



## **ANSWERS TO EXHIBITOR'S MOST FREQUENTLY ASKED QUESTIONS**

This information has been prepared as a service to you, the exhibitor. Keep in mind that each question answered in advance is one less to be solved on-site.

### **Who Can I Contact With Questions?**

Tulsa Boat, Sport & Travel Show                      Phone: 918-519-1210  
P.O. Box 52336    Fax: 918-514-7494  
Tulsa, Oklahoma 74152  
**During the show:** On-site office: 918-728-3250  
Fax: 918-728-3251

General questions: [Jennifer@tulsaboatshow.com](mailto:Jennifer@tulsaboatshow.com)

### **What is included in my 10'x10' booth space rental?**

A standard booth consists of 8' high back wall drape with draped side rails 3' high and an identification sign 7"x44" showing your company name and booth number. Exhibitors must supply their own carpet, table and chairs.

Standard 110-V electrical will be provided. Exhibitors will need to bring an extension cord of at least 50'. Box may or may not in booth based on Expo Square facility guidelines.

### **What are the display rules?**

Exhibitors are not permitted to erect displays or other materials exceeding 54" in the front ½ (5') of the booth space and not exceeding 96" in the back ½ (5') of the booth space. **A clear line of sight must be maintained down each aisle of booths.**

### **How do I get badges for my exhibit staff?**

Exhibitor packets with allotted number of badges (see contract) will be available for pick up in the on-site show office during move in. **There are NO FREE replacement badges.** Additional badges may be purchased in the on-site show office at a discounted rate.

**Banner installation: Fred Chrisman 918-645-8342**  
**Furniture/carpet rental: Midwest Decorating 918-584-0988**  
**Phone/internet service: Expo Square 918-744-1113**



### **Shipments**

Send all shipments prepaid and clearly labeled to the following address:

**TULSA BOAT, SPORT & TRAVEL SHOW  
(Exhibitor name and booth number)  
4000 E. 15<sup>th</sup> Street  
Tulsa, OK 74112**

Shipments may begin arriving Wednesday, January 24, 2018 and most will be placed on the south ramp of River Spirit Expo. All exhibitors are responsible for transporting shipments to their individual booths.

For shipments that must arrive prior to January 24<sup>th</sup>, we recommend the services of the show decorator, Midwest Decorating, 918-584-0988.

Each exhibitor is responsible for crating or preparing your shipment after the show and placing on the south ramp, label and call for pick up.

### **Parking?**

Parking is *FREE*. Exhibitors must park on the North side of the building and enter through "Exhibitor Entrance".

### **Can I drive into the building to unload my exhibit materials?**

Exhibitors should be able to drive inside the South (21<sup>st</sup> Street) roll up doors during designated hours but will need to hand carry or dolly their materials over to their actual booth location. As of Monday, January 29<sup>th</sup>, drive in access will be very limited.

### **Is there security provided for my booth?**

Yes, we will have uniformed officers on patrol inside the facility round the clock until the end of the show on February 4<sup>th</sup>. In addition, Expo Square monitors interior security cameras. However, please remember that Expo Square is a public facility to which hundreds of individuals have access including contractors, cleaning and concession personnel. Therefore, it is important that exhibitors work with Show Management in making every effort to safeguard their investment in their exhibit. Be security conscious at all times during your stay. Do not leave items of value in your booth overnight without taking extra precautions. Remember that the security of your display is your responsibility.



**MOVE IN** - Please check in at Show Office, upper level west, upon arrival for Exhibitor packet.

Sunday, January 28            9am - 7pm

Monday, January 29         9am - 1pm

All moving vehicles must be out of the building no later than 1pm on Monday, January 29th.

Bulk space will be notified with designated move in times.

**MOVE OUT** - Booths may be dismantled immediately after 5pm close of show on last day. No early move out is permitted. All exhibitors must have all equipment / property out of building by 5:00pm Tuesday, February 6, 2018.