

TULSA APARTMENT ASSOCIATION TRADE SHOW

APARTMENT-CON

THURSDAY, APRIL 13th | CENTRAL PARK HALL | 4-7PM

SCHEDULE

10:00am	Move-In Begins	4:00pm	Trade Show Floor Opens
11:00am	Deadline for Vehicles to be Setup in Booths	5:30pm	\$500 Cash Prize Giveaway
2:00pm	Leasing Seminar Begins (upstairs)	6:45pm	\$500 Cash Prize Giveaway
3:00pm	Maintenance Roundtable Begins (upstairs)	7:00pm	Trade Show Floor Closes
4:00pm	Education Sessions End	7:15pm	Tear-Down Begins

GENERAL INFORMATION

Location:

The TAA 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 when you completed the booth setup information form (www.taaonline.org/boothsetup).

Set-up & Tear-down:

Set-up and tear-down will take place on April 13th only. Booths need to be setup and ready by 3:30pm. Everything must be torn-down and cleared out on the evening of April 13th. 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 11am 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: EXPO SQUARE-CHP, (YOUR 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 14th or 17th.

Electricity:

Electricity is available for your booth upon request. There is no additional charge for electricity, but we will need to know in advance on your booth setup information form (www.taaonline.org/boothsetup) if you will need access to electricity. You are responsible for bringing your own extension cords and power strips if you will be plugging in multiple items. 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 email krenfrow@taaonline.org by April 5th 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 us in advance 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 300-400 to attend our Trade Show this year. There is no charge for residential property management professionals (including non-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 nkrouse@taaonline.org the names of the individuals who will be working your booth during the trade show by Friday, April 7th. 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 www.taaonline.org/event/tradeshow23.

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 SERVEGROUP at khoo@servegroup.com or 918-748-0111 x2062 by Thursday, April 6th.

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 LOUNGE

All exhibitors will have access to an exhibitor lounge.

EXHIBITOR PRIZE GIVEAWAYS

All exhibitors are welcome (and encouraged) to give away prizes! Please email krenfrow@taaonline.org to let us know what you plan to give away at your booth so we can use in our marketing for the Trade Show. Hero & Gold Sponsors can have their prize giveaways announced live on the TAA Facebook page during the Trade Show. Silver & Bronze Sponsors can have their prize giveaways posted on TAA social media platforms. Exhibitors 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 comic-con 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 shared on TAA social media platforms. 1st place gets first choice of the prizes, and 2nd place chooses next.

GAME CARDS & GRAND PRIZE GIVEAWAYS

Two lucky TAA 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 and be a member of TAA, 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 TAA 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 Friday, March 31st.

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