



## Exhibitor Check off List for January 24-26, 2020

\_\_\_\_\_ Have you **paid your entire booth fee**? (*NOTE: The entire fee MUST be paid before you will be allowed to set up your booth.*)

\_\_\_\_\_ Have you provided Cox Media Group with the required **proof of liability insurance**?

\_\_\_\_\_ Have you checked the **Move-in Schedule** to make sure you're scheduled on the proper day?

\_\_\_\_\_ Have you submitted the **Table Reservation Form** to Event 1, Show Decorator for your free table(s)?

\_\_\_\_\_ If you plan on **having your large company banner hung from the ceiling** above your booth (certain restrictions apply), make sure to bring check or credit card to pay before being hung at The Exchange Center at Expo Square by 12:00pm on Tuesday, January 21<sup>st</sup>. This is only day, no exceptions.

\_\_\_\_\_ If your exhibit will include a water feature (pool, spa, waterfall, fountain, etc.), have you submitted the **After Hours Contact Info Form**? See Exhibitor Resource Center for form.

\_\_\_\_\_ If you will need a **wired phone line** in your booth, go to [www.exposquare.com](http://www.exposquare.com) IT Services for information on requesting this service. Suggested to complete 2 weeks in advance.

\_\_\_\_\_ If you plan on sampling food or beverages in your booth, have you consulted the **Temporary Food Establishment & Sampling Regulations** provided by the Tulsa Health Department?

\_\_\_\_\_ If you will need **standard 110-volt electrical service** in your booth, have you packed your power strip(s) and extension cord(s)? (*NOTE: Cox Media Group does NOT have any power strips or extension cords onsite for exhibitor use.*)

\_\_\_\_\_ If your exhibit will require **220 electrical service** (to run a hot tub, compressor, etc.), have you notified Cox Media Group so they can make arrangements to have the Expo Square electrician on hand to hook you up?

\_\_\_\_\_ If your exhibit includes **handouts**, have you printed off enough to last the entire 3-day show? (*NOTE: Cox Media Group/Expo Square does NOT have a copy machine available to exhibitors.*)

For more information on these items, please consult your official **Exhibitor Service Manual** or visit the **Exhibitor Resource Center** web page at <http://coxradiotulsa.com/green-country-home-garden-show-resource-center/>