

Thank you for participating in the Oklahoma Oil & Natural Gas Expo. Below you will find some important information to streamline your Expo experience. Please send this email to your booth staff so they can be well informed and have a good experience at the Expo too.

**Contact During Expo Week:**

I will be on-site at the Bennett Event Center during the week of the Expo. The best way to reach me is by email. Once you are on site at the Expo, staff and volunteers will be available to assist you.

**TO DO BEFORE THE EXPO:**

**Booth Furnishings:** You may rent additional booth furnishings from Lone Star Decorating. Their exhibitor packet includes details on booth contents, freight handling, vehicle displays, and more. The packet was previously emailed to you but is attached in case it has been misplaced.

**Shipping:**

- For shipping small packages, displays, or equipment, we recommend using Lone Star Decorating to handle your shipment for hassle free and professional handling with delivery directly to your booth. Their fees are \$95 per 100lbs.
- If shipping large equipment, you can ship directly to the venue at the address below for arrival on **Monday, October 6 or Tuesday, October 7 only**. Complimentary forklift and golf cart assistance is available should you need it. No shipments will be received prior to these dates unless you are shipping with Lone Star Decorating.

OKC Fairgrounds Bennett Event Center  
3101 Gordon Cooper Boulevard  
Oklahoma City, OK 73107  
Oklahoma Oil & Natural Gas Expo  
Company Name \_\_\_\_\_  
Booth # \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

**Outbound Shipping:** If you are not using Lone Star’s freight handling service, your carrier must pick up freight by **Thursday, October 9, 3:30 p.m. – 7:00 p.m.** at the building address above. If you are using Fed-Ex or UPS, have shipping labels prepared and schedule pick-up at least 24 hours in advance. Unclaimed freight will be handled by Lone Star Decorating at your expense.

**Booth Staff Registration:** Your registration confirmation email contains a link to your account and a confirmation number to access your account. Once logged in, scroll to the

bottom to register your booth staff and they will receive a confirmation email with a QR code for a quick check-in process. **This system is now working.**

**Food and Beverage Sampling:** All exhibitors who would like to sample/offer food or beverage at their booth will need to complete the OSF Food & Beverage Vendor Request for Approval [here](#). Please read all the general conditions at the top of the form. If required, a copy of your liability insurance will need to be sent to OKC Fairgrounds with the Oklahoma State Fair, Inc., City of Oklahoma City, and Oklahoma City Public Property Authority listed as additional insureds. This request must be submitted no later than 2 weeks prior to the event. If approved, information will be provided to the Oklahoma City County Health Department (OCCHD) by their deadline of 10 business days prior to the event date. If this deadline is missed, you may not be able to offer any type of food or beverage products at your booth. In addition to these forms, you may be required to get a special event license from the OCCHD. Please call 405-948-6792 if you have any questions or concerns. Please note, offering your company labeled bottled water at your booth will not be approved by the OKC Fairgrounds. Individually wrapped candy at your booth is allowed.

**LeadCapture:** If you receive emails offering to purchase an attendee list, they are all scam emails, please ignore them. We do not sell our list of attendees. Please be alert and inform others in your organization too.

We provide a lead retrieval system that lets attendees give permission for exhibitors to scan their badge and collect their contact information. Attached is an informational sheet on how Cvent's LeadCapture works, and it provides directions on how to create an account. Please direct all questions to Cvent as you will work directly with. There are live links in the attachment, and their contact/support information is on the PDF. **Hurry, the early bird rate ends 9/23!**

**Event Ticket:**

Please use the attached ticket graphic to invite your current and potential customers, clients, and business partners to the Expo. While the Expo is not a true ticketed event, this is a great marketing tool to let others know that you will be exhibiting at the Expo. Be sure to let them know your booth number too!

**AT THE EXPO:**

**Venue Address:**

OKC Fairgrounds Bennett Event Center  
3101 Gordon Cooper Boulevard  
Oklahoma City, OK 73107

**Agenda:**

<b>Tuesday, October 7</b>	
1:00 p.m. - 5:00 p.m.	Exhibitor Booth Set-up and Heavy Equipment Move-In*

<b>Wednesday, October 8</b>	
8:00 a.m. - 5:00 p.m.	Exhibitor Booth Set-up and Heavy Equipment Move-In *
8:00 a.m. - 9:30 a.m.	Exhibitor Breakfast
10:00 a.m. - 3:00 p.m.	Golf Tournament at Lincoln Park Golf Course
11:30 a.m. - 1:00 p.m.	Exhibitor Lunch
3:00 p.m. - 6:00 p.m.	Exhibitor and Golfer Networking Mixer – Food, Drinks, Music, and Fun
<b>Thursday, October 9</b>	
8:00 a.m. - 9:00 a.m.	Continental Breakfast
9:00 a.m. - 3:00 p.m.	Expo Open to Attendees
9:00 a.m. – 11:00 a.m.	Wellhead Wake Up Brunch & Bubbles
10:00 a.m. – 11:00 a.m.	Donuts & Doghouses Producer Panel - Indoor Stage
11:00 a.m. – 1:00 p.m.	Head Country Lunch - <b>*Exhibitors Only*</b>
11:00 a.m. – 1:00 p.m.	Industry BBQ Competition and Joey Wallace Band
2:30 p.m.	BBQ & Door Prize Winners Announced
3:00 p.m. - 7:00 p.m.	Booth Teardown and Move Out

\*Heavy Equipment exhibitors will be contacted with a scheduled time to move in.

#### **OKC Fairgrounds Park Gate Entrance, Parking and Move-In Procedures:**

1. Use Gate 5 off May Avenue and Gordon Cooper. See map [here](#).
2. Turn right on Land Rush and then left on Kiamichi.
3. This leads to the East side of the Bennett Event Center where exhibitors move in and register.
4. Stay in the lane in front of the overhead doors for forklift and/or golf cart assistance. Please stay in the line. It will move quickly.
5. Park anywhere near the east side of the building if you do not need forklift or golf cart assistance. You must bring your booth materials through the east side overhead doors only. **No booth materials will be allowed through the front glass doors. If you attempt it, OKC Fairgrounds personnel will stop and redirect you. This is their policy, not ours.**
6. Check-in at the Exhibitor Registration desk inside the Expo Hall near the east move-in doors. Upon check-in, we will print name badges for all registered booth personnel.
7. The parking lot on the east side of the Bennett will be shut down at 5 p.m. on Wednesday to set up the BBQ Competition. Therefore, no move-in is allowed after this time.
8. If you are a heavy equipment exhibitor, you will be contacted soon with assigned arrival times on Tuesday, October 7 or Wednesday, October 8. Steve Sowers will be the onsite contact person to receive you.

## Onsite Services & Information

- **Exhibitor Registration:**
  - Open October 7, 1:00-5:00 p.m. and October 8, 8:00 a.m. – 5 p.m.
  - A company representative will need to sign for any name badges picked up.
  - Please do not wait to check-in the morning of the Expo if it can be avoided.
  - Exhibit booth setup is not allowed the morning of October 9. If you have an extenuating circumstance, contact me prior to set up.
  
- **Networking Mixer:**
  - Join us on Wednesday, October 8 from 3:00-6:00 p.m. in the foyer of the Bennett Event Center.
  - There will be heavy hors d'oeuvres, libations, and a live band!
  
- **Head Country Lunch:**
  - October 9, 11:00 a.m. – 1:00 p.m.
  - This private lunch is open only to exhibitors and sponsors and will be served on the west side of the building.
  - The sponsor/exhibitor flag attached to your name badge will be the unique identifier to allow your entrance into the lunch as well as a notation on the back of your name badge.
  - Exhibitors can partake in the BBQ Competition too.
  
- **Wi-Fi and Electricity:**
  - Free Wi-Fi access instructions are on the back of your name badge.
  - Standard electricity is included.
  - Bring a 50-foot extension cord to connect to the power source.
  
- **Forklift/Golf Cart Assistance:**
  - We provide free forklift and golf cart assistance during exhibitor move-in/move-out.
  - See the directions above to receive this service for move-in.
  - See the directions below to receive this service for move out.

### **Move Out Procedures:**

Move out will be on the east side of the building only.

### Forklift Assistance

- Forklift assistance will be available after all crates have been delivered to all booths.

- Once your booth is torn down and packed up, please position your vehicle in the in line on the **east** side of the building. A staff member will be assisting in directing traffic flow.
- Forklift assistance will be assigned once your vehicle has reached the overhead doors.

#### Golf Cart Assistance

- Golf cart assistance will be available to transport your booth items to your vehicle during the move-out process.
- Once your booth is torn down, you can request a golf cart by flagging down a driver or asking a staff person wearing an Expo shirt for assistance.

Unless you have prearranged outbound shipping with Lone Star Decorating, your booth must be torn down and removed from the building by 7:00 pm, Thursday, October 9. Shipments cannot be left overnight.

If you leave freight at the Expo without scheduling pick-up, and we are unable to reach you, Lone Star Decorating will take your freight, and you will be responsible for coordinating return shipping with them.

Thank you for supporting the people of Oklahoma Oil & Natural Gas and Expo 2025!