



Thursday, July 26 - Friday, July 27, 2018  
 Stoney Creek Hotel & Conference Center  
 200 W. Albany Drive, Broken Arrow, OK



## Exhibitor Packet

### Schedule of Events

#### Wednesday, July 25

- 8:00 - 12:00 pipe & drape set up in Elements Hall, Stoney Creek Conference Center
- 9:00 am Scramble Golf Tournament @ Battle Creek Golf Club, Broken Arrow
- 1:00 - 8:00 exhibitor set up in Elements Hall, Stoney Creek Conference Center

#### Thursday, July 26

- 8:00 am registration opens
- 9:00 am education sessions begin
- 10:00 am Trade Show opens in Elements Hall
- 12:00 pm lunch (box lunches available for order with registration) in Elements Hall
- 3:00 pm Green Industry Celebration (happy hour, awards and live auction) in Elements Hall
- 7:00 pm evening education session begins

#### Friday, July 27

- 7:30 am registration opens
- 8:00 am ONLA Annual Membership Meeting
- 9:00 am Trade Show opens in Elements Hall
- education sessions begin
- 12:00 pm Awards and Drawing (exhibitor awards, grand prize door prize drawing)
- 12:15 pm exhibitor tear down
- 2:00 pm The Gathering Place sneak-peek guided tour

**Register at <https://www.tickettailor.com/checkout/view-event/id/172568/chk/3275/>**

**Please have your exhibit personnel registered (includes box lunches & golf) no later than July 20th!**

Second Annual



horticulture · water · turf · design · arboriculture

Multi-State green industry and professional affiliates conference + tradeshow

Thursday, July 26 - Friday, July 27, 2018

Stoney Creek Hotel & Conference Center

200 W. Albany Drive, Broken Arrow, OK

Oklahoma Turfgrass Research Foundation



Oklahoma Water Resources Center



Oklahoma Nursery and Landscape Association



**Sponsorships**

**convention guide**

**signage**

**advertisement**

**Green Industry Celebration**

silver (\$150)  
gold (\$250)  
platinum (\$500)  
diamond (\$1000)

name is listed  
name & logo are listed  
logo is shown on cover  
logo is shown on cover

name listed on table cards  
name & logo on table cards  
logo on table centerpieces  
logo on centerpieces & koozies

newsletters / membership directory  
name in newsletter & guide  
logo in newsletter & guide  
logo in newsletter, 1/2 pg dir ad  
logo in newsletter, full pg dir ad

**Education**

silver (\$150)  
gold (\$250)

name is listed  
logo is listed

name on sign outside of room  
logo on sign outside of room

name in newsletter & guide  
logo in newsletter & guide

**Hospitality**

silver (\$150)  
gold (\$150)

name is listed  
logo is listed

name on signs by food/drinks  
logo on signs by food/drinks

name in newsletter & guide  
logo in newsletter & guide

**Ice Sponsor (\$300)**

*sponsor the purchase of the ice used for tree & plant material watering*

logo is shown on cover

logo on ice containers

logo in newsletter, 1/2 pg dir ad

**Bag Sponsor (\$500)**

*sponsor the purchase of fabric bags given to all attendees*

logo is shown on cover

logo printed on fabric bags

logo in newsletter, full pg dir ad

**SOLD**

**Lanyard Sponsor (\$750)**

*sponsor the purchase of name badge lanyards given to all participants*

logo is shown on cover

logo printed on lanyards

logo in newsletter, full pg dir ad

**SOLD**

**Advertising**

ONLA Membership Directory: filled with information about our organization and a directory of all ONLA members  
full page ad (3.25" wide x 8.00" tall) \$100.00 half page ad (3.25" wide x 4.00" tall) \$60.00

Oklahoma Grows Conference + Trade Show Guide: schedule, education and sponsor/donor listings  
quarter page ad (3.75" wide x 4.5" tall) \$75.00 business card sized ad \$50.00

**Donating**

Donate **door prizes** to entice our attendees! Get your name out in front of the attendees.  
Donate **auction items** that will bring top bids to support ONLA Scholarships given to Oklahoma Hort & LA students.  
Donate your **unsold plant material and supplies** to the FFA students who assist with exhibitor set-up & tear down.

**Sign up for these opportunities with your exhibitor registration. Contact the ONLA Office for more information.**



## Exhibitor Policies and Procedures

### Exhibitor Information Reception

All exhibitors receive the **Exhibit Space Reservation Form** upon request of exhibit space. Deadline to submit exhibitor information via the exhibitor space reservation form is June 30, 2018. Failure to submit by this date may result in incorrect or incomplete information printed in the convention guide, membership directory, exhibit space signage, advertising and other marketing materials.

The **exhibitor packet** will be distributed to all exhibitors on June 18, 2018 via email using email addresses provided on the exhibitor space reservation form that was completed at the time that the exhibit space was reserved.

**Exhibit personnel** are limited to those who are employed by the exhibiting company. There is no limit to the number of exhibit personnel allowed to register. However, it is expected that each exhibiting company will register a reasonable number of exhibit personnel based on the size of the exhibit space and their responsibilities throughout the event.

**Sponsorships, advertising and other opportunities** are on a first-come, first-served basis.

### Exhibit Space Specifications

Exhibit spaces are 10' wide by 6' deep or 10' wide by 10' deep. Each space is defined by an 8' tall curtain along the back of the space and 3' tall curtains on either side of the space. No curtains may be relocated or removed unless they are in the middle of an exhibitor's multiple-exhibit-space area or on an aisle of an end-cap (corner) exhibit space. Ceiling height is 16', not taking into consideration any chandeliers or other fixtures. No materials may extend into the aisle or into neighboring exhibit spaces.

Materials may extend above your exhibit space, provided they do not interfere with lighting fixtures or other structural aspects of the trade show venue or encroach into the area above the neighboring exhibit spaces.

### Exhibit Space Furnishings + electrical and WiFi service

Each exhibit space shall include, at no additional charge, a covered six-foot table, two chairs, wastebasket and a sign bearing the name and location of the company. Ice will be available for plant material & tree watering.

**ELECTRIC SERVICE IS ORDERED THROUGH ONLA.** Basic 10 amp service outlet, up to 1200 watts, is available by ordering such service at a cost of \$35.00 with your registration. Basic WiFi will be available throughout Stoney Creek Hotel & Conference Center. The password will be provided upon hotel check-in and/or exhibitor check-in.



## Exhibitor Policies and Procedures, page 2

### Trade Show Hours

|                  |                    |                    |
|------------------|--------------------|--------------------|
| Move In          | Wednesday, July 25 | 1:00 pm - 8:00 pm  |
| Trade Show Hours | Thursday, July 26  | 10:00 am - 5:00 pm |
| Trade Show Hours | Friday, July 27    | 9:00 am - 12:00 pm |
| Move Out         | Friday, July 27    | 12:00 pm - 2:00 pm |

### Exhibit Space Requirements

Exhibitors are required to wear exhibitor badges while on the trade show floor and in conference areas. All noise and activities are expected to be managed and controlled in a way that does not interfere with other exhibitors. Demonstrations are to be kept inside the exhibit space. Aisles shall not be blocked at any time during trade show hours.

### Exhibitor Move-In and Move-Out

Exhibitor move-in begins at 1:00 p.m. on Wednesday, July 25. Stoney Creek Hotel & Conference Center is located north of Highway 51 and Elm Place in Broken Arrow. Parking is available in the surface lot adjacent to Elements Hall (northeast corner of the complex) at no additional charge. Entrance to Elements Hall is through the hotel and via doors located on the north side of the building. Exhibitors with hand-held materials, please utilize the surface lot and Conference Center entrance doors. Exhibitors with trucks and trailers, please utilize the loading docks on the south side of the Conference Center. First to arrive is the first to unload. Please be courteous of other drivers by unloading safely and in a timely manner. Please do not leave vehicles unattended or in loading areas once you have completed unloading. Overhead doors will be accessible during move-in and move-out.

**Party Pro Rents** is the decorator and trade show equipment supplier for Oklahoma Grows.

We are hopeful that students from local FFA chapters will be on hand assisting exhibitors with move-in. Please be thoughtful to the students and other exhibitors in the amount of time that their assistance is utilized.

Personal equipment used by exhibitors is limited to hand trucks, plant carts and similar equipment.

No motorized equipment is allowed inside Elements Hall as it completed carpeted. All trees, plant materials, etc. must have plastic placed beneath such material to protect the carpeting.



## Exhibitor Policies and Procedures, page 3

### Exhibitor Move-In and Move-Out, continued

All exhibitors must have all of their materials moved into their exhibit spaces no later than 8:00 p.m. on Wednesday, July 25 without permission from Becky Sellers, Executive Director. Exhibitors may return to their exhibit spaces on Thursday morning, July 26 beginning at 8:00 a.m. for final preparations. Exhibitor move-out begins no earlier than 12:00 p.m. on Friday, July 27. We are hopeful that move-out assistance from local FFA students will again be available.

### Material Freight Handling/Drayage Services

Please ensure all packages and or freight being shipped to Stoney Creek Hotel & Conference Center shows the following information on the shipping label, or, in some other prominent location on the package, crate or pallet:

**Stoney Creek Hotel & Conference Center**

**Attention: Group Sales**

**200 W. Albany**

**Broken Arrow, OK 74012**

**918-123-4567**

**Oklahoma Grows July 26-27**

**HOLD FOR: COMPANY NAME, CLIENT NAME, BOOTH #, PHONE NUMBER**

All shipments can be delivered beginning Friday, July 20. Due to a minimum amount of storage space, Stoney Creek will not accept deliveries prior to July 20. If shipments are received prior to July 20, additional charges and storage fees will be assessed. Exhibitors will be responsible for tear down of equipment and packaging. Exhibitors must have a pre-paid shipping label for return freight and will need to confirm pick up with a freight forwarder. Shipments left at Stoney Creek Hotel & Conference Center after Friday, August 3 may be disposed of by Stoney Creek staff.

### Security

Elements Hall and the Atrium area will be secured after the conclusion of the event each night. Exhibitors assume sole responsibility for the security of their materials and products at all times. Exhibitors are encouraged to insure, at their own expense, their property against loss or theft. They are further encouraged to personally secure any items that may be of added concern (laptop computers, tablets, small electronics, etc.) both during and outside of trade show hours.

Second Annual

# OKLAHOMA GROWSA

horticulture · water · turf · design · arboriculture

Multi-State green industry and professional affiliates conference + tradeshow

Thursday, July 26 - Friday, July 27, 2018

Stoney Creek Hotel & Conference Center

200 W. Albany Drive, Broken Arrow, OK

Oklahoma Turfgrass Research Foundation



Oklahoma Water Resources Center



Oklahoma Nursery and Landscape Association



## Exhibitor Policies and Procedures, page 4

### Solicitation

Solicitation throughout the venue during the course of the convention and trade show by persons other than exhibitors is prohibited. Persons in violation will be asked to leave the premises immediately. Please report all suspected violations to an ONLA Board Member.

### Food and Beverages

All food and beverages served on the premises must be provided by ONLA as a hospitality service during the convention and trade show or sold through Stoney Creek Hotel & Conference Center. ONLA is under contract regarding the catering and sales of food and beverage during the event. Exhibitors who wish to serve food and beverages from their exhibit space must contact the ONLA Office to make arrangements for service with these vendors

## Stoney Creek Conference Center



