



## Oklahoma Hospitality Expo 2026 Exhibitor Guide

Greetings ORA Exhibitor!

We're excited that you will be joining us at the Oklahoma Hospitality Expo 2026! factor 110 is the official tradeshow coordinator for this show. Our goal is to make your experience exhibiting valuable and stress free. This exhibitor guide has been created to make sure you have all the tools necessary for a successful show.

If you have any questions after reviewing the information in this guide, feel free to reach out to us. You can connect by email at [tradeshow@factor110.com](mailto:tradeshow@factor110.com) or call 405.927.7891.

We look forward to seeing you soon!

A handwritten signature in blue ink that reads 'Brad'.

Brad Holt  
Exhibitor Services Manager

A handwritten signature in blue ink that reads 'Emma'.

Emma Poyer  
Exhibitor Services Coordinator



# ORA Exhibitor Guide

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## QUICK FACTS

### Show Location

[Oklahoma City Convention Center](#)

Exhibit Halls C & D

100 Mick Cornett Drive

Oklahoma City, OK 73109

[Parking](#) | [Transportation](#) | [Accessibility](#) | [FAQ](#) | [Floor Plans](#) | [Policies](#) | [Explore OKC](#)

Important: If advance shipping materials, see the section "ADVANCE SHIPPING / EXHIBITOR MOVE-IN" starting on page 9.

### Show Information

Expo Dates: August 19 - 20, 2026

Drape Color: Red, Green, or Blue (depending on placement)

Table Linen: Silver Spandex

Show Code: ORA26

\*See "Installation, Dismantle and Expo Hall Hours" on page 7 for full details.

### Standard Booth Package\*

- 10' deep x 10' wide booth space
- Pipe and drape (8' tall back / 3' tall sidewall)
- Identification sign
- 1 - 6' table with spandex linen
- 2 - folding chairs (black)
- 1 - Wastebasket
- Complimentary Wi-Fi

\*Booths larger than 10' x 10' will receive an additional table and two chairs per additional booth space. Island booths larger than four booths will be a marked area only.

No substitutions to the standard booth package are permitted, but exhibitors may order additional items and/or request onsite that items in the standard package be removed.

## Expo Hall Carpet

The expo hall is not carpeted. To order carpet, please see "Where to Order Additional Items" below. Ordering carpet is not required.

## Official Freight Carrier

factor 110 will manage advance shipping at both its warehouse and the show site, but there is not an official freight carrier for this show. Any inbound or outbound shipments may be arranged with your preferred carrier, however if you will be advance shipping items, Material Handling services should be ordered. See the section "ADVANCE SHIPPING / EXHIBITOR MOVE-IN" starting on page 9.

## Service Desk

A factor 110 tradeshow representative will be available onsite during the established installation and dismantle times. If you need assistance, please contact your tradeshow manager. A welcome letter with their contact information will be at your booth.

## WHERE TO ORDER ADDITIONAL ITEMS

Please review this section for important details before ordering any additional items.

### Additional Furnishings, Carpet, Displays/AV, Labor Assistance

Visit <https://110tradeshow.com/collections> to order additional furnishings, carpet, displays/AV, labor assistance, and other items for your booth. When prompted for the Show Code at checkout, please enter ORA26.

Exhibitors are encouraged to order by the deadline. Orders after the deadline and onsite will be accommodated whenever possible, but a \$75.00 onsite surcharge will be assessed per order.

### Carpet Vacuuming / Booth Cleaning

If you are ordering carpet for your booth (or will be bringing your own) and would like it vacuumed before each show day, please order [Booth Cleaning](#) services. Otherwise, rental carpet will only be vacuumed after it is installed. Vacuums will not be available for exhibitor rent/use during the show.

### Material Handling

For your convenience, factor 110 can accept advance shipments of your booth materials. To order Material Handling, please see the section "ADVANCED SHIPPING / EXHIBITOR MOVE-IN" starting on page 9.

## Electrical, Plumbing and Services

The OKCCC offers complimentary basic Wi-Fi. Electrical, plumbing, and other Internet services must be ordered in advance using [this link](#). If you have any questions regarding these items, please reach out to OKCCC.

Phone: (405) 768-4616

Email: [exhibitorservices@okcconventioncenter.com](mailto:exhibitorservices@okcconventioncenter.com)

## Lead Retrieval

For more information on lead retrieval, please review this form. Any questions on lead retrieval should be directed to ATS.

[Lead Retrieval Order Form](#)

## IMPORTANT DATES AND EXHIBITOR SCHEDULE

Please review and keep in mind the important dates and deadlines below.

### Important Dates

All times are Central Time

Monday, July 27 – Wednesday, August 12	Advance Shipments May Arrive <sup>1</sup> <i>Advance Warehouse Only (Mon. – Fri., 9:00 am – 3:00 pm)</i>
Friday, July 31	20% Discount Deadline <sup>2</sup>
Thursday, August 13	Deadline for Additional Item Orders <i>(3:00 pm)</i>
Monday, August 17 & Tuesday, August 18	Advance Shipments May Arrive <sup>1</sup> <i>Show Location Only (9:00 am – 5:00 pm)</i>
Monday, August 17 & Tuesday, August 18	Advance Shipments Delivered to Booths <sup>1</sup> <i>Prior to Assigned Exhibitor Installation Time</i>
Tuesday, August 18	Empties Will Be Collected from Booths <sup>1</sup> <i>Final Collection to Occur Tuesday at 6:00 pm</i>
Thursday, August 20	Empties Will Be Returned to Booths <sup>1</sup> <i>Returns will <b>Begin</b> at 3:00 pm</i>
Thursday, August 20	Freight Carriers May Pick up <sup>1</sup> <i>Show Location Only (3:30 – 7:00 pm)</i>
Monday, August 24	Freight Carriers May Pick up <sup>1</sup> <i>Advanced Warehouse Only (9:00 am – 3:00 pm)</i>
Monday, August 24	UPS/FedEx packages will be tendered to UPS/FedEx <sup>1</sup>

<sup>1</sup>Material handling order required. See page 9 for more details.

<sup>2</sup>Use discount code ORA26 when checking out. Discount does not apply to labor or any items ordered outside of factor 110.

## ORA Exhibitor Guide

### Installation, Dismantle and Expo Hours

All times are local event time (Central Time)

Monday, August 17	Large Exhibitor Installation	1:00 – 6:00 pm
Tuesday, August 18	Exhibitor Installation	8:00 am – 6:00 pm
Wednesday, August 19	Expo Opens	9:00 am
	Exhibit Closes	5:00 pm
Thursday, August 20	Expo Opens	10:00 am
	Expo Closes	3:00 pm
	Exhibitor Dismantle	3:00 pm – 6:00 pm

## USE OF SPACE AND RENTAL ITEMS

Exhibitors are reminded to abide by any terms and conditions agreed to at the time of their booth purchase. In addition, please note this additional important information.

### Height Restrictions and Non-Blocking Regulations

Exhibit display areas should be arranged in such a manner as not to obstruct sight lines of neighboring exhibitors. Booth contents must stay within the designated space. factor 110 reserves the right to move / remove displays or items that are not in compliance.

### Exhibitor Dismantle

Exhibits are not to be dismantled or removed until the exhibitor dismantle time established by show organizers. factor 110 will not begin returning any empty exhibitor items in storage or provide any dismantle labor until the exhibitor dismantle period.

### Trash Service

**Bulky Items / Boxes:** Boxes and other trash in aisles will be regularly removed during exhibitor installation and at the end of each show day.

**Booth Trash:** Trash will not be removed from individual booth wastebaskets unless [Booth Cleaning](#) services are ordered.

### Terms / Care of Rental Items

All items rented from factor 110 from this site are for the duration of the show, unless otherwise noted. All items, including the standard booth items, should be left in the booth at the end of the show. A replacement or cleaning fee (as appropriate) will be assessed for any rental items that are missing, damaged, or are subjected to unreasonable wear and tear while in the care of the exhibitor.

Attaching signage or any other items to the pipe, drape, tables or other furniture in a way that will cause permanent damage is prohibited.

### Booth Abandonment

Any items left behind at the end of exhibitor dismantle that are not clearly intended for outbound Material Handling will be considered abandoned and disposed of. Items left and intended for material handling should be properly closed and secured and have a return label attached. The exhibitor should also have an outbound material handling order on file.

## ADVANCE SHIPPING / EXHIBITOR MOVE-IN / OUT

Please review this important information if you will be advance shipping items or will be carrying items into / from the show yourself.

### When a Material Handling Order is Required

Please note a material handling order with factor 110 is required should any of the following apply:

- Items are shipped to or from the Advanced Warehouse
- Items are shipped to or from the Show Site (certain restrictions apply)
- You need assistance unloading or loading your personal vehicle at the Show Site
- You need empty items stored during the show and returned after the show

#### **WAYS TO SAVE ON MATERIAL HANDLING**

- Order by the discount deadline and save 20%. See page 6.
- Combine your total weight. You do not have to place a separate order for each item.
- Avoid \$50 invoice fee. Be sure to place an order before your materials arrive. Materials received without a material handling order will be invoiced and accessed a \$50 invoice fee.
- Avoid late fees. Ensure your materials will arrive by the established deadline.

Please see pages 17-21 for additional information on Material Handling and step-by-step instructions for placing an order.

### Getting Materials to/from the Show - Your Options

You may choose to ship your booth materials in/out advance or self-carry them in/out. Please see the next few pages for more details on each option.

Please carefully read and follow the instructions provided. factor 110, show organizers, nor the Oklahoma City Convention Center accept responsibility for shipments made outside these guidelines.

Please note all load in/out times for self carry-in/out are hard start and stop times and will be strictly enforced. Exhibitors should not arrive earlier than the established start time and should be completed by the established end time.

## Option 1: Ship to/from Advance Warehouse

Any exhibitor materials you wish to ship ahead of time may be directed to the Advanced Warehouse. This includes freight (Tforce, FedEx Freight, XPO, etc.) and small packages (UPS/FedEx Ground/Express). Your outbound shipments may also be picked up at the Advanced Warehouse after the show. A material handling order is required.

**See page 22 for the address to ship to and shipping label.** Preferably, all inbound items should include the shipping label. If you cannot use the shipping label, the show code (NICM26), exhibitor booth name and booth number should be on each item. Failure to include this information may result in a delay in your materials.

### *Delivery Window (Inbound)*

Deliveries will be accepted at the Advance Warehouse from Monday, July 27 – Wednesday, August 12. Late items will be accommodated when possible but may result in additional fees.

### *Pickup Window (Outbound)*

Freight may be picked up at the Advance Warehouse on Monday, August 24. You must schedule a pickup with your freight carrier within the pickup window. For UPS/FedEx Ground/Express packages, we will schedule a bulk pickup.

### *Hours*

The Advance Warehouse is open Monday - Friday, 9:00 am - 3:00 pm (Central Time). The warehouse is closed on most major holidays.

### *Accessibility*

A dock-height vehicle must be utilized for any items that will require a pallet jack or forklift to unload/load. Our dock is 43" high. A van or other vehicle may be utilized for smaller items that can be unloaded/loaded by hand. Please note the maximum height we can transport in our trucks is 90" (7.5'). If your crate is taller than this, it will need to be shipped direct to the show site.

## Option 2: Ship to/from Show Location (Freight Only)

**Freight** may be delivered to the show location within the delivery window below. A material handling order is required. **No UPS/FedEx Ground/Express packages should be delivered to the show location.**

### ***Dock Location***

Oklahoma City Convention Center  
100 Mick Cornett Drive  
Oklahoma City, OK 73109

Dock is at the rear of the building on S Broadway near SW 5<sup>th</sup> St.

([Google Link](#))

**See page 23 for the address and shipping label.** Preferably, all items should include the shipping label. If you cannot use the shipping label, the show code (ORA26), exhibitor booth name, and booth number should be on each item. Failure to include this information may result in a delay in your materials.

### ***Access Instructions (please relay to carrier)***

Use the Entrance Gate, located on S. Broadway near SW 5<sup>th</sup> St. Check in with the Dock Attendant and identify yourself as a carrier for a ORA exhibitor. You may contact Brad Holt at 580.272.0027 if assistance is required. If the call is not answered, please leave a message and it will be returned as quickly as possible.

### ***Delivery Window (Inbound)***

Deliveries of freight will be accepted at the show location on Monday, August 17 or Tuesday, August 18 from 9:00 am – 5:00 pm. Please do not deliver outside this window -- the freight may be refused.

### ***Pickup Window (Outbound)***

Freight may be picked up at the show location on Thursday, August 20 from 3:30 pm – 7:00 pm. Any freight not picked up by 7:00 pm will be forced to the Advanced Warehouse for pickup on Friday and additional fees will apply. Please be aware there is no marshalling yard for this show and trucks will not be permitted to wait at the dock longer than 30 minutes. Please schedule your pick up time accordingly, factoring in time for your empty containers to be returned and the dismantle of your booth/exhibit.

### ***Accessibility***

A dock-height vehicle must be utilized for any items that will require a pallet jack to unload/load. A van or other vehicle may be utilized for smaller items that can be unloaded/loaded by hand or with a forklift.

### Option 3: Self Carry-in/out through Dock

Exhibitors bringing their own items may utilize the dock during their established installation time. Please note as dock space is limited, there may be a wait. Please consider using public doors (Option 4) if you have limited items to unload/load. Please be aware there is no long-term parking at the dock, and your vehicle may not be left attended longer than 30 minutes. Those in violation are subject to being towed.

#### ***Dock Location***

Oklahoma City Convention Center  
100 Mick Cornett Drive  
Oklahoma City, OK 73109

Dock is at the rear of the building on S Broadway near SW 5<sup>th</sup> St.

([Google Link](#))

#### ***Access Instructions***

Use the Entrance Gate, located on S. Broadway near SW 5<sup>th</sup> St. Check in at the Guard Shack and identify yourself as a carrier for a ORA exhibitor. You may contact Brad Holt at 580.272.0027 if assistance is required. If the call is not answered, please leave a message and it will be returned as quickly as possible.

#### ***Load-in Window***

Large exhibitors may load in on Monday, August 17 from 1:00 – 6:00 pm. All exhibitors may load in Tuesday, August 18 from 8:00am – 6:00 pm.

The end of the load-in window is a hard stop time. Exhibitors should arrive early enough to unload and depart the expo hall by the end of the load-in window.

#### ***Load-out Window***

Exhibitors may load out on Thursday, August 20 from 3:00 – 6:00 pm.

#### ***Assistance***

Unless Material Handling services are ordered, factor 110 will not assist with exhibitor load in. Limited carts will be available for exhibitor use.

If you need assistance loading in/out or will need your items unloaded/loaded with a forklift, material handling should be arranged ahead of time. See page 17 for more details.

## Option 4: Self Carry-in/out through Main Entrance

Exhibitors bringing their own items may utilize the main doors during their established installation time. Please note only small carts and dollies are permitted through main doors.

### ***Address***

Oklahoma City Convention Center  
100 Mick Cornett Drive  
Oklahoma City, OK 73109

There is a small loading zone on S. Robinson ([Google Map](#)). Leave your car unattended at your own risk.

Exhibitors may also park in the surface lot on W 6<sup>th</sup> St at S. Robinson Ave ([Google Map](#)) or the parking garage located on Mick Cornett Dr. between S. Broadway Ave. and S. Shields Blvd ([Google Map](#)). The parking garage is connected to the convention center via a Skywalk on the 3<sup>rd</sup> level. Both options are \$10 per day (subject to higher event rates as posted).

### ***Load-in Window***

Large exhibitors may load in on Monday, August 17 from 1:00 – 6:00 pm. All exhibitors may load in Tuesday, August 18 from 8:00am – 6:00 pm.

The end of the load-in window is a hard stop time. Exhibitors should arrive early enough to unload and depart the expo hall by the end of the load-in window.

### ***Load-out Window***

Exhibitors may load out on Thursday, August 20 from 3:00 – 7:00 pm.

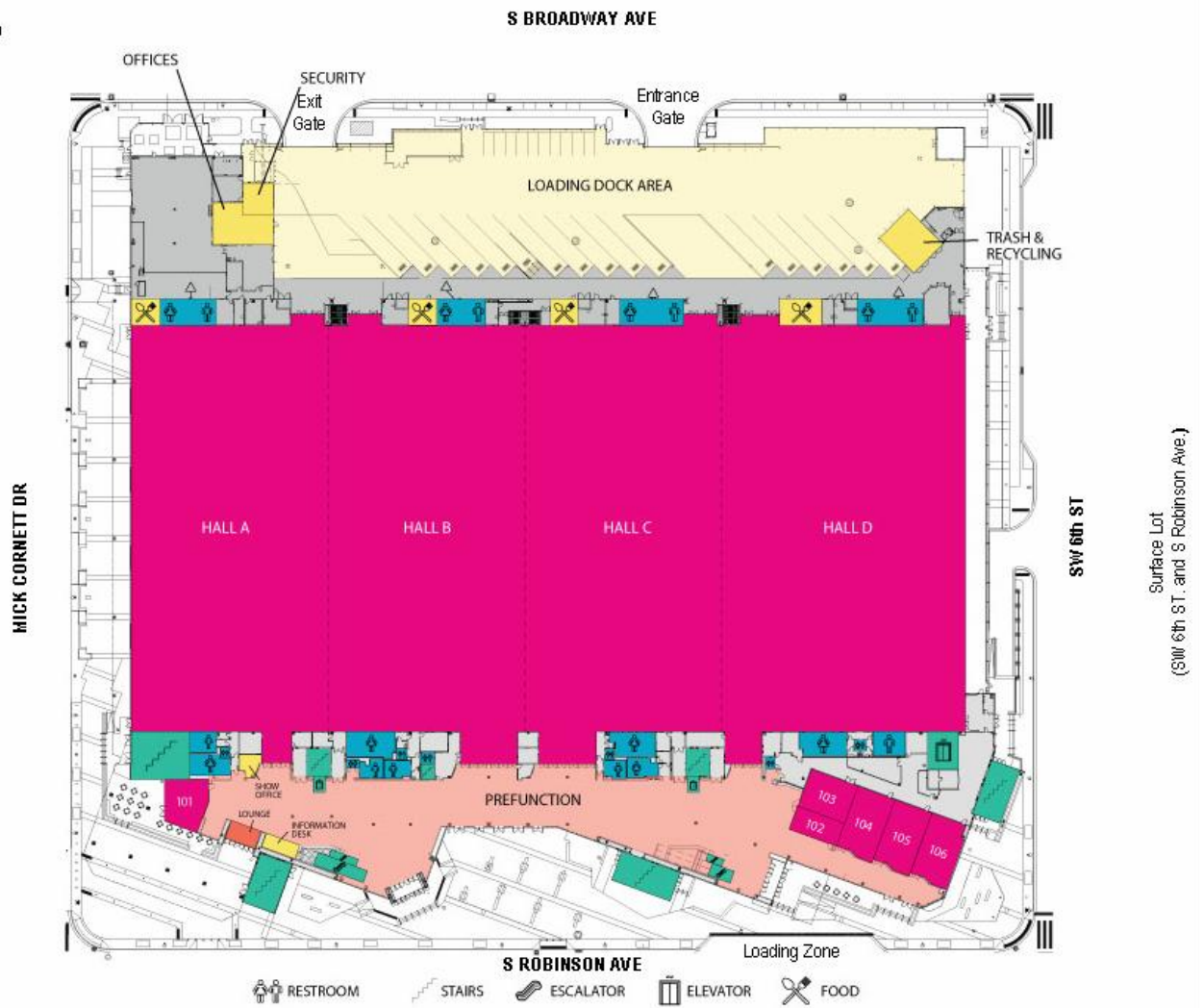
### ***Assistance***

factor 110 does not provide assistance for exhibitor load-in/out through main doors. If you need assistance loading in/out or will need your items unloaded/loaded with a forklift, please use the dock entrance. Material handling charges will apply.

# ORA Exhibitor Guide

## Facility Map

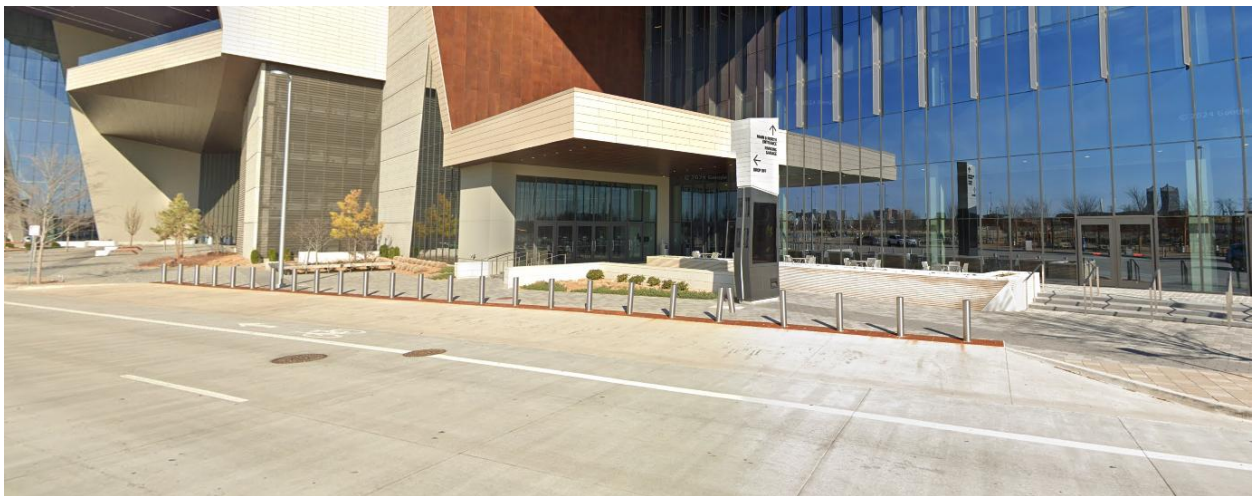
^ Parking Garage ^  
(Mick Cornett Dr. and S Shields Blvd)



## Photographs



Loading Dock Entrance Gate, located on S Broadway Ave. near SW 5<sup>th</sup> St.



Loading Zone located on S. Robinson Ave. in front of the main entrance

## ORA Exhibitor Guide



Entrance to the surface lot on SW 6<sup>th</sup> St at Robinson Ave.



Entrance to the parking garage on Mick Cornett Dr. between S Broadway Ave. and S. Shields Blvd.

### Locating Your Booth

Booths will be located on the first level, exhibit halls C & D. [Click here](#) for an expo diagram.

## What is Material Handling

Material Handling (also known as drayage) is a service that factor 110 provides that includes the following services:

- Receive items at an advanced location (either our warehouse or the show location) and provide notification that they have been received
- Transport items to the exhibitor booth prior to the installation time and provide notification that they have been delivered
- Store empty items during the show (upon request)
- Return empty items to the exhibitor booth during the dismantle time

In addition, if **outbound services** are ordered, these additional services will be provided:

- Pick up items from your booth after the show and provide notification that they have been picked up
- Transport items from the exhibitor booth to the desired carrier and provide notification that they have been picked up

In this document, we will refer to your advance shipment as an "item." Your item may be a box, case, tote, crate, pallet, etc.

## Material Handling – Exclusions

Material Handling does not include the freight from you to the advanced location, nor the freight back to you after the show. You may use your preferred carrier -- factor 110 does not provide transportation services or make carrier arrangements.

## Rates

The rates for material handling are as follows. You may combine the total weight of all items shipped. You do not need to place an order for each individual package.

<b>Total Combined Weight</b>	<b>Inbound</b>	<b>Outbound</b>
Up to 100 lbs. (minimum)	\$85	\$85
101 – 200 lbs.	\$160	\$160
201 – 300 lbs.	\$225	\$225
301 – 400 lbs.	\$275	\$275
401 – 500 lbs.	\$325	\$325
Over 500 lbs.	.60 cents per lb.	.60 cents per lb.

### *Inbound & Outbound Orders*

To provide you with more flexibility and cost savings, we require separate orders for inbound and outbound shipments. If you expect to have less weight going out, you may place an order for a lower weight class for the outbound shipment. Or, if you expect you will not have an outbound shipment, you are not required to order outbound material handling.

## Additional Fees

These additional other fees may apply:

<b>Fee</b>	<b>Reason</b>	<b>Amount</b>
Invoice Fee	If you ship items to us without placing an order, you will be invoiced for items received and this additional fee will apply. This is a one-time fee.	\$50
Label Fee	If you need us to print and attach labels to your items, this fee will apply. This is a per-item fee.	\$10
Prep Fee	If your outbound items are not properly secured (i.e. boxes not securely taped shut or pallets properly wrapped), this fee will apply. This is a per-item fee.	\$10 per box \$30 per pallet
Late Fee	If your items arrive after our deadline, we will still fulfill the service when possible, however this additional fee will apply. This is a per pound fee.	.50
Freight Surcharge	If you need us to return ship items on our shipping account, we will charge actual shipping fees incurred plus a surcharge.	20% \$30 min.

## Material Handling – Timeline

### Before the Show

1. Place a Material Handling order. See page 20.
2. Print a copy of the appropriate shipping label (see pages 21-23) for each item you are shipping and attach to your items.
3. Ship your items pre-paid to the appropriate advance location, so that they arrive by the deadline. You will receive a notification when we receive the items, and a second notification when they have been delivered to your booth.

### During the Show

- If you desire any empty containers to be stored, place them in the aisle outside of your booth. Empty stickers can be obtained from your tradeshow manager. We will come by regularly and collect empties up until the end of exhibitor setup. We do not pick up any empties once the show opens – it will be your responsibility to store them.

### After the Show

- We will **begin** returning any stored empties at the start of the designated dismantle time, after attendees have cleared the floor. Please be patient as we make our way to all exhibitors – it may take up to one hour to return all empties. We cannot return empties early. If you have an urgent need for your empties after the show, we recommend that you keep them in your booth space.
- Prepare your outbound items for return shipping.
  - If shipping UPS/FedEx Ground/Express, adhere or attach pre-paid return labels to all items. All items should be securely closed and boxes taped shut. Items without labels or not securely closed risk being considered abandoned. Additional fees will apply if your items are not properly prepared.
  - If using a freight carrier pickup, provide your tradeshow manager with a BOL and details of the scheduled pick-up (if not sent ahead of time). If you need a shipping label, you may request one from your onsite tradeshow manager. Please confirm a pick-up has been scheduled—we do not schedule freight pickups. All items should be palletized (when applicable) and pallets should be securely wrapped. Additional fees will apply if your pallet is not properly prepared.
- When items are ready for pickup, just leave them in your booth and we will take it from there!

## Instructions for Ordering Material Handling

Please see the instructions below for how to place a Material Handling order.

**ORDER BEFORE SHIPPING - SAVE \$50:** If we receive items and you have not placed an order, you will be appropriately invoiced plus a \$50 invoice fee. Your items will be held until the order is paid. Save \$50 by placing your order ahead of time.

1. Visit our website at [www.110tradeshow.com](http://www.110tradeshow.com) and click on "Material Handling Services" on the top menu.
2. Click "Material Handling Service (Inbound)."
3. Use the drop-down menus to select your options. See the description above the drop-down menus for further guidance.
  - Inbound Destination
  - Inbound Method
  - Estimate Weight Category
  - The quantity should only be adjusted if you are shipping over 500 lbs. You do not have to order material handling per box or item – combine your total weight and then choose the category it falls in.
4. Click "Add to Cart."
5. If you are ordering early, be sure to take advantage of the 20% discount and add outbound services to your order. If you do not need outbound services, skip to step 10.
6. Click on "Material Handling Services" on the top menu.
7. Click Material Handling Service (Outbound).
8. Use the drop-down menus to select your options. See the description above the drop-down menus for further guidance. Please choose carefully as we will email you show-specific outbound instructions based on your selection.
  - Outbound Method
  - Estimated Weight Category
  - The quantity should only be adjusted if you are shipping over 500 lbs. You do not have to order material handling per box or item – combine your total weight and then choose the category it falls in.
9. Click "Add to Cart."
10. Add any additional items to your cart for your booth, if desired, by making a selection on the top menu.

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11. Follow the Check Out process.
  - Enter the Show Code (ORA26) in the field provided.
  - Enter your booth or company name in the field provided.
  - Enter your booth number in the field provided.
  - Review your items, then click "Check Out."
12. Enter your billing information.
  - Use your credit card billing address.
  - Click "Continue to payment method."
13. Enter your payment information and click "Complete order."

**Note: by default, we will send notifications of received items and other communication to the person that placed the order.** If you would prefer these notifications to go to a different person, please immediately send an email to [tradeshow@factor110.com](mailto:tradeshow@factor110.com) with your order number and the name and email address of the person that should receive our communications.

### Shipping Labels

Inbound shipping labels for the Advanced Warehouse and Show Site follow. Please use the proper label depending on the location of where you will be shipping.

If you are unable to use the shipping label, the show code (ORA26), exhibitor booth name and booth number should be on each item. Failure to include this information may result in a delay in your materials.

If you need outbound labels for freight shipments, please request those through your onsite tradeshow manager prior to the end of the show. A copy of your outgoing BOL will be required to create the outgoing labels.

**Did you order Material Handling?**

**An additional \$50 fee will apply if items are received without a Material Handling Order.**

**See page 9.**

**Use to ship to Advance Warehouse**

Must arrive between:  
Monday, July 27 – Wednesday, August 12

Receiving Hours (Central Time):  
Monday – Friday, 9:00 am – 3:00 pm

SHIP TO:



**FACTOR 110**  
**3421 N WALNUT AVE**  
**OKLAHOMA CITY, OK 73105**



HOLD FOR **ORA26** - \_\_\_\_\_  
*(Booth Name)* *(Booth #, if known)*  
ITEM \_\_\_\_\_ OF \_\_\_\_\_  
*(Contact Email – In Case of Questions re: Shipment)*

**Did you order Material Handling?**

**An additional \$50 fee will apply if items are received without a Material Handling Order.**

**See page 9.**

**Use to ship to Advance Warehouse**

Must arrive between:  
Monday, July 27 – Wednesday, August 12

Receiving Hours (Central Time):  
Monday – Friday, 9:00 am – 3:00 pm

SHIP TO:



**FACTOR 110**  
**3421 N WALNUT AVE**  
**OKLAHOMA CITY, OK 73105**



HOLD FOR **ORA26** - \_\_\_\_\_  
*(Booth Name)* *(Booth #, if known)*  
ITEM \_\_\_\_\_ OF \_\_\_\_\_  
*(Contact Email – In Case of Questions re: Shipment)*

FROM:

**Did you order Material Handling?**

**An additional \$50 fee will apply if items are received without a Material Handling Order.**

**See page 9.**

**Use to ship to Show Site**

Freight Only – No Ground/Express Packages

Must arrive:

Monday, August 17 or Tuesday, August 18

Receiving Hours (Central Time):

9:00 am – 5:00 pm

SHIP TO:



**OKLAHOMA CITY CONVENTION CENTER  
LOADING DOCK  
100 MICK CORNETT DR  
OKLAHOMA CITY, OK 73109**



HOLD FOR **ORA26** - \_\_\_\_\_

*(Booth Name)*

*(Booth #, if known)*

ITEM \_\_\_\_\_ OF \_\_\_\_\_

*(Contact Email – In Case of Questions re: Shipment)*

**Did you order Material Handling?**

**An additional \$50 fee will apply if items are received without a Material Handling Order.**

**See page 9.**

**Use to ship to Show Site**

Freight Only – No Ground/Express Packages

Must arrive:

Monday, August 17 or Tuesday, August 18

Receiving Hours (Central Time):

9:00 am – 5:00 pm

SHIP TO:



**OKLAHOMA CITY CONVENTION CENTER  
LOADING DOCK  
100 MICK CORNETT DR  
OKLAHOMA CITY, OK 73109**



HOLD FOR **ORA26** - \_\_\_\_\_

*(Booth Name)*

*(Booth #, if known)*

ITEM \_\_\_\_\_ OF \_\_\_\_\_

*(Contact Email – In Case of Questions re: Shipment)*