



VENDOR KIT

OCTOBER 23-25, 2026



VENDOR KIT
OKC
OCTOBER 23-25, 2026

We are delighted that you will be joining us for our **October 23-25, 2026**, Braum's Affair of the Heart of Oklahoma City show located at the OKC Fair Park in Oklahoma City, Oklahoma. We look forward to seeing our old friends and meeting new vendors. For this show, we'll be utilizing the Bennett Event Center and Centennial buildings. This packet contains important information that will be helpful as you plan and prepare for this October show. *Please note that deadlines and details could change and this vendor kit & manual are updated regularly, so please keep checking our online Vendor Kit for the most recent version*

THIS PACKET INCLUDES THE FOLLOWING:

- Important dates and times
- Fire marshal requirements
- Food & Beverage vendor requirements
- Diagram of OKC Fair Park Parking
- Midwest Trade Show Unlimited Inc. order information, if you need pipe and drape or tables
- And much more

Our show is successful because of you and your wonderful products. As the show producers, we do everything we can to draw shoppers to the show to ensure a good weekend for you. To ensure a positive show environment for everyone, we have included show guidelines in the following pages of the Vendor Kit. ***Please read everything carefully and share with those responsible for your participation in the show.***

Please see the attached forms for additional important information. As always, you can call our office with any questions at 405.632.2652.

Thank you again for your support and we look forward to seeing you in October!

Sincerely,

Rachel Whitmire
Tausha Gagnon
Lindsay Zaras



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SHOW MANAGEMENT

The Braum's Affair of the Heart of Oklahoma City Show is produced and managed by:

Marketplace Events

2000 Auburn Drive, Suite 200

Beachwood, OH 44122

www.marketplaceevents.com

SHOW TEAM

Rachel Whitmire	Assistant Show Manager	rachelw@mpeshows.com	904-594-1253
Tausha Gagnon	Exhibitor Sales Consultant, M-Z / Show Coordinator	taushag@mpeshows.com	405-832-9088
Lindsay Zaras	Exhibitor Sales Consultant, #, A-L	lindsayz@mpeshows.com	704-969-6817

SHOW FACILITY/LOCATION

OKC Fair Park

Bennett Event Center

3101 Gordon Cooper Boulevard | Oklahoma City, OK 73107

Centennial Building

609 Kiamichi Place | Oklahoma City, OK 73107

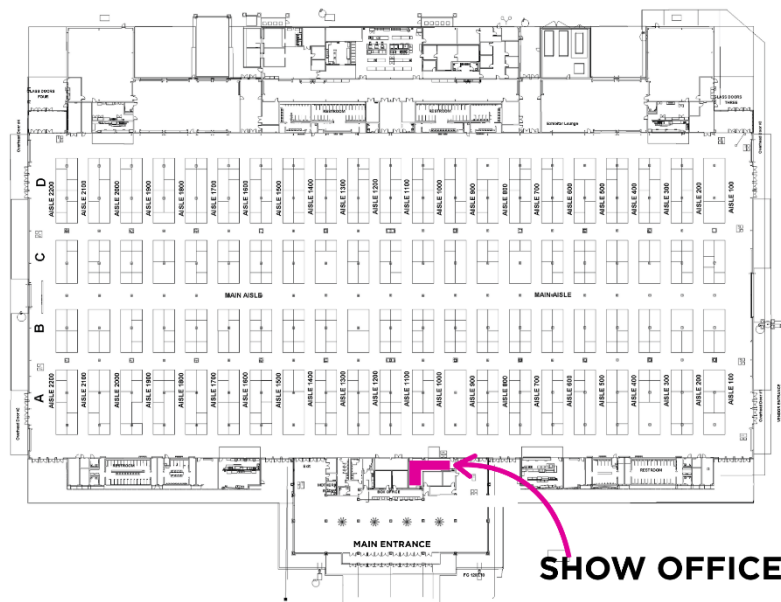
P: 405-948-6700

<https://okcfairpark.com/>

SHOW OFFICE

During move-in, show hours & move-out, Show Management will maintain an office at the OKC Fair Park. The office is located in the Bennett Event Center, inside the Main Entrance, just inside the main show entrance outside the entrance doors. Look for the show office sign.

BENNETT EVENT CENTER



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SOCIAL MEDIA

Follow & tag the Braum's Affair of the Heart Shows on social media before and during the show!
Tag us on Facebook [@AffairoftheHeartShows](#) and on Instagram [@AffairoftheHeartShows](#).

SHOW DATES & HOURS

Friday	October 23, 2026	9:00 AM – 6:00 PM
Saturday	October 24, 2026	9:00 AM – 6:00 PM
Sunday	October 25, 2026	11:00 AM – 5:00 PM

The building will be open to exhibitors one hour before and one hour after show hours.

PARTNER HOTEL

Holiday Inn Oklahoma City Airport

4401 SW 15th

Oklahoma City, OK 73108

(405) 601-7272

Rate: \$99.00 - Book [here](#) by two weeks prior to show to secure this special rate!

CHECK-IN & SET-UP DATES, HOURS, DETAILS

Move-In and Set-Up is from 9 AM – 7 PM on Thursday, October 22, 2026.

Vendors may check in from **9:00 AM to 7:00 PM** on **Thursday, October 22, 2026**. Your booth is forfeited if you're not checked in by 7:00 PM. Please check in at show office.

The building is open until **9:00 PM** on Thursday for set-up activities. You may **NOT** wait until Friday to set up your booth. **During booth set-up, do not remove the tape or chalk on the floor marking booth spacing.** Please be prepared with carts or other equipment as necessary for your set up.

DATE	MOVE-IN DETAILS	TIMES
Wednesday, October 21, 2026	By appointment ONLY Over 400 sq. ft. Drive-in for the Bennett Event Center is permitted until 4:00 PM All vehicles must be out of the building by 5:00 PM No Drive-in permitted in the Centennial building.	12:00 PM – 5:00 PM
Thursday, October 22, 2026	Drive-in for the Bennett Event Center is permitted until 2:00 PM All vehicles must be out of the building by 3:00 PM All vendors must check in at the show office by 7:00 PM No Drive-in permitted in the Centennial building.	9:00 AM – 9:00 PM

For drive-in, vehicles must be unloaded and immediately removed from building. Vehicles cannot remain in the building overnight. **If your vehicle and or trailer combination is too long you will not be permitted to drive-in. Large trucks, such as U-Haul, box trucks or motor homes, will not be allowed to drive in. The overhead doors are 20' wide x15' high.**



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Each vehicle will be given a Drive-In Pass with the time you drive into the building. You will have a **30-minute maximum** time limit to **unload**. We will be limiting the number of vehicles in the building for safety purposes.

No move in through glass doors, this includes hand-carry items.

No Drive-in permitted in the Centennial building.

BENNETT EVENT CENTER DRIVE-IN/MOVE-IN INFORMATION

ROW A - BOOTH #s ending in 04-15 ENTER THRU DOOR 1 STAY STRAIGHT EXIT THRU DOOR 2	ROW B - BOOTH #s ending in 20-27 ENTER THRU DOOR 1 TURN RIGHT, TURN LEFT on MAIN AISLE TURN RIGHT & EXIT THRU DOOR 2	ROW C - BOOTH #s ending in 32-39 ENTER THRU DOOR 3 TURN LEFT, TURN RIGHT on MAIN AISLE TURN RIGHT & EXIT THRU DOOR 4	ROW D - BOOTH #s ending in 44-55 ENTER THRU DOOR 3 STAY STRAIGHT EXIT THRU DOOR 4
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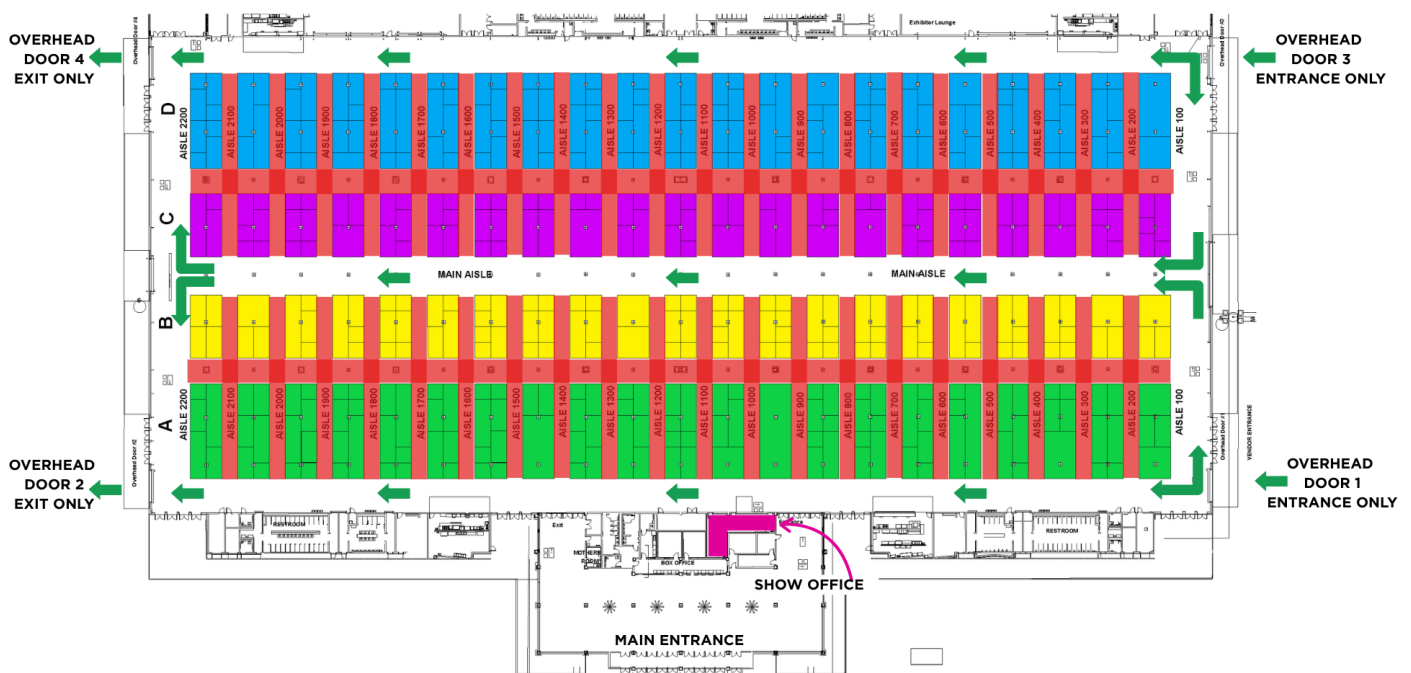
VEHICLES ARE LIMITED TO THE PERIMETER AND MAIN AISLE - DO NOT TURN DOWN OR DRIVE DOWN CROSS AISLES

MOVE-IN AND SET-UP IS FROM 9:00 AM - 7:00 PM on THURSDAY OCTOBER 22, 2026

DRIVE-IN IS ONLY IN THE BENNETT EVENT CENTER - NO DRIVE-IN IS PERMITTED IN THE CENTENNIAL BUILDING

DRIVE-IN IS PERMITTED THURSDAY, OCTOBER 22, 2026 FROM 9:00 AM - 2:00 PM.

ALL VEHICLES MUST BE OUT OF THE BUILDING BY 3:00 PM



FOR SAFETY AND LIABILITY REASONS, NO ONE UNDER THE AGE OF 16 IS PERMITTED IN THE HALLS OR DOCK AREAS DURING MOVE-IN/OUT.

MOVE-OUT

Dismantling your booth prior to show close at **5:01 PM on Sunday** is strictly prohibited. All materials **must be removed** from the facility by **8:00 PM on Sunday, October 25, 2026**. **Drive-in for the Bennett Event Center will start at 6:00 PM and your booth must be packed and ready to load before you will be permitted to drive-in.** Your space must be clean of all debris. If any materials are left behind, your company will be subject to a removal and cleaning fee. Marketplace Events is not responsible for any materials that are left in the building.

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Do not break down early as this is a serious safety issue for our shoppers and extremely discourteous to your neighboring vendors who are trying to conduct business.

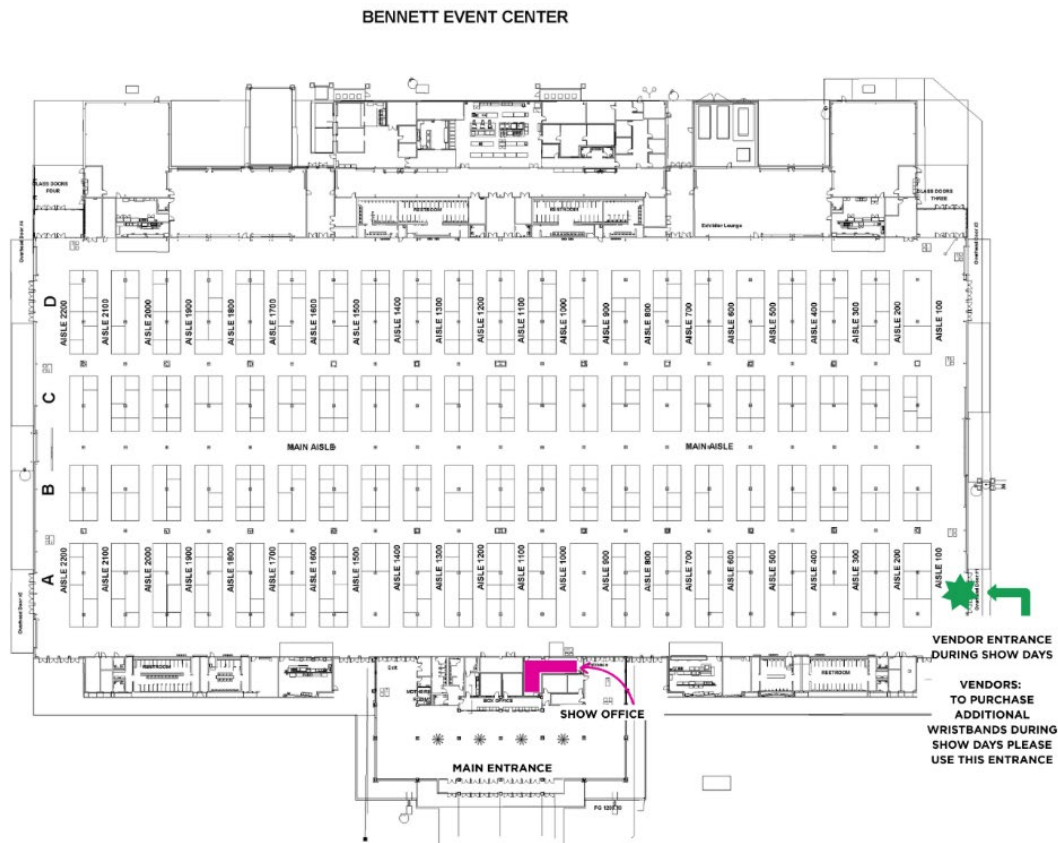
FOR SAFETY AND LIABILITY REASONS, NO ONE UNDER THE AGE OF 16 IS PERMITTED IN THE HALLS OR DOCK AREAS DURING MOVE-IN/OUT.

VENDOR WRISTBANDS

Vendor wristbands can be picked up in the show office. Wristbands provide entrance to the show. You may purchase additional wristbands for \$13 each. The size of your booth determines the number of wristbands you'll receive in your packet: 10x10 & 10x20 = 2 wristbands | 10x30 = 3 wristbands | 10x40 = 4 wristbands, over 400 sq. ft. 1 wristband per 100 sq. ft.

VENDOR ENTRANCES DURING SHOW HOURS

During show hours, exhibitors may use the Vendor Entrance in the Bennett Event Center to access the exhibit hall directly, vendor wristbands must be worn to enter through this entrance which is adjacent to the Vendor parking lots on the side of the building or the Main Entrance which is located through the lobby, next to the Box Office. Refer to the show floor plan. A vendor wristband will be required to enter the show floor. If you do not have a wristband, you can purchase one at the Vendor Entrance for the Bennett Event Center using a debit or credit card, cash will not be accepted. The main entrance is primarily for attendees and gets very crowded prior to opening each morning. You will not be allowed to bring in supplies through this entrance, including hand-carried items.

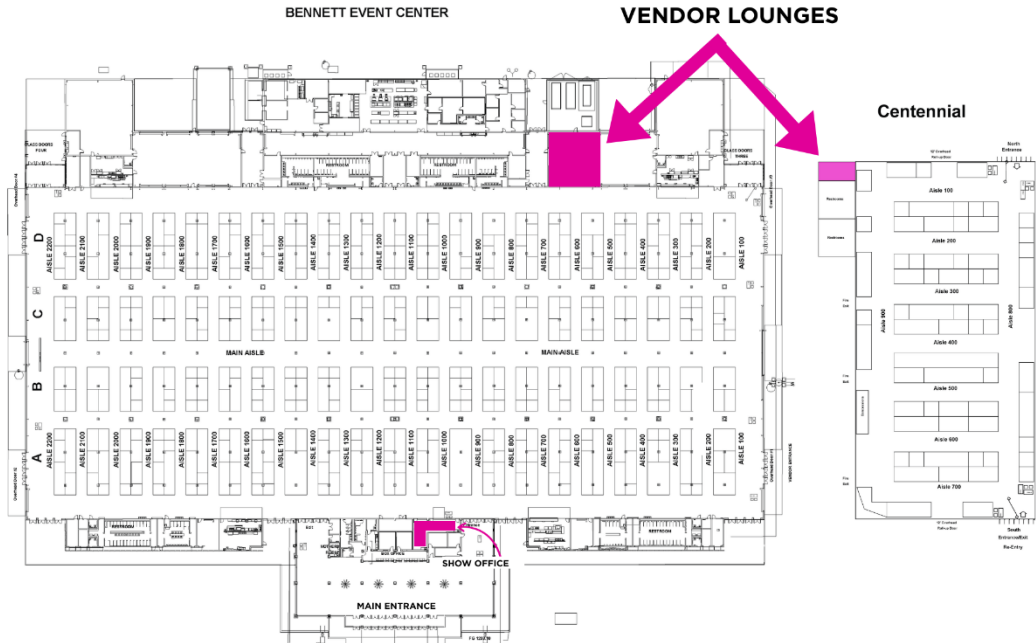


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VENDOR LOUNGE

Visit the vendor lounge located at the back of the Bennett Event Center exhibit hall and the NW corner of the Centennial building to to enjoy your break, lunch or for extended personal calls. Look for the signs. For this show, we'll offer a limited supply of complimentary self-serve water during move-in on Thursday, October 22, 2026 in our vendor lounge.



SALES TAX INFORMATION

The tax rate for Oklahoma City is **8.625%**. Please note that this rate could change and for the most accurate rate and information you should contact the [Oklahoma Tax Commission](#) for any questions or additional details. You will receive information directly from the Oklahoma Tax Commission about how to pay your sales tax for this show. Please watch your email inbox for this and direct all questions regarding taxes and that email to Chrishelle Bruner at the Oklahoma Tax Commission, (405) 522-6273 or SpecialEvents@tax.ok.gov.

SERVICE ANIMAL POLICY

We are committed to accessibility and welcome Service Animals on our show sites, subject to the following guidelines. These guidelines are in place to ensure everyone's safety and comfort. If you have any questions about whether your animal will be permitted on-site, please email the Show Manager prior to move-in.

1. **Eligibility.** Service Animals are generally permitted at our shows. Under the ADA regulations, a Service Animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. To bring a dog on-site, the dog owner must be willing to answer the following questions:
 - a. Is the dog a service animal required because of a disability, and
 - b. What work or task has the dog been trained to perform?
2. **Limitations.** Emotional support animals are not necessarily "Service Animals." While an animal might provide comfort and emotional support for its owner, we are unable to permit the animal on the show site if it does not meet the criteria above.
3. **Behavior Expectations.** Individuals who use Service Animals must always retain control of their animals and



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should keep them on a leash or harness while on-site. If a Service Animal is required to be off-leash due to the nature of the disability, this will need to be cleared with the Show Manager. Further, Service Animals must be housebroken and are required to behave and not bark, growl, jump on, or lunge at others. MPE may take corrective action if the Service Animal is not behaving appropriately, up to and including the removal of the service animal from the show.

Thank you for helping us maintain a safe and accessible show site environment.

BOOTH INFORMATION

*****TENTS/CANOPIES ARE NOT PERMITTED*****
*****HELIUM BALLOONS ARE NOT PERMITTED*****

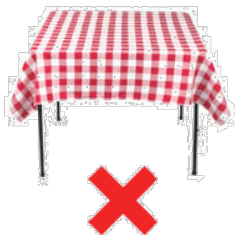
BOOTH BACKDROP

It is required that you have some type of backdrop and sides in your booth. Your booth will need walls to give it a finished look. You can use pipe and drape, grids, or lattice work (which have to have material behind them). Please note that if you have a corner, you will need two sides, if you do not, you will need 3 sides covered. You may use tent sides, but not the top, as no tents are permitted due to fire marshal safety rules. We prefer that you come up with some creative ideas to give your booth a finished look that matches your personal style.

If you need pipe and drape, please contact Midwest Trade Show Unlimited. Their form is included in this packet or you can [click here to download it](#). Midwest Trade Show Unlimited **Early Bird Discount ends on 10/9/2026 at noon CST** and **Final pre-orders are due by 10/16/2026 at noon CST**, after the final pre-order deadline, you will need to **place your order on-site at the Midwest table, which will be located outside of the show office in the Pavilion building**. Please note that orders made on-site will have a limited drape color selection and limited amount of tables and chairs. Please be sure to include your booth number in your order. If you do not have a full backdrop and sides to your booth, you will receive one verbal warning. After that, you will not be allowed to vend at Braum's Affair of the Heart in the future.

TABLE SKIRTING

It is mandatory that all tables are properly skirted. Please make sure that your table covers reach the floor so items stored under the table won't be seen.



STAFFING YOUR BOOTH

All vendors are expected to staff their booths during all published show hours. Our shoppers pay an entrance fee and expect to be able to do business with our vendors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity

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must take place inside your contracted space.

We ask that all children remain in the booth with their parents. Allowing them to roam disturbs other vendors and is a safety risk.

FIRE MARSHAL REQUIREMENTS

All vendors must set up and stay inside their marked lines. Nothing can be outside of your booth. Management will be checking throughout the show. If you are asked to move something, please do it the first time and do not move it back once we leave. If you do not comply with the fire marshal's rules, they can either write you a citation or shut down the building.

You cannot have open flames or tent coverings over your booth.

PARKING

Parking is free at the OKC Fair Park. Do not move the orange cones or the barriers that are in the OKC Fair Park parking lots. They are put up by OKC Fair Park for a reason. If you put out your own cones, they will be removed.

All RVs and motor homes must leave the fairgrounds at night. You can stay at the fairgrounds RV park or come back each day to work out of your RV or motor home. If you wish to stay at the OKC Fair Park RV park, please [click here](#) for more information and to reserve your space.

ELECTRICAL BOXES

Please bring long extension cords to reach the electrical outlets. Please note that due to the nature of the electrical boxes you may need to share the space it takes up with your neighbor. Please work together to get connected where it best serves everyone in your group of booths.

POLITICAL POLICY

MPE prohibits political candidates, political parties, and organizations advocating for ballot initiatives or political issues from exhibiting at US consumer home and holiday shows. MPE also prohibits the display or sale of products or services that are political or partisan in nature, or that may reasonably be understood to promote, incite, or glorify hatred, violence, or racial, sexual, or religious intolerance. MPE reserves the right to interpret and apply these standards in its sole discretion, and its determinations shall be final.

MPE shows are intended to provide welcoming, in-person commerce experiences. Our priority is to maintain respectful, safe marketplaces where attendees and exhibitors can gather to learn, shop, compare offerings, and conduct business. These standards are designed to support an inclusive and professional environment for all participants. This policy is effective January 1, 2024, for all U.S. shows.

MISCELLANEOUS

Here are a few miscellaneous items to remember:

- There are no tables or chairs available from Affair of the Heart to borrow or rent. If you require tables or chairs to use during the show, we highly recommend either bringing your own or renting from Midwest Trade Show Unlimited, our show decorator. Please refer to the Vendor Kit for Midwest's ordering form.
- No profanity of any kind on any of your products is permitted as this is a family friendly event.
- No candy is allowed in your booth. Candy cannot be handed out from your booth or available at your register.
- Bring a 100-foot extension cord.
- Bring plenty of change for the weekend. Unfortunately, Braum's Affair of the Heart will no longer be able to provide change to vendors at the upcoming shows. Please come prepared with plenty of change to start each day, as we'll no longer be able to break large bills or provide coins.



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WI-FI

Free wi-fi is available at the OKC Fair Park but is limited to 10 Mbps download / 5 Mbps upload speeds. Additionally, as more people utilize the free connection, the slower/less reliable the connection may become. Instructions for connecting to the free wi-fi can be found [here](#).

We strongly encourage you to purchase the premium wi-fi service for your point of sale. Premium wi-fi is limited to 20 Mbps download / 10 Mbps upload speeds. Premium wi-fi is priced per device at the following*:

\$15 – 1 Day (24 hours)

\$50 – 4 Days (96 hours)

\$70 – 1 Week (168 hours)

Instructions for purchasing and connecting to premium wi-fi can be found on page 2 [here](#).

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see the [OKC Fair Park Internet Order Form](#).

**Pricing is subject to change, please check with the facility for the most current pricing.*

Please note that many card readers and other technology may not be able to connect to the venue Wi-Fi because you must complete sign-up via a browser and will require a hotspot to work.

CARD READERS and SQUARE TERMINALS

Many card readers and Point of Sales (POS) terminals cannot connect to the internet if there is a browser interface. The paid Wi-Fi connection does utilize a browser interface, which can cause issues with some POS systems connecting to the internet.

If this applies to your POS/card reader, please note that you may need to bring your own hot-spot or order POS internet through the facility. You can access the order form for the facility [here](#).*

**Pricing is subject to change, please check with the facility for the most current pricing.*

FOOD & BEVERAGE VENDORS

Deadline to book into the show for food & beverage vendors is the Friday four (4) weeks prior to the show opening, which is **September 18, 2026**.

In order to book in the show you must complete the [OKC Fair Park Food/Beverage Booth and /or Sampling Request](#) and receive approval from the venue prior to the above deadline and booking of your space. Additionally, you will need to submit your **COI (Certificate of Insurance)** and **Health Department License/Facility #** (if applicable) to the Assistant Show Manager, Rachel Whitmire, RachelW@mpeshows.com via this [form](#).

For more on the COI – see the [Insurance Section](#) below.

Additionally, please be sure to submit your COI (Certificate of Insurance), Health Department License/Facility # (if applicable), and the Food Vendor Electric Needs or notice that electricity is not required via this [form](#) to the Operations Manager, Rachel Whitmire, RachelW@mpeshows.com by **September 18, 2026**, to ensure you have the correct electrical power.



SECURITY

Security is provided and guards will be on duty 24 hours throughout the event. Every reasonable precaution will be taken to protect exhibitors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk.

As a benefit to our vendors you can purchase insure through the company listed below, or utilize your own insurance provider.

Show Insurance Made Easy - A simple way to establish insurance for the show. [CLICK HERE](#)

A few things to be aware of:

- Vendors will have to pick the show from a drop-down list that includes shows other than just those run by MPE.
- Marketplace Events is not selling this insurance and doesn't profit from it in any way. This is simply a resource for those vendors who don't already have the required insurance coverage per their contracts.

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. You may use any insurance company for insurance but it must meet the following requirements:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move in to the end of move out
- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of the certificate of insurance (COI) to MPE if requested

For the COI, the certificate holder should be:

Marketplace Events LLC

2000 Auburn Dr, Suite 200 Beachwood, OH 44122

And please list the following as additionally insured:

Tulsa County Public Facilities Authority and ExpoSERVE Management Corporation

- Dates for the COI must cover the move-in to move-out period.

UPCOMING SHOWS

- November 20-22, 2026 – Tulsa, Oklahoma
- February 26-28, 2027 – Oklahoma City, Oklahoma
- June 11-13, 2027 - Oklahoma City, Oklahoma
- July 16-18, 2027 – Tulsa, Oklahoma
- October 22-24, 2027 - Oklahoma City, Oklahoma

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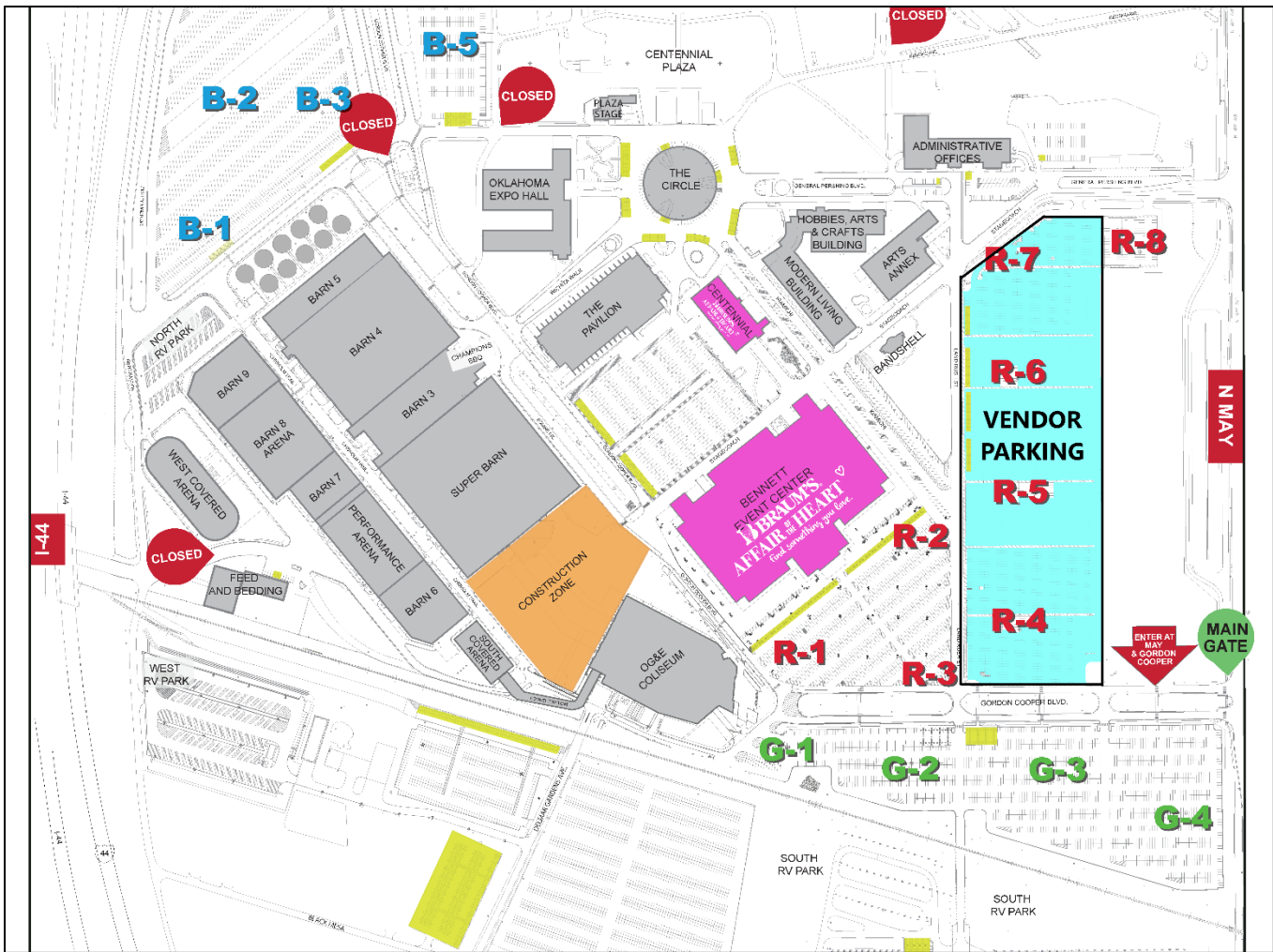


SHIPPING INFORMATION

If you need to ship something to the Oklahoma City Fairgrounds, you need to have the following info. You must be there to accept shipment. Braum's Affair of the Heart will not take it. Packages will need to be shipped by Fed Ex or UPS as USPS will not deliver to individual buildings.

OKC FAIR PARK BRAUM'S AFFAIR OF THE HEART Your name, Booth number & TELEPHONE NUMBER Your Building Name Your Building Address (See below)	
BENNETT EVENT CENTER 3101 Gordon Cooper Boulevard Oklahoma City, OK 73107, USA	CENTENNIAL 609 Kiamichi Place OKC, OK 73107

MAP OF TULSA VENDOR PARKING



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MIDWEST TRADE SHOW UNLIMITED INC.

BOOTH BACKDROP AND TABLE ORDER FORM

Early Bird Discount ends on 10/9/2026 at noon CST and Final Pre-orders are due by 10/16/2026 at noon CST, Orders **AFTER 10/16/2026 at noon CST** must be made in person at the Midwest Trade Show Unlimited desk, located near the Vendor Lounge in the Bennett Event Center, during vendor setup at show site. In person orders for drape and skirted tables made at show site will have limited color selection For questions about orders or how to order, please contact Midwest Trade Show Unlimited at orders@midwest-expo.com or (918) 584-0988.

Midwest is typically onsite on Thursday from 9:00AM – 4:00PM, Friday and Saturday from 8:00AM – 9:30AM, and Sunday, from 10:00AM – 11:30 AM.



MIDWEST TRADE SHOW UNLIMITED
1510 S. Memorial Drive, Tulsa, OK
918-584-0988
orders@midwest-expo.com

Drape Rental

Please Print Clearly

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>>> REQUIRED >>> Setup Date & Time -> **<<<**

WE MUST KNOW THE DATE AND APPROX. TIME OF YOUR SETUP ARRIVAL TO SCHEDULE YOUR RENTALS AND SERVICES

Company Name..... Booth Number.....
Street Address..... City, State & Zip.....
Ordered By (print)..... Date.....
Signature..... Phone..... Fax.....
Email Address..... Cell Phone.....

Prices are for the duration of the show. All equipment is on rental basis and includes delivery to your booth and removal at the close of the show. All material will remain the property of Midwest Trade Show Unl. and should be left safely at your booth at the close of the show. Damage to any Midwest Trade Show Unl. rental items will be charged to the credit card on file or invoiced directly to the address on file.

EARLY DISCOUNT orders must be received no later than:

12:00 noon on Friday October 9th, 2026

ALL pre-orders must reach our office no later than:

12:00 noon on Friday October 16th, 2026

Orders **AFTER 12:00 noon Friday October 16th, 2026** must be made in person at the Midwest Decorating Co. desk during vendor setup at show site.

IN PERSON ORDERS FOR DRAPE AND SKIRTED TABLES MADE AT SHOW SITE WILL HAVE LIMITED COLOR SELECTION - SEE BELOW

Additional Drape (per linear foot - 10 foot minimum)

Feet of 8 foot tall drape
(10 foot minimum)

Feet of 3 foot tall drape
(10 foot minimum)

PRE-ORDERS circle your color choice (colors apply to 3' & 8' tall drape)

Red - Gold - Blue - Plum - Teal - Black
Burgundy - Silver - Hunter Green - Kelly Green - Dusty Rose

NOTE: IN-PERSON DRAPE ORDERS MADE AT SHOW SITE WILL BE LIMITED TO THE FOLLOWING COLORS: BLACK, RED, DUSTY ROSE

DISCOUNT Rate through Standard Rate
Friday October 9th, 2026

\$ 5.00 / foot \$ 6.00 / foot
5.00 / foot 6.00 / foot

All charges **MUST** be prepaid and Credit Card must be on file with this order.

Prepaid Order **Must Be Received** by the date listed for discount.
Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

Sub Total \$
Sales tax rate of **8.625%** will be added on "Payment Data" form

PAYMENT: Refer to "Payment Data" form

www.midwest-expo.com

email: orders@midwest-expo.com

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 BRAUM'S
AFFAIR OF THE HEART
Find something you love.



MIDWEST TRADE SHOW UNLIMITED
1510 S. Memorial Drive, Tulsa, OK
918-584-0988
orders@midwest-expo.com

Misc Rental

Please Print Clearly

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>>> REQUIRED >>> Setup Date & Time -> **<<<**
WE MUST KNOW THE DATE AND APPROX. TIME OF YOUR SETUP ARRIVAL TO SCHEDULE YOUR RENTALS AND SERVICES

Company Name..... Booth Number.....
Street Address..... City, State & Zip.....
Ordered By (print)..... Date.....
Signature..... Phone..... Cell.....
Email Address.....

Prices are for the duration of the show. All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.
All material will remain the property of Midwest Trade Show Unl. and should be left safely at your booth at the close of the show. Damage to any Midwest Trade Show Unl. rental items will be charged to the credit card on file or invoiced directly to the address on file.

Quantity		DISCOUNT Rate through	Standard Rate
		Friday October 9th, 2026	
30" tall display tables			
.....4' table UNSKIRTED with white vinyl applied to top		\$ 64.00	84.00
.....6' table UNSKIRTED with white vinyl applied to top		77.00	96.00
.....8' table UNSKIRTED with white vinyl applied to top		90.00	109.00
.....4' table SKIRTED 3 SIDES with white vinyl applied to top	Circle your color choice (colors apply to all tables) ...	84.00	99.00
.....6' table SKIRTED 3 SIDES with white vinyl applied to top	Red - Gold - Blue - Plum - Teal - Black ...	96.00	118.00
.....8' table SKIRTED 3 SIDES with white vinyl applied to top	Burgundy - Silver - Hunter Green - Dusty Rose ...	105.00	125.00
NOTE: IN-PERSON SKIRT ORDERS MADE AT SHOW SITE WILL BE LIMITED TO BLACK ONLY.			

42" tall display tables			
.....4' table UNSKIRTED with white vinyl applied to top		\$ 84.00	104.00
.....6' table UNSKIRTED with white vinyl applied to top		97.00	116.00
.....8' table UNSKIRTED with white vinyl applied to top		110.00	129.00
.....4' table SKIRTED 3 SIDES with white vinyl applied to top	Circle your color choice (colors apply to all tables) ...	104.00	119.00
.....6' table SKIRTED 3 SIDES with white vinyl applied to top	Red - Gold - Blue - Plum - Teal - Black ...	116.00	138.00
.....8' table SKIRTED 3 SIDES with white vinyl applied to top	Burgundy - Silver - Hunter Green - Dusty Rose ...	125.00	145.00
NOTE: IN-PERSON SKIRT ORDERS MADE AT SHOW SITE WILL BE LIMITED TO BLACK ONLY.			

Additional Rental Items

.....Your table skirted on 3 sides plus white vinyl on top (requires stapling to your table)		\$ 64.00	76.00
.....Your table skirted on 3 sides (requires stapling to your table)		51.00	64.00
.....Standard chair		33.00	39.00
.....Bar stool		71.00	99.00
.....Waste basket		17.00	24.00
.....Sign easel		37.00	48.00
.....Bistro table		75.00	99.00

Carpet

.....10 foot X 10 foot		\$ 125.00	200.00
.....10 foot X 20 foot		225.00	350.00
.....10 foot X 30 foot		325.00	500.00
.....BULK carpet - per sq. yard (.....ft. Xft. Divided by 9 =sq. yds)		11.00	14.00
.....Carpet PAD - per sq. yard (.....ft. Xft. Divided by 9 =sq. yds)		7.00	10.00
.....Visqueen - per sq. yard (.....ft. Xft. Divided by 9 =sq. yds)		5.00	6.00

All charges MUST be prepaid and Credit Card must be on file with this order.

Prepaid Order Must Be Received by the date listed for discount.
Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form

www.midwest-expo.com

email: orders@midwest-expo.com

Sub Total \$

Sales tax rate of 8.625% will
be added on "Payment Data" form

VENDOR KIT
OKC
OCTOBER 23-25, 2026



MIDWEST TRADE SHOW UNLIMITED
1510 S. Memorial Drive, Tulsa, OK
918-584-0988
orders@midwest-expo.com

Payment Data

Please Print Clearly

Affair of the Heart OKC - Fall 2026

October 23-25, 2026

>>> REQUIRED >>> Setup Date & Time -> **<<<**
WE MUST KNOW THE DATE AND APPROX. TIME OF YOUR SETUP ARRIVAL TO SCHEDULE YOUR RENTALS AND SERVICES

Company Name..... Booth Number.....
Street Address..... City, State & Zip.....
Ordered By (print)..... Date.....
Signature..... Phone..... Cell.....
Email Address (required for secure billing)

Prices are for the duration of the show. All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.
All material will remain the property of Midwest Trade Show Uni. and should be left safely at your booth at the close of the show.
Damage to any Midwest Trade Show Uni. rental items will be charged to the credit card on file or invoiced directly to the address on file

☐ **PAYMENT BY CHECK**

Fill in necessary forms and make check payable to order of:

Midwest Trade Show Unlimited

Then mail signed forms and check to:

Midwest Trade Show Unlimited
1510 South Memorial
Tulsa, OK 74112

☐ **PAYMENT BY CREDIT CARD**

MAIL IN:

Fill in necessary forms including PAYMENT DATA FORM then mail to above address.
We'll send an email invoice through INTUIT with a secure payment link.

EMAIL:

Step1: Fill in necessary forms including PAYMENT DATA FORM then scan / take photos of all filled pages and email to: **orders@midwest-expo.com**
Step2: We'll send an email invoice through INTUIT with a secure payment link.

RENTAL SERVICES

\$ Amount

Drape Rental	(add tax below)	
Misc Rental	(add tax below)	
RENTAL SERVICES SUBTOTAL		\$
Sales Tax	8.625%	\$
RENTAL SERVICES TOTAL		\$

WE MUST RECEIVE READABLE IMAGES OF YOUR SIGNED FORMS AS VERIFICATION BEFORE YOUR ORDER CAN BE PROCESSED.

www.midwest-expo.com

email: orders@midwest-expo.com

VENDOR KIT
OKC
OCTOBER 23-25, 2026



OKC FAIR PARK FREE WI-FI INSTRUCTIONS

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fair Park Internet Order Form.



OKC Fairgrounds

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fairgrounds Internet Order Form.

FREE WI-FI INSTRUCTIONS

Free Wi-Fi is limited to 10 Mbps download / 5 Mbps upload speeds.

1. While onsite, in your list of available wireless networks, connect to "State Fair Free."
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Enter your email address; check the box to accept the terms of use and acknowledge that you are 13 years of age or older; and click the "Register" button.

11:36 5G 87

netlogin.okstatefair.com
State Fair Free

< > Log In to Captive Wi-Fi Cancel

Welcome to the
OKC Fairgrounds
Home of the Annual
Oklahoma State Fair

FREE WiFi Sign-Up
Please complete the form below for FREE Internet access.

Email Address:

Please enter your email address.

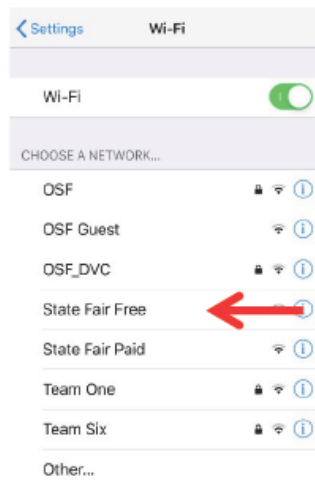
Communications:
☒ By registering, you are eligible for prize giveaways and will receive information from us about events, discounts and special offers as well as our e-newsletter.

Confirm:
☐ I accept the [terms of use](#) and acknowledge that I am 13 years of age or older.

Register

For questions or problems, please call 405.242.0104 or email wifi@okstatefair.com.

OKC FAIRGROUNDS



For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

OKC Fairgrounds Wi-Fi

Revised: June 2024



VENDOR KIT
OKC
OCTOBER 23-25, 2026



OKC FAIR PARK PREMIUM WI-FI INSTRUCTIONS

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fair Park Internet Order Form.



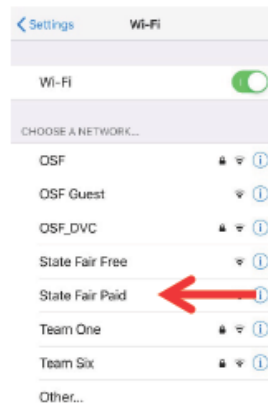
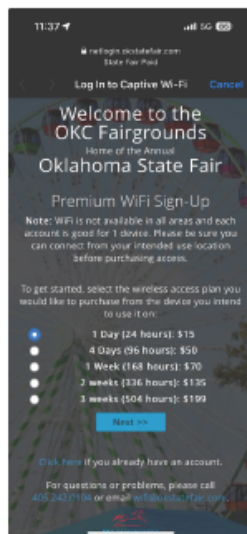
OKC Fairgrounds

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fairgrounds Internet Order Form.

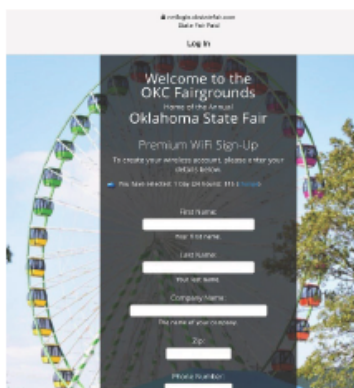
PREMIUM WI-FI INSTRUCTIONS

Premium Wi-Fi is limited to 20 Mbps download / 10 Mbps upload speeds.

1. Using the device you wish to purchase premium access for, connect to "State Fair Paid."
Note: Premium account purchases are only good for one (1) device.
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Select your plan of choice and click the "Next" button.



4. Enter your billing information, check the box to accept the terms of use and click the "Purchase Access" button.



For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

OKC Fairgrounds Wi-Fi

Revised: June 2024