

Birthday Block Party Trade Show



SCHEDULE

8:00am	Move-In Begins	4:00pm	Education Sessions End
10:00am	Deadline for Vehicles to be Set Up in Booths	4:00pm	Trade Show Floor Opens
1:30pm	Deadline to have Booth Setup Complete	7:00pm	Trade Show Floor Closes
2:00pm	Fair Housing Education Sessions Begin	7:15pm	Tear-Down Begins

General Information

Location

The TAA Trade Show will be held at the Exchange Center 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. Host sponsor booths are customized and will vary.

Included with Booth

The booth space includes one table (you choose 6ft or 8ft) with a black tablecloth and two chairs, unless you stated that you didn't need these items when you completed the booth setup information form. Electricity is available for your booth upon request.

There is no additional charge for electricity, but we need to know in advance on your booth setup information form if you will need access to electricity. You must bring your own extension cords and power strips. Any cords that could pose as a trip hazard will need to be covered or taped down.

Complete the Booth Setup Info Form by March 26 to ensure you have everything you need.

Set-up & Tear-down

Set-up and tear-down will take place on April 23 only. Booths need to be set-up by 1:30pm. The Education Sessions prior to the Trade Show will be in the same space as the booths, so booth setup will not be allowed during the time of our Education Session (1:30-4:00) to prevent disruptions. Exhibitors should plan to be at their booth by 3:30pm to be ready for the Trade Show floor to open at 4pm. Everything must be torn-down and cleared out that evening. There is street-level access on the West side of the Exchange Center. If you have large items to unload, or a vehicle to display, you can drive in to unload. You must arrive before 10am if you need to drive a vehicle into the building. If you are concerned about not having enough time to set-up your booth on April 23, please contact Tiercy at tjarvis@taaonline.org or 918-747-6217 to discuss options for additional set-up time.

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Shipments

If you need to ship items for your trade show booth, please address your shipping label as follows:

EXPO SQUARE-CHP. (CONTACT NAME & COMPANY NAME)-TAA TRADE SHOW, 4000 E. 15th Street, Tulsa, OK 74112

Packages will be declined if the shipping label is incomplete. Arrangements can be made for return shipments.

Return shipments must have a shipping label with barcode on them and scheduled for pickup on April 24.

Vehicle Display

The booth space includes one table (you choose 6ft or 8ft) with a black tablecloth and two chairs, unless 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 us in advance if you plan to have a vehicle in your booth.

Prohibited Items

Propane, bottled gas or butane are not permitted inside the Exchange Center. No candles or any open flame will be permitted. Outside food & beverages are not permitted-see "Food & Beverage" section for more information.

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Internet Access

A wireless connection will be available and will be presented to you by April 15th 2026

Attendance

We are anticipating 300-400 to attend our Trade Show this year. There is no charge for TAA residential property management professionals members to attend. Residential property management professionals are owners, property management company 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 tjarvis@taaonline.org the names of the individuals who will be working your booth during the trade show by Wednesday, April 14 .

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 (\$50 each) at <https://www.taaonline.org/events/tradeshow26#overview>

Food and Beverage

The Exchange Center (Expo Savare) does not allow outside food and beverages, however they have agreed to allow small items like candy or specialized non-chilled bottled water labeled with your company logo. No outside alcohol will be allowed.

If you would like to serve food and/or beverages at your booth, please contact Katie Hood with SERVEGROUP at hood@servegroup.com or 918-748-0111 x2062 by Wednesday, April 15

Complimentary appetizers and water stations will be setup on the trade show floor.

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

You will receive information via email about purchasing drink tickets once we have that available. You will be able to purchase drink tickets during setup on the day of the Trade Show. We will invoice you for drink tickets purchased.

Exhibitor prize giveaways

All exhibitors are encouraged to give away prizes at their booths during the Trade Show, it's a great way to draw attendees in and create excitement!

Please email tjarvis@taaonline.org by March 26th with details of the prize(s) you plan to give away so we can include them in our Trade Show marketing and promotions.

We're looking forward to seeing all the fun and creative giveaways this year!

Best booth contest

We encourage you to incorporate Birthday theme into your booth setup & decor. Booths will be judged by attendees 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.

Giveaways

The TAA will still give away \$500, in what manner is still to be determined.

Questions? Please contact Tiercy Jarvis at 918-747-6217 or tjarvis@taaonline.org