

OKLAHOMA STATE APARTMENT ASSOCIATION TRADE SHOW

CAMP OSAA

THURSDAY, APRIL 11th



CENTRAL PARK HALL



4-7pm

SCHEDULE

10:00am
12:00pm
1:00pm
2:00pm
4:00pm

Move-In Begins
Deadline for Vehicles to be Setup in Booths
Leasing Seminar Begins (upstairs)
Maintenance Seminar Begins (upstairs)
Trade Show Floor Opens
Seminars End

5:30pm
6:45pm
7:00pm
7:15pm

\$500 Cash Prize Giveaway
\$500 Cash Prize Giveaway
Trade Show Floor Closes
Tear-Down Begins
After-Show Networking
(at Stumbling Monkey, 8921 S. Yale)

GENERAL INFORMATION

Location:

The OSAA Trade Show will be held at Central Park Hall at Expo Square (4145 East 21st Street , Tulsa, OK)

Booth Size:

Booth size is 10ft x 10ft with 8ft pipe & black drape at the back and 3ft pipe & black drape on the sides. The booth space includes one table (6ft or 8ft) with a black tablecloth and two chairs, unless you stated that you didn't need these items on your registration.

Set-up & Tear-down:

Set-up and tear-down will take place on April 11th only. Booths need to be setup and ready by 3:30pm. Everything must be torn-down and cleared out on the evening of April 11th.

There is street-level access on the East side of Central Park Hall. If you have large items to unload, or a vehicle to display, you can drive in to unload. Please plan to arrive before 12pm if you need to drive a vehicle into the building.

Shipments:

If you need to ship items for your trade show booth, please address your shipping label as follows:
Your Name & Phone Number, OSAA Trade Show, 4000 E. 15th Street, Tulsa, OK 74112
Packages will be declined if the shipping label is incomplete.

Electricity:

Electricity is available for your booth upon request. There is no additional charge for electricity, but we will need to know by Thursday, April 4th if you need access to electricity. You are responsible for bringing your own extension cords. Any cords that could pose as a trip hazard will need to be covered or taped down.

Internet Access:

A wireless connection will be available with a password. Password will be given to exhibitors on the day of the event. If you need a dedicated internet connection or a hard-wired internet connection please email kdemaree@taaonline.org by April 4th to get pricing and place your order for this specialized internet service.

Vehicle Display:

If you are displaying a vehicle in your booth the vehicle must fit inside your booth space and you are required to have the battery cables disconnected, gas caps locked or taped and the vehicle cannot move during the event. Please notify kdemaree@taaonline.org if you plan to have a vehicle in your booth.

Prohibited Items:

Propane, bottled gas or butane are not permitted inside Central Park Hall. No candles or any open flame will be permitted. Outside food & beverages are not permitted—see "Food & Beverage" section for more information.

ATTENDANCE

We are anticipating 400 to attend our trade show this year. There is no charge for rental housing providers (including non-members) to attend. Rental housing providers are owners, property management and apartment community staff. Supplier members must be exhibiting to attend. An attendee list will be emailed to all exhibitors after the trade show.

EXHIBITOR PASSES

Please email nkrouse@taaonline.org the names of the individuals who will be working your booth during the trade show by Friday, April 5th. We will have an exhibitor pass prepared for them the day of the trade show. Each booth comes with 4 exhibitor passes. If you plan to have more than 4 individuals working your booth you can register for additional exhibitor passes (\$25 each) at www.taaonline.org/trade-show.

FOOD & BEVERAGE

Central Park Hall does not allow outside food and beverages, however they have agreed to allow small items like candy or specialized items like non-chilled bottled water labeled with your company logo.

If you would like serve food and/or beverages at your booth, please contact Katie Hood with PartyServe at khoo@partyserve.com or 918-748-0111 x2062 by Thursday, April 4th.

Complimentary appetizers and water stations will be setup on the trade show floor. A concession stand will be open during the trade show where you can purchase food and beverages.

Bars will be setup on the trade show floor, and they will accept cash, credit card or drink tickets.

Contact kdemaree@taaonline.org to pre-order your drink tickets, or you can purchase drink tickets during setup on the day of the Trade Show. We will invoice you for drink tickets purchased.

EXHIBITOR LOUNGE

All exhibitors will have access to an exhibitor lounge.

EXHIBITOR PRIZE GIVEAWAYS

Only Gold & Silver Sponsors can have their prize giveaways announced on the TAA Facebook page during the Trade Show. All exhibitors are welcome (and encouraged) to give away prizes, however you will be responsible for setting up how you want to give away the prize and contacting the winner.

BEST BOOTH CONTEST FOR EXHIBITORS

We encourage you to incorporate our camping theme into your booth setup & décor. Booths will be judged by a group of unbiased people and will be based on your adherence to the theme, overall appearance of the booth & the staff working the booth. Prizes will be awarded to the top three booths. Prize options will be a free Trade booth at our next trade show, the opportunity to do a presentation at a TAA Board meeting, or the opportunity to have a video posted on the TAA website for one month. 1st place gets first choice of the prizes, and 2nd place chooses next.

GAME CARDS & GRAND PRIZE GIVEAWAYS

Two lucky OSAA Trade Show attendees will win a \$500 cash prize. There will be a cash give away at 5:30pm and 6:45pm. In order to be eligible to win the \$500 cash prize, attendees must have pre-registered for the Trade Show, be a member of TAA or AACO, they must visit every booth and receive a stamp on their game card, and they must be present to win. Only attendees who are members and pre-registered will have a game card to be stamped. At the two giveaway times we will have a drawing and text the winner.

SPONSOR LOGOS

Thank you to the sponsors of the OSAA Trade Show! To ensure we are giving you proper recognition make sure you email nkrouse@taaonline.org your logo in a vector .eps file format, and a high resolution .png or .jpg format. Please send your logos no later than Monday, April 1st.

Questions? Please contact the TAA office at 918-747-6217 or kdemaree@taaonline.org.