

OKLAHOMA CITY HOME SHOW

OKC FAIRGROUNDS

OCTOBER 25 - 26, 2025

Exhibitor Services Kit

Phoenix Events





WELCOME EXHIBITORS

Oklahoma City
Home Show
October 25 - 26, 2025
OKC Fairgrounds
The Pavillion

WE'RE AT YOUR SERVICE! To enhance your presentation, we provide a wide range of items and services, including carpets, tables, chairs, custom signs, and labor assistance. If you need anything not mentioned, don't hesitate to contact us. We encourage your calls and promise exceptional service.

Save money by placing your order before the deadline. We offer two pricing options: "discount" and "standard." To qualify for the "discount" price, your order must include credit card authorization, which must be submitted to our office by the Deadline Date indicated at the top of each form. When you arrive at the show, please visit our Service Desk during setup. We will be happy to answer any questions and assist you with any last-minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshow.com
516-422-8100

Each 10'L x 10'W Booth Space will contain:

**8' High Black Back Drape
3' High Black Side Drape
1 Identification Sign**

The exhibit area is concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, October 24, 2025
Saturday, October 25, 2025

Show Dates

Saturday, October 25, 2025
Sunday, October 26, 2025

Dismantle Dates

Sunday, October 26, 2025

Setup Times

11:00 AM - 5:00 PM
8:00 AM - 10:00 AM (Late Set up)

Show Times

10:00 AM - 8:00 PM
10:00 AM - 5:00 PM

Dismantle Times

5:00 PM - 8:00 PM

***Early move-out is strictly prohibited. *All carriers MUST check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.**



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Phoenix Events offers a diverse range of rental services for your upcoming occasion. If you can't find what you're looking for, feel free to reach out to Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Method of Payment	Monday, October 13, 2025	5
Booth Packages	Monday, October 13, 2025	6
Booth Table	Monday, October 13, 2025	7
Booth Furnishings	Monday, October 13, 2025	8
Booth Accessories	Monday, October 13, 2025	9
Booth Carpet	Monday, October 13, 2025	10

- For assistance with your order, please reach out to Exhibit Services at Phoenix Events. You can contact us at 972-201-5219.
- Please send all Order Forms to Phoenix Events at: info@phoenixeventstss.org



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DISCOUNT & STANDARD PRICING

To benefit from the "discount" pricing, orders must be placed with full payment received by the discount dates specified in the show. Any orders received after this deadline will be charged at the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

Phoenix Events mandates that you submit a credit card authorization with your initial order. For your convenience, this authorization will be utilized to charge your account for additional services, which may encompass labor and material handling not included in your original order. Orders that lack full payment or credit card authorization will not be processed or eligible for the discounted price. All charges must be settled in full prior to the setup of your rental items.

METHOD OF PAYMENT

We accept payments via MasterCard, Visa, or American Express, or you can opt for an invoice to be sent. All transactions must be made in U.S. dollars from a U.S. bank. **Please note that a \$35.00 service fee will apply for declined credit cards and returned NSF checks.** Additionally, Purchase Orders are not recognized as a form of payment.

CANCELLATIONS & ADJUSTMENTS

Cancellations made after the deadline will incur a charge of 50% of the original price, and no refunds will be issued for cancellations made five days or less before installation. Additionally, all cancellations for any order will be subject to a \$35.00 administrative processing fee. Please note that no adjustments can be made once the show has concluded. Credits will not be provided for items that have been delivered but remain unused.

TAX EXEMPTION

If you are tax-exempt, please include a copy of your sales tax exemption certificate with your order. Note that this is not a resale certificate.

I & D THIRD PARTY BILLING

The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

Any rental items that are not ordered but are discovered in the booth space will be billed at the "standard" pricing. If rental items are either damaged or missing from your booth after the show, the exhibiting company will be charged the full market value, which will be processed using the credit card on file. Additionally, all rental items will incur any relevant taxes and administration fees.



ORDER PAYMENT & SUMMARY FORM

Discount Price Deadline Date

OCTOBER 13, 2025

This form must be returned by email to
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Booth Packages Order	\$ _____
Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accesories Order	\$ _____
Carpet Order	\$ _____

All complaints must be addressed before the show begins for any refunds to be considered.

Complaints made after the show has started will not qualify for a refund.

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX \$ _____

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____
Ordered By _____ Booth Number _____
Address _____ City /
State _____ Zip Code _____ Phone (____) _____
Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA

Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks. All charges must be paid before delivery of exhibit materials. No adjustments will be made after the close of the show.



BOOTH PACKAGE OPTIONS

Discount Price Deadline Date
OCTOBER 13, 2025

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Packages will be for PRE ORDERING ONLY - these will NOT be available for onsite ordering. Exhibitors can mix and match 2 packages only. (ie: order package 1 & 3, or 2 & 4)

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
<u>PACKAGE 1</u>	\$97.17	\$145.55	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
<u>PACKAGE 2</u>	\$195.84	\$278.75	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
1 - 10'x10' CARPET			
<u>PACKAGE 3</u>	\$179.47	\$242.28	\$ _____
1 - 30" ROUND COCKTAIL (30" OR 40" TALL)			
(CAN BE WITH/WITHOUT CLOTH)			
2 - BARSTOOLS			
<u>PACKAGE 4</u>	\$358.93	\$484.56	\$ _____
2 - 30" ROUND COCKTAIL (30" OR 40" TALL)			
(CAN BE WITH/WITHOUT CLOTH)			
4 - BARSTOOLS			

****No refunds will be issued, only credits will be issued if problems occur. Exhibitors will be responsible for damages/missing furniture.**

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

Phoenix Events ~ 2131 N. Collins, Suite 433-502 ~ Arlington, TX 76011 Phone: 972-201-5219
info@phoenixeventstss.org



BOOTH TABLE ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$93.61	\$126.39	\$ _____
_____	4' UNSKIRTED	\$73.31	\$99.00	\$ _____
_____	6' SKIRTED	\$106.59	\$143.94	\$ _____
_____	6' UNSKIRTED	\$86.57	\$116.88	\$ _____
_____	8' SKIRTED	\$122.10	\$164.84	\$ _____
_____	8' UNSKIRTED	\$101.81	\$137.45	\$ _____
_____	4TH SIDE TABLE DRAPE	\$40.32	\$54.45	\$ _____
_____	TABLE SKIRT, 30" TALL	\$40.32	\$54.45	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$113.63	\$153.45	\$ _____
_____	4' UNSKIRTED	\$92.46	\$124.85	\$ _____
_____	6' SKIRTED	\$129.14	\$174.35	\$ _____
_____	6' UNSKIRTED	\$107.69	\$145.42	\$ _____
_____	8' SKIRTED	\$148.00	\$199.82	\$ _____
_____	8' UNSKIRTED	\$127.99	\$172.81	\$ _____
_____	4TH SIDE TABLE DRAPE	\$45.10	\$60.89	\$ _____
_____	TABLE SKIRT, 42" TALL	\$45.10	\$60.89	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

Phoenix Events ~ 2131 N. Collins, Suite 433-502 ~ Arlington, TX 76011 Phone: 972-201-5219
info@phoenixeventstss.org



FURNITURE ORDER FORM

Discount Price Deadline Date
OCTOBER 13, 2025

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QUANTITY	FURNITURE	DISCOUNT	STANDARD	TOTAL
_____	Folding Chair	\$ 21.45	\$39.99	\$ _____
_____	Padded Side Chair	\$ 49.50	\$66.83	\$ _____
_____	Padded Arm Chair	\$ 59.40	\$80.19	\$ _____
_____	Counter Stool with Back	\$ 85.80	\$115.83	\$ _____
_____	Padded Swivel Chair	\$ 82.50	\$111.38	\$ _____
_____	30" Round x 30" High Pedestal Table	\$ 104.50	\$141.08	\$ _____
_____	30" Round x 40" High Pedestal Table	\$ 104.50	\$141.08	\$ _____
_____	Black Tablecloth for 30" Round x 30" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	Black Tablecloth for 30" Round x 40" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	White Tablecloth for 30" Round x 30" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	White Tablecloth for 30" Round x 40" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	Single Step Table Riser - 4'	\$ 52.25	\$70.51	\$ _____
_____	Single Step Table Riser - 6'	\$ 57.20	\$79.31	\$ _____
_____	Single Step Table Riser - 8'	\$ 68.20	\$92.07	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 16.50	\$22.28	\$ _____
_____	Grid Wall - 2' X 7'	\$ 38.50	\$60.61	\$ _____
_____	Grid Wall Arms	\$ 5.50	\$7.43	\$ _____

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

Discount Price Deadline Date

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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$38.50	\$51.98	\$ _____
_____	Bag Stand	\$68.75	\$92.84	\$ _____
_____	Crossbar	\$16.50	\$22.83	\$ _____
_____	Upright & Base	\$22.00	\$29.70	\$ _____
_____	Super Base	\$16.50	\$22.83	\$ _____
_____	Drape Panels - 3' High	\$13.75	\$18.54	\$ _____
_____	Drape Panels - 8' High	\$13.75	\$18.54	\$ _____
_____	Clothing Rack	\$63.97	\$86.35	\$ _____
_____	Chrome Sign Holder	\$63.97	\$86.35	\$ _____
_____	Fish Bowl	\$13.20	\$17.82	\$ _____
_____	Literature Rack	\$85.80	\$115.83	\$ _____
_____	Raffle Ticket Drum	\$93.50	\$126.23	\$ _____
_____	Waste Basket	\$17.05	\$22.99	\$ _____

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

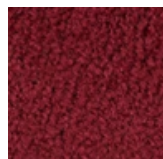
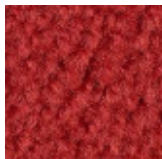
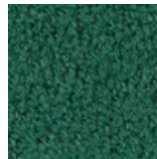
Discount Price Deadline Date
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 151.80	\$ 204.93	\$ _____
_____	10' X 20' CARPET	\$ 303.60	\$ 409.86	\$ _____
_____	10' X 30' CARPET	\$ 455.40	\$ 614.79	\$ _____
_____	10' X 40' CARPET	\$ 607.20	\$ 819.72	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT FULL COVERAGE CARPET \$ 3.52 PER SQ FT \$ 4.74 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

OPTIONS

_____ SQ FT CARPET PAD \$ 1.28 PER SQ FT \$ 1.79 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

_____ SQ FT VISQUEEN COVERING \$.92 PER SQ FT \$ 1.21 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

ELECTRIC ORDER FORM

Show Information

Show Name: Oklahoma Home Show

Show Code: OK F25

Venue: OKC Fairgrounds

Show Dates: October 25 & 26, 2025

Exhibitor Information

Company Name: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Order

To receive the advance rate, this form must be submitted via email no later than **October 22, 2025**.

All forms must be submitted no later than the Wednesday before the show starts to ensure your order is processed.

Onsite orders are subject to availability and cannot be guaranteed—placing your order before the submission date is strongly recommended.

Service	Advanced Rate	Floor Rate	Quantity	Total (Includes Tax)
Electrical Drop (110 volt receptacle 2000 watts)	\$125.00	\$150.00		
Hardline Wired Connection	\$525.00	\$550.00		

Total Charges: _____

Payment

Payments can only be made online. Please visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online or click the link below:

www.acsshow.com/current-exhibitors/pay-for-your-booth/1

Please select the show you are exhibiting in. In the "Invoice Number" field, enter "Electric" as your invoice number.

A confirmation email will be sent to you once the payment has been processed. All orders must be paid in full before services will be provided.

Submit Your Completed Form

Once you've completed this form, please email it to ACS via the email and subject line below.

Email Address: orders@acsshow.com

Email Subject Line: OK F25 - Electric Order Form

For questions or assistance, please feel free to reach out to info@acsshow.com.

HOME SHOW

Oklahoma Home Show

OKC Fairgrounds
3212 Wichita Walk
Oklahoma City, 73107

All sampling requests for the
Oklahoma Home Show must be
completed online.

Please visit:

[Food/Beverage Booth and/or Sampling Request](#)