



Exhibitor 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.

- ❑ **PAYMENT** – Make sure that we have received full payment prior to the event. Participation will not be permitted unless account is paid in full. InnoTech accepts the following major credit cards: Visa, MasterCard, American Express and Discover OR mail payments to arrive NO LATER THAN Friday, October 30, 2009 to:
Prospera Events, LLC P.O. Box 4068 Wilsonville, OR 97070

- ❑ **EVENT HOURS – Wednesday, November 4, 2009**
Conferences 8:00am - 4:00pm
Exhibits 8:30am - 4:00pm

- ❑ **SCHEDULED MOVE-IN TIME:** Exhibitor move-in is scheduled for Tuesday, November 3rd, from 2:00pm until 7:00pm at the Cox Business Services Convention Center, Exhibit Hall 1, 1 Myriad Gardens, Oklahoma City, OK 73102-9219. For directions, visit the Cox Business Services Convention Center web site at <http://www.coxconventioncenter.com/questservices.html#127>
Move in must be completed by 7:00pm.

Exhibitors will be allowed inside Exhibit Hall 1 on Wednesday, November 4th at 7:00am for last minute details. All booth locations must be event ready by 8:15am on Wednesday, November 4th.

Exhibitor loading and unloading for move in and out takes place at the NW loading dock, on the corner of Robinson and Sheridan. During move in & move out, exhibitors may drive their vehicles on to the loading dock for a limited time just to load and unload. After this time, they must leave the dock and park at any of the public parking lots before completing their set up. 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 underground parking garage located below the Cox Business Services Convention Center (managed by Republic Parking Systems) offers over 900 parking spaces. Parking entrances are located on the east side of the building on E.K. Gaylord and the west side of the building on N. Robinson. The current charge for event parking is \$6.00 per entry. Additional parking is available nearby, throughout downtown and Bricktown.

- ❑ **SCHEDULED MOVE-OUT TIME** – Exhibitor move-out begins at 4:00pm on Wednesday, November 4th, after the close of the event. You may begin to dismantle your booths at 4:00pm and not before. Early dismantle may cause safety issues for attendees and other exhibitors. Move-out must be complete by 8pm that evening.
- ❑ **EXHIBITOR REGISTRATION** – To make your registration experience quick and easy, it is strongly recommended that ALL exhibitors, speakers and sponsors pre-register for the event at the official web site. Please share the following easy registration instructions with your booth staff.

To register:

- Visit <http://www.innotechok.com>
- Click Register Now
- Select Exhibitor

Please note that pre-registration closes at midnight on Monday, November 2nd. After November 2nd, booth personnel may register on site at the event.

A few important reminders about exhibitor registration:

- Exhibitors will NOT be allowed in the event area on the event day without an official badge.
- Badges will NOT be mailed in advance.
- All badges must be picked up in the on-site registration area (inside Exhibit Hall 1) at the following times:
2:00pm to 7:00pm on Exhibitor Move-In Day
7:30am to 4:00pm on the Event Day

- ❑ **PRE-EVENT MARKETING** – All exhibitors and sponsors are eligible for a specific number of complimentary passes (available in hard copy and electronic form) to invite clients and/or prospects to InnoTech as a value add for participating. Standard admission price is \$25.00. This does not include (or discount) the eMarketing or IT Executive Forum Special Events @ InnoTech, which require separate registration and payment. Please contact your InnoTech representative if you have not received your complimentary passes.
- ❑ **INNOTECH NETWORKING RECEPTION** – From 3:30pm – 4:00pm on November 4th all InnoTech attendees, exhibitors, speakers and sponsors are invited to enjoy complimentary beverages and networking inside Exhibit Hall 1.
- ❑ **DECORATING, ELECTRICAL, INTERNET AND TELECOMMUNICATION** – These services are provided through the forms in the online Exhibitor Service kit from Event 1 Decorating.

Each 10x10 booth space comes equipped with BLACK carpet, (1) 6' draped table, (2) chairs, and (1) wastebasket; however, additional furnishings, material-handling services, rental display units, and many other optional event services can be arranged through Event 1.

Please contact Event 1 at (918) 245-8006 or visit www.event1inc.net to order online or with any decorating questions.

TO ORDER ONLINE YOU MUST BE A CONFIRMED EXHIBITOR IN THE EVENT.

Note: Because each exhibitor has varying electrical service requirements, electrical service is not included. To place an electrical service, telephone or internet service order please use the forms in your Exhibitor Services kit or contact the Cox Convention Center Utility Services Division at (405) 602-8500.

- ❑ **LEAD RETRIEVAL TECHNOLOGY** – To enhance your event experience, we offer lead retrieval and information management services through Exgenex. Exgenex's portable, lead collection technology allows you to collect and qualify leads right in your booth and have a complete database of your contacts emailed to you shortly after the event. For more information on the Exgenex's lead retrieval systems, please review the order form located in your exhibitor service kit or to order online, visit www.exgenex.com or call Exgenex at (781) 821-6734.
- ❑ **HIGH SPEED INTERNET ACCESS** – To order high speed Internet access through the Cox Convention Center Utility Department, please call (405) 602-8500 or complete the order and payment forms located in the service kit and fax it to (405) 602-8505.
- ❑ **SHIPPING MATERIALS TO SHOW SITE** - Following is IMPORTANT information about shipping your event materials (display, brochures, etc.) directly to the event.

Event 1 will receive shipments at the exhibit facility starting: Tuesday, 11/3/09 at 8am

Shipments arriving before this date may 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 Cox Convention Center must be labeled as follows and be delivered no earlier than 8am Tuesday, November 3, 2009:

Exhibiting Company Name / Booth # _____
Show Site Shipping Address:
Exhibiting Company Name & Booth #
Hold for InnoTech
c/o Event 1
Cox Business Services Convention Center
1 Myriad Gardens
Oklahoma City, OK

If you are shipping your materials in advance of InnoTech, Event1 (our decorating company) will accept crated, boxed or skidded materials beginning Monday, October 5 through Monday, November 2, 2009.

The address for shipping materials to the advance warehouse is:

Exhibiting Company Name / Booth # _____
2009 InnoTech Oklahoma Conference and Exposition
Event1 Productions, Inc.
Yellow Freight
8000 SW 15th St.
Oklahoma City, OK 73128

To avoid additional after deadline charges, materials shipped in advance must arrive by Monday, November 2, 2009. After November 2, 2009, plan to ship your materials DIRECTLY to the Convention Center (see above for address).

- HOST HOTEL** – The Renaissance Hotel Oklahoma City Convention Center, located at 10 North Broadway, Oklahoma City, OK 73102, phone (405) 228-8000 is InnoTech’s host hotel. With its four-diamond status, and newly renovated guest rooms and public space, this downtown Oklahoma City hotel is a place of style, class, and boasts a uniquely provocative ambiance. Services include a full spa, coffee shop offering Starbucks, 24 hour in-room dining, and a world-class executive chef. The Renaissance Hotel is smoke-free. Hotel offers valet-parking at a cost of \$25.00 per day with unlimited in and out usage.

The SPECIAL INNOTECH RATE of \$139.00 (+ applicable state and local taxes, currently 13.88%) **is available by calling the hotel directly at (405) 228-8000 by Wednesday, October 14, 2009 and asking for the InnoTech rate.** After October 14th, rooms and rates are based on availability.

- AUTOMOBILE POLICY** – If you plan on displaying a vehicle in your booth please be aware of the following Fire Marshal requirements: Vehicle shall not be fueled inside the building, nor started during event hours, fuel tank openings shall be locked or sealed to prevent vapor release or tampering, fuel tanks shall have only one-quarter of a tank of fuel and at least one battery cable will be disconnected from each set of batteries on all powered equipment during exhibit. In addition, please advise your event contact if you are planning on displaying a vehicle in your booth so that a Display Permit for Motor Vehicles form can be completed.

We look forward to a successful event and encourage you to contact us with any questions at (503) 570-6295.