibitor Bands

Exhibitor bands are assigned using the following formula: 100 sq/ft= 4, 150 sq/ft= 5, 200 sq/ft= 6, and 225 sq/ft or larger =12. If bands are lost or additional bands are needed, they will be available for \$5 each. Any company caught abusing exhibitor bands will be warned once, and charged admission for any further incidents. Further abuse will result in removal from the Show.

Exhibitor Entrance

There is a special entrance on the west side of the building for one hour prior to the Show opening each day for exhibitors. You may also enter at any of the four main entrances of the building. You must have a wrist band to enter at any door of the Show - so make sure your employees know they must have a band when entering the building. Exhibitors are responsible for distributing wrist bands to their employees/representatives. There will be no "will-call" window.

Move-In

No exhibitor will be allowed to move-in to Expo Center until Monday, March 7 at Noon; there are no exceptions. All materials must be brought in and out through a cargo door on move-in days. Lobby doors will not be available for move-in. All move-in personnel must wear a move-in wrist band in order to enter the building. You will be allowed one hour to drive into the Expo, unload and drive out of the building. This should keep traffic congestion to a minimum. If there is a line of people waiting to get in or the aisles start to get crowded, you will be asked to move your vehicle outside. We will be writing times on your move-in passes. If you require a forklift to get things off your trailer, please make the appropriate scheduling arrangements with Midwest Decorating. All move-in and set-up should be completed by Noon, March 10, 2016 to allow for the building clean-up prior to opening.

Vehicles

If you drive a vehicle into Expo during move-in, unload and remove it as quickly as possible in order to keep the aisles clear for other traffic. No vehicles will be allowed in after Noon, March 10, 2016, no exceptions. Please plan accordingly.

Late Set-up

Booths with late set-up are marked on the floor plan. These booths are directly in front of the cargo doors. Exhibitors located in these areas will not be allowed to move in until Thursday, March 10 after Noon. Exhibitors will not be able to drive a vehicle into the building, but must move everything in by hand or dolly. The late set-up booths will also be the first to move-out. If you are assigned to one of these booths, please plan accordingly.

Move-Out Procedures

When

Vehicles will not be allowed in the building until approximately 6 p.m. on Sunday, March 13, 2016. We understand that by the end of the Show you may be anxious to leave, but please keep in mind it will take about an hour for our electricians to pick up the electrical boxes. You may begin packing up your booth no earlier than 5:01 p.m. as long as it does not interfere with the electrical boxes.

Early Move-Out Penalty

If an Exhibitor removes any portion of its exhibit or moves out prior to this time, then the Exhibitor will NOT be allowed back into the Show in future years and shall pay liquidated damages to HBA in the amount of \$500.00 because the actual damages suffered by HBA are difficult or impossible to estimate accurately.

Bands

Anyone helping you move your booth out must be wearing a “move-out band”. During move-out booth security is especially important. The Show Committee, Home Builders Association and Tulsa County Fairgrounds are not responsible for lost or stolen property.

Vehicles

Please be considerate with your trucks and vehicles during move-out. Move all vehicles as soon as they are loaded in order to keep aisles clear for others.

Move-Out Deadline

All vehicles and displays must be out of the building by Monday, March 14, 2016 at Noon or any materials left in your booth will be removed to a trash receptacle and charged accordingly. If your display is not out of the building, the Show management reserves the right to not allow you to participate in future Shows. Exhibitors will be billed \$100 per load that must be removed from Expo Square.

Dumpsters

There will be large dumpsters at the Upper West, Upper South and Lower North entrances. If you have a large amount of material that needs to be thrown away after the show, please use one of the provided dumpsters.

Show Rules & Regulations

Outstanding Balances

No exhibitor will be able to move-in with any outstanding balance owed on their contract to the HBA of Greater Tulsa.

Show Office/Management

The Home & Garden Show office is located just west of the south entry (located behind the Golden Driller). This is where you can find a member of Show management. Please direct questions or find solutions to problems at the Show office.

Who's In Your Booth?

Please be sure to list all companies, products and/or services on your contract that will be in your booth. If a company, product and/or service are not listed on your contract, Show management reserves the right to remove them. To add or remove items/an additional exhibitor to your contract it must be submitted in writing. Please fax or email all requests to Jenni King.

Booth Representative

Your booth must be staffed by a company representative at all times during the Show's hours of operation.

Storage

We do not guarantee a storage area for any extra product or personal items to any exhibitor. Any exhibitor who is found to be taking advantage of space behind their booth will be charged accordingly. Violators will be charged \$5.65 (HBA member) to \$7.90 (nonmember) per square foot.

Signs

Each exhibitor will be furnished with a sign of uniform size with the exhibitor's name and booth number. You may use your own sign providing it does not extend beyond your booth space and only advertises the company in your booth area. Please be considerate of two sided signs – if it appears to be advertising in another booth area you will be asked to take it down.

Balloons

Expo Square prohibits the use of helium "give-away" balloons. It costs \$50 each to remove balloons from the rafters; if balloons must be removed, the exhibitor will be charged accordingly.

Tape and Adhesives

A charge of \$10 per sign affixed to any interior painted surface will be invoiced to the exhibitor, plus any additional cost to repair surface. Expo does not allow any sign or object to be taped, nailed or affixed to pillars or walls. If you need tape in your booth to secure things to the floor, you will need to purchase this from the Expo. When moving in, please let the Show Office know you need tape and we will send someone to your booth.

Animals

Animals may be used for the purpose of assisting the physically limited, no live animals are allowed in the Show unless they are for adoption. Any exhibitor in violation of this rule will be asked to remove the animal or animals immediately. Failure to do so will result in removal from the Show. No exceptions!

Show Rules & Regulations Cont.

Cancellations

As stated on your contract, 50 percent of your deposit will be refundable up to February, 4 2016, if payment schedule was adhered to. After February 4, 2016, exhibitor will not receive any deposit money back.

Packaging

For security purposes, when packing your equipment and materials, do not indicate contents on the outside of the cartons or crates. This helps prevent theft. The Greater Tulsa Home & Garden Show™ will not be responsible for any lost or damaged goods mailed to or stored at Expo Square.

Advertising Material

Signs are prohibited in all areas except within rented booth space, wall and air space rented for that purpose. All air space advertising must be anchored. Only the air space directly above the booth is considered part of the rental booth space.

Furniture

Exhibitor shall be responsible for supplying its own furniture for its booth. Exhibitor may lease furniture from the Official Decorator (identified above), in which event Exhibitor shall be responsible for any damage caused to such leased furniture.

Vehicles

Vehicles used in an exhibit may not have any fuel in the gas tank and the battery cables must be disconnected. This will hinder any chance of fire or theft. Vehicles not used in an exhibit must be out of the building no later than Noon, Thursday, March 10, 2016 and will not be permitted back in the building until 6 p.m. on Sunday, March 13, 2016.

Exhibitor Wrist Bands

All exhibitors must have the appropriate wrist band (provided by the Show) to enter the Show for their work shift. You will not be able to gain entry without this exhibitor wrist band. Exhibitors without wrist bands must pay admission-there will be NO REFUNDS. Each day when you enter, the entrance hosts will make sure you are wearing the correct wrist band – should you need to come and go during that day for your work shift you will need to have your wrist band on.

Contests

If you are running a contest in your booth, please make note of the following rules:

1. You must have the rules posted in the area where the registration takes place.
2. Prizes offered must be given as stated in contest.
3. Show management cannot make announcements concerning winners.

Show Rules & Regulations Cont.

Noise

Sound effects, loud speakers, juke boxes, pianos, and audio/visual equipment will not be permitted, except in locations where in the opinion of Show management such sounds and activity do not interfere with the activities of the neighboring exhibits. Show management will be the final arbitrator when deciding if noise is too loud. If an exhibitor refuses to lower their sound level, they will be removed from the Show without any refund of rental fee. Exhibitors are expected to be respectful to their neighboring booths in terms of noise levels. Loud, attention-getting devices such as cow bells, clickers, air horns, bull horns, etc. are prohibited during the Show (either for in-booth use or as a hand-out to Show attendees).

Any questions as to whether any such device is appropriate or not shall be in the sole discretion of Show management. Any violation of this policy may result in immediate confiscation of the prohibited devices and shall be returned to the exhibitor in question after the Show is concluded. Show management reserves the right to deny entry into future Shows in the case of repeat or excessive offenders.

Conduct

Show management reserves the right to stop or remove any exhibitor or their representative from the Show performing an act or practice which, in the opinion of the Show management, is objectionable or detracts from the integrity of the Show. Refusing to follow rules, pulling pranks or harassing other exhibitors and/or customers will be grounds for removal from the Show.

Alterations

HBA reserves the right to alter locations of Exhibitor or booths as shown on the official floor plan, if deemed advisable and in the best interests of the Show by HBA in its sole discretion.

Dress Code

All exhibitors must dress professionally. The Greater Tulsa Home & Garden Show is a family environment and exhibitors should dress in an age appropriate manner. Any exhibitor or exhibitor's representative not dressed appropriately will be asked to change or not present the product.

Food and Drink

At no time will Exhibitor be permitted to bring any food or beverage items into its booth or anywhere in Expo Center, to be consumed, sold or given away, unless express permission has been given by HBA. TCPFA has a sponsorship agreement with Great Plains Bottling Company. The agreement prohibits the display of any signs, banners or public address announcements that promote or advertise other soft drink products or the sale or dispensing of other soft drink products in any of the facilities, parking lots, or property controlled by TCPFA. Exhibitor agrees to be bound to and abide by the terms of such agreement.

Fire Safety

All booths must pass the Fire Marshal's inspection. For this reason, non-flammable materials are recommended. Fire exits are located at each side of the building and can be found on your Show map.

Propane

Propane, bottled gas and butane are not permitted inside any fairgrounds building. To make arrangements for a gas line, please call Expo Square at 918.744.1113.

Smoking

Smoking is prohibited in the EXPO building by Tulsa County. Please go outside to designated areas to smoke.

Booth Rules

“A good rule to follow is not to design an exhibit, which you, as another exhibitor would find objectionable.”

Basic info

- Midwest Decorating is the 2016 Greater Tulsa Home & Garden Show Decorator, 918.584.0988. Your decorating order forms can be found in your Exhibitor Packet or on the Home & Garden Show website.
- Booth partitions (pipe and drape) are provided without charge. Your booth is not carpeted and no table or chairs are provided. You are welcome to provide your own or order from the Show decorator, Midwest Decorating.
- The height of the back wall is 8 feet and the height of the side rail is 3 feet. Within five feet of the aisle, your display may only be 4 feet, see picture. The back wall may go as high as 10 feet. Any materials higher than 8 feet must be finished, i.e.: painted or covered with no company names or logos showing on the backside.
- Booth rental is restricted to **only** the allotted space, i.e. 10’x20’. If you have an additional business going on in your booth to help draw crowds, then this must be in your allotted booth space, not in the aisle. No solicitation or activity can be done outside your physical booth space.

Table, Chairs, Carpet

The decorator of the 2016 Greater Tulsa Home & Garden Show™ is Midwest Decorating Company, 918.584.0988. You should have received a decorating packet with your exhibitor packet. If not, you can call Midwest Decorating or get the forms on the Home & Garden Show website.

Booth Walls

Walls are not provided by Show management. You can build walls for your booth as long as they follow the basic guidelines such as no higher than 4 feet in the first five feet of your booth, etc. All raw wood that extends above your booth must be covered and/or finished.

Hanging Signs

Midwest Decorating is handling all sign hanging. A request form is located in your exhibitor packet. All sign hanging requests must be turned in and paid for prior to the Show. The form must be faxed to Midwest Decorating by February 26, 2016 to get the early bird rate.

Exhibitor Services

Exhibitor Parking

We no longer have a designated parking area for exhibitors – you may park where you like (provided you leave the spots closest to the entrances for your customers). Parking lots will be blocked off/monitored at the beginning of the day to ensure YOUR customers get good parking. We also want to remind exhibitors when selecting your parking spot to remember that customers come first and we want them to get the best parking spots. There will be shuttles throughout the parking areas for customers to ride to the doors of the Expo Center.

Telephone

Telephone hook-ups are available through the Tulsa County Fairgrounds. Please visit their web site at www.exposquare.com. The form is located under the “Event Services” tab and the “Service Order Forms” category.

VIP Tickets

We provide VIP tickets for exhibitors to send to their customers. These VIP passes are enclosed and are only good for Thursday, March 10, 2016. You may purchase Advanced Tickets (at a discounted rate) if you would like to send tickets that are good for any Show day to your customers.

Booth Cleaning

Please clean up your booth before leaving at night. If you would like, you can sweep the trash into the aisle and Expo maintenance will take care of it. If you wait until morning, do not put the trash in the aisles as the maintenance crew does not clean in the morning. During the Show you must remove the trash by yourself. If you do not want the worry of cleaning at all, Midwest Decorating has a cleaning service. Please contact them during move-in if you are interested.

Security

There will be security during the move-in, Show hours and move-out, but it is always wise to take precautions so that nothing is stolen. Tools and small electronic equipment such as DVD players, cameras, laptops etc. should never be left unattended. The Show Committee, Home Builders Association of Greater Tulsa and Tulsa County Fairgrounds are not responsible for lost or stolen property.

Internet

Expo Square has wireless internet available for purchase. If you need to connect to the wireless internet, there will be instructions in your move-in packet when you pick that up. If you plan on running credit cards at the Show, we highly recommend you purchase a hardwire for your booth. This will help prevent any loss of connection while running credit cards. If you would like to hardwire your booth for the interest to guarantee access at all times, please complete the order form (on www.exposquare.com) and return it to Ryan Marrs prior to March 2. For questions or concerns call Ryan Marrs at 918.744.1113 ext. 2081 or rmarrs@exposquare.com.

Electric

One 120-volt duplex outlet will be available within 25 feet of your booth space. Exhibitors are responsible for bringing their own extension cords. All 240-volt, single-phase outlets will be an extra charge of \$70 each.

Ground Fault Interrupters (GFI) are required on all water displays that are connected to electric. For 120-volt furnished by the Show management, the charge is \$60 each. For 240-volt furnished by Show management, the charge is \$210 each. Any additional electric requirements must be known ahead of time and paid for in full by March 3, 2016.

Water

Water is available by special arrangement only. Please see “Electric” for details on 240-volt charges and GFI protection information. Exhibitors are responsible for bringing hoses and buckets they may need for water.

Shipping and Receiving

Freight and express shipments should be consigned direct to the exhibitor, in care of your booth number. Freight, express shipments and bills must be prepaid. No advance shipments will be accepted. Please arrange for your delivery to arrive at Expo Square no earlier than Tuesday, March 8. The delivery address for Expo Square is 4000 E. 15th Street, Tulsa, Oklahoma, 74112. The Expo Square Freight office will sign for deliveries but will not be held responsible for damages or the conditions of the packages delivered.

Cable

Temporary cable hook-ups are available through Cox Cable of Tulsa, please call 918.806.6079 to make arrangements. Please call two (2) weeks in advance so they will already have you on their schedule for hook-up.

Fork Lift

Midwest Decorating, our official decorating company for the 2016 Home & Garden Show has a forklift and other move in items available for your use for a fee. If you need a forklift to unload, make sure you schedule the time with Midwest Decorating beforehand to ensure the quickest move-in. This will be crucial to keep move-in running smoothly. Please make arrangements with them.

Travel Trailers and RVs

If you are traveling with a trailer or RV, the Tulsa Fairgrounds may be able to accommodate you. Please call Expo Square at 918.744.1113 ext. 2154. There will be “exhibitor-only” designated parking for trailers and company vehicles. Any company vehicles found parked along the fence near 21st Street after the Show opens will be towed at owner’s expense. Do not park 18 wheel (or larger) company trucks with “billboard” type signs in this area. This takes a tremendous amount of parking away from our visitors, also known as your customers.

Food Demonstration Requirements

1. Exhibitors offering samples of food products must provide a hand washing facility. At a minimum, the facility shall consist of a wash pan at least 8” wide and 6” deep, warm water, soap and individual paper towels. Plastic gloves are very good food handling items, but do not take the place of proper hand washing facilities.
2. Serving utensils must be stored clean and dry, or may be stored in the product container.
3. Serving equipment must be provided to maintain hazardous foods at proper temperature. Hazardous foods must be maintained at 45 degrees Fahrenheit and below, or at least 150 degrees Fahrenheit or above. All previously cooled hazardous foods must be reheated to 165 degrees Fahrenheit. Storage of food items in direct contact with undrained ice is prohibited.
4. Any demonstrator wanting to perform extensive food preparation (i.e., mixing, flouring, breading or cooking from the raw state) must comply with the following:
 - All preliminary preparation must be done at a permanent approved facility.
 - The demonstrator must have access to the utensil washing equipment provided by the sponsor.
 - The demonstrator must provide within the booth, full temporary utensil washing facilities, including a 10-gallon supply of potable running water under pressure by pump or gravity, a method for providing enough hot water for utensil washing and hand washing, three containers of appropriate size and design for utensil washing and cleaning supplies (dish soap and sanitizer test kit).
 - If adequate utensil washing/preparation facilities are not available or if the demonstrator cannot provide adequate utensil washing facilities within the booth, only minimal food preparation (i.e. slicing, opening frozen products or heating) will be allowed.
5. All food to be sampled must come from approved sources. No home prepared foods are allowed.
6. All non-wrapped foods for sampling must be protected by sneeze guards, durable plastic dome covers, or a minimum distance of three (3) feet away from the public. No self service by the public will be allowed. Film wrap will not be acceptable for sneeze protection. Any food items which are prepared without the intent of giving samples must be labeled “For Display Only.” Such food items must be adequately protected from random public sampling. (Exception: drink products dispensed from a spigot-type dispenser.)
7. Hair must be properly restrained above the collar and out of the face (pony tails are not acceptable) and beards of more than one (1) inch in length must be restrained in sampling area.
8. No use of tobacco products allowed in booths, no eating or drinking allowed in booths.
9. Single service cups shall be handled and dispensed in a manner that prevents contamination of surfaces, which come in contact with products or with the mouth of the user. Cups presented for customer self-serve must be contained in a proper cup dispenser.
10. All food sampling booths must meet the above requirements and be inspected by the health department representative before sampling will be permitted.
11. An exhibitor who sells any food product must apply for and purchase relevant temporary licenses.

Licensing Requirements for Temporary Food Establishments

1. No temporary food establishment may be licensed or operate except in conjunction with a transitory temporary event.
2. All food establishments operating in conjunction with transitory temporary events must comply with State and Local licensing requirements. No establishment shall operate prior to Health Department inspection and licensure.
3. License fee for State, 1-3 days: \$30 plus \$15 per day after 3 days.
4. The City-County inspector will be out on Thursday, March 10, 2016 between 1:00 pm and 3:00 pm to inspect and issue your license for the Show.
5. Acceptable methods for license payment are cash, money order or company check only.
6. Licenses shall be valid for the duration of the event only.

Each demonstrator wanting to perform extensive food preparation must be approved by the health department on a case-by-case basis. The Greater Tulsa Home & Garden Show follows all Tulsa City-County Health Department guidelines. If you have any questions, please visit the Tulsa City-County website at www.tulsa-health.org or contact Ashley Davis Tulsa City-County Health Department at (918) 595-4322.

Tax Information

The tax rate for Expo Square is 8.517 percent, this is for items paid for and carried off at the Show.

ALL EXHIBITORS (whether selling or just displaying) at the 2016 Greater Tulsa Home & Garden Show are required to complete an Oklahoma State Special Events Sale Tax Report and turn it in to the Show office at the conclusion of the Show. A form will be enclosed in the Move-in Packet that you receive at the Show. The Show will then file them with the Oklahoma State Tax Commission. The Show coordinator is responsible for all taxes to be turned in within 15 days of the Show, which is March 29, 2016.

We are required to furnish a list of all exhibitors to the Tax Commission after the Show. They will be contacting you if your Oklahoma State Special Events Sale Tax Report is not turned in on time.

Again, thank you for your help and cooperation on this matter. If you have any questions regarding taxes at the Show, please contact the Oklahoma State Tax Commission (see below).

Darcel Defibaugh
Oklahoma State Tax Commission
P.O. Box 269062
Oklahoma City, OK 73126
(405) 521-3281 or
(405) 522-4324

*Make all checks payable to the Oklahoma State Tax Commission.

Delivery Information

Delivery Address: 4000 E. 15th Street Tulsa, OK. 74112

Mailing Address: P.O. Box 4735 Tulsa, OK. 74159; 918.744.1113

For additional info, please call: (918) 744-1113 or visit www.exposquare.com

