



Exhibitor Pre-Event Checklist

To ensure a smooth move-in and a successful event for you and your team, the following is an Exhibitor Checklist to help you make final preparations for InnoTech Oklahoma.

❑ **EXHIBITOR WEBINAR** –Join us via [Zoom](#) for a live informational exhibitor webinar on Tuesday, September 8 at 4pm CT.

❑ **PAYMENT** – Make sure that we have received the contract and full payment prior to the event. Participation will not be permitted unless the account is paid in full. Please reach out to Sean Lowery to submit payment if needed at seanl@prosperaevents.com.

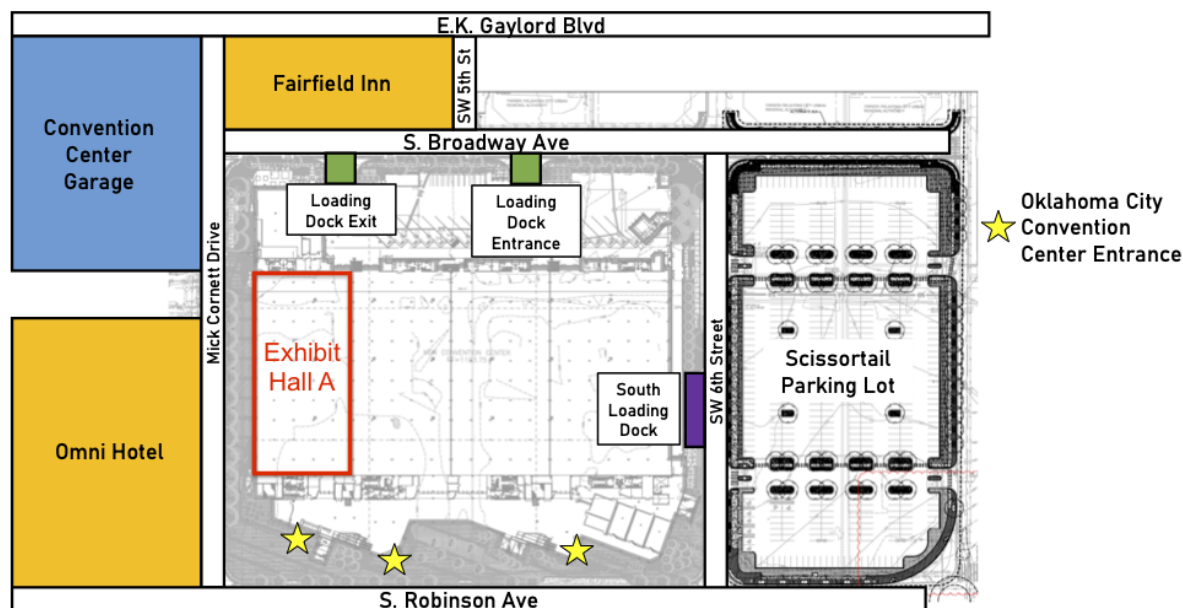
❑ **EVENT HOURS**

- Tuesday, October 20
 - 2:00-6:00pm: Main Exhibitor Move-In
- Wednesday, October 21
 - 7:15-8:15am: Last Minute Exhibitor Move-In
 - 7:15am: Registration Opens (your pre-registered badges will be delivered to your booth on Tuesday though)
 - 8:00am: Opening Keynote
 - 8:30am: Expo Doors Open
 - 8:30am-10:15am: Coffee Break in Exhibit Hall A
 - 9:00am-3:15pm: Conference Sessions
 - 12:00pm-1:00pm: Lunch (there will be a Concession Stand back of Exhibit Hall A where exhibitors can purchase lunch)
 - 3:15pm-4:00pm: Happy 45-Minute Reception
 - 4:00pm-7:00pm: Exhibitor Move Out; Not before 4pm

❑ **SCHEDULED MOVE-IN TIME** – Exhibitor move-in is scheduled for Tuesday, October 20 from 2:00pm to 6:00pm, at the Oklahoma City Convention Center (Exhibit Hall A). The OKC Convention Center is located at 100 Mick Cornett Drive, Oklahoma City, OK 73109. For directions, visit the OKC Convention Center [website](#).

Exhibitors will be allowed in the exhibit hall on Wednesday, October 21 at 7:00am for final set up. All booth locations must be event ready by 8:15am on Wednesday, October 21.

Exhibitors will be able to drive into the dock entrance and unload from a ramp or a dock bay into Exhibit Hall A on October 20. This is accessed from S Broadway Ave (see map below). After loading in from here, you must leave the dock and park at any of the public parking lots before completing set up. You can also park in the Convention Center parking garage or in Scissortail Parking Lot and carry/cart items in from there. Exhibitors are encouraged to bring rolling carts or contact the convention decorator for rental of carts. The convention center does not provide carts. Due to liability and safety issues, children are not allowed in the facility during move-in.



The Convention Center does offer paid parking at 15 SW 4th St., Entrance on Mick Cornett Drive. More info can be found [here](#).

❑ SCHEDULED MOVE-OUT TIME – Exhibitor move-out begins at 4:00pm on Wednesday, October 21 after the close of the event. You may begin to dismantle your display at 4:00pm and not before. Early dismantle may cause safety issues for attendees and other exhibitors. Move-out must be completed by 7:00pm that evening and all items must be cleared from Exhibit Hall A before leaving the night of October 21. Shipment pickups should be scheduled on October 21 between 4pm and 6pm.

❑ EXHIBITOR REGISTRATION – To save time when checking in on site, we ask that all exhibitors working your booth to register prior to October 9. Exhibitor registration includes access to all conference sessions and vendor presentations. Please note, special events require separate registration and payment. Exhibitors must use [this link](#) to register yourself and your booth staff. You may register as many booth staff as you would like, there is no limit. A few important reminders about exhibitor registration:

- Exhibitors/Sponsors are not allowed in the event area on the event day without an official badge.
- Badges will not be mailed in advance.
- Badges will be delivered to your booth during exhibitor setup times.

❑ PRE-EVENT MARKETING – All exhibitors and sponsors are eligible for complimentary InnoTech passes and discounted special event passes to invite clients and/or prospects to InnoTech as a value add for participating. You will receive (if you have not already) an email from Maria with marketing copy, graphics, and your exclusive code. These complimentary InnoTech admission passes do not include entry into the special InnoTech events. They require separate registration and payment.

❑ **INNOTECH LIST OF ATTENDEES** – To respect the input from conference attendees and for general data protection, InnoTech does NOT provide the attendee list to all exhibitors and/or sponsors. The lead retrieval service below is a great way to collect information while onsite at InnoTech. Leads will be available immediately after the event ends.

NOTE: DO NOT purchase an InnoTech list from a broker. This is a fake list and scam. InnoTech NEVER sells or rents lists to brokers or list management services. An example of a fraud email:

From: Susan Jones <tech1@tecevents.tech>
Sent: Thursday, April 6, 2023 9:08 AM
To: Dana R Jones <dana@lunadatasolutions.com>
Subject: InnoTech 2023

Dear Exhibitors,

This is regarding **InnoTech Austin 2023** – Attendees list is available now.

You can use this list for your booth invitation, pre-show marketing campaigns, appointment setting.

Just pick the number that describes best of your response.

1. Yes, Send counts & cost.
2. I'm not interested.

Please Advise

Regards,
Susan Jones | Marketing Executive



❑ **INNOTECH HAPPY 45 MINUTE RECEPTION (an annual tradition!)** – On October 21 from 3:15pm to 4:00pm all InnoTech attendees, exhibitors, speakers and sponsors are invited to enjoy complimentary beverages and networking inside the Exhibit Hall. During the celebration, prizes will be awarded to winning attendees who have completed their Passport to Prizes form and submitted it for the drawing.

❑ **SHIPPING MATERIALS TO THE ADVANCE WAREHOUSE** – Below is IMPORTANT information about shipping your event materials (display, brochures, etc.) to the warehouse for delivery to your booth on move-in day. If you plan to ship your materials PRIOR to Exhibitor Move-In, Event 1 Productions will accept crated, boxed or skidded materials from *September 28 to October 16 at 4:30pm*. By using this service, material handling fees will apply.

All shipments to the advance warehouse must be labeled as follows:

Company Name & Booth #
InnoTech Oklahoma 2026
C/O Event 1 Productions, Inc.
ABF Freight System
1117 E Grand Blvd
Oklahoma City, OK 73129

❑ **SHIPPING MATERIALS TO SHOW SITE** – Below is IMPORTANT information about shipping your event materials (display, brochures, etc.) directly to the event. Event 1 Productions will receive shipments at the exhibit facility on *October 19 and October 20 between 9am to 3pm*. By using this service, material handling fees will apply. Shipments arriving BEFORE October 20 WILL BE REFUSED by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

All shipments to the Oklahoma City Convention Center must be labeled as follows:

Company Name & Booth #
InnoTech Oklahoma 2026
C/O Event 1 Productions, Inc.

❑ **POST EVENT SHIPPING-** Event 1 Productions does NOT handle/schedule any outbound shipments. Exhibitors must make individual arrangements for both outbound shipping. So, after your booth is packed, labeled w/ pre-paid label, and ready to be shipped, schedule a package pickup with your designated carrier. Leave your packages with Event1 at the back of the Expo Hall between 4-6pm prior to leaving. Another option would be to take your items to a nearby UPS/FedEx to ship out. There's a UPS store located at The UPS Store, 4 NE 10th St, Oklahoma City, OK 73104 (7 min drive) and there's a FedEx Office Print & Ship Center located at 101 N Robinson Ave, Oklahoma City, OK 73102 (3 min drive, 12 min walk).

❑ **DECORATING, SHIPPING, AV, ETC** – These services are provided through the forms in the Exhibitor Service Kit from our decorating service partner, Event 1 Productions. Click [here](#) to access the Exhibitor Service Kit.

Each 10x10 booth space comes equipped with carpet, (1) 6' table with black skirt, (2) chairs, and (1) wastebasket; however, should you need additional furnishings, monitors, material handling services, rental display units, etc Event 1 Productions offers many additional (optional) services. Please contact Event 1 Productions at mail@event1inc.net or 918-245-8006 with any decorating questions. Order by October 5 for discounted pricing.

❑ **ELECTRICAL, INTERNET AND TELECOMMUNICATION** – Most booth packages include basic power and wifi. Should you need to order extra power or higher speed internet you can order online by logging in here: <https://okcconventioncenter.boomerecommerce.com>. Contact the Oklahoma City Convention Center at exhibitorservices@okcconventioncenter.com with any questions. Order by October 6 for discounted pricing.

❑ **BOOTH FOOD AND BEVERAGE** –If you wish to provide drinks, snacks, or hors d'oeuvres at your booth, please remember that SAVOR is the exclusive caterer at the Oklahoma City Convention Center. [Here](#) is more information. Please contact SAVOR at (405)768-4614 or savor@okc-cc.com to place a food and beverage order for your booth. Order by September 18.

❑ **LEAD RETRIEVAL TECHNOLOGY** – To enhance your event experience, lead retrieval through Whova is included in all booth packages. To Use: Download the event app once live. Then see instructions [here](#). Note, Maria will need the name and email of each person onsite using the app in order to get them set up on the backend.

❑ **EVENT APP** – Download the event app once live (4 weeks out from the event) and login to complete/update your exhibitor profile. Your email address must be linked to your profile so reach out to Maria if you are unable to access/edit your profile.

❑ **VIRTUAL BOOTH** – Login [here](#) to complete/update your exhibitor profile via Whova. For additional guidance on setting up your booth profile, please refer to the [Whova Exhibitor Guide](#). Your email address must be linked to your profile on the backend to edit, so reach out to Maria Chalaire (maria@prosperaevents.com) if you are unable to access/edit your profile and she can add you. Setup your Virtual Booth by September 23.

❑ **LUNCH FOR YOUR BOOTH STAFF** – InnoTech does not provide exhibitor meals. A concession stand with food and drinks will be located at the back of Exhibit Hall A from 9a-3p where exhibitors and attendees can purchase breakfast and lunch.

❑ **HELIUM FILLED BALLOONS** – Are not permitted in any part of the Oklahoma City Convention Center for decoration, display, giveaway, or sale. AIR FILLED balloons may be used for decoration.

❑ **BOOK YOUR HOTEL** – We do not have a negotiated room block. Closest hotels:

[Fairfield Inn & Suites by Marriott Oklahoma City Downtown](#)

10 SW 4th Street

Oklahoma City, Oklahoma 73109

405-604-5050

5 min walk to Convention Center

[Omni Oklahoma City Hotel](#)

100 West Oklahoma City Boulevard

Oklahoma City, OK 73109

405-438-6500

2 min walk to Convention Center

We look forward to another successful event and encourage you to contact Maria Chalaire with any questions at mariac@prosperaevents.com.