**Dear 2023 AAPG Mid-Continent Section Meeting Exhibitors:**

Good afternoon all and Happy Friday!  We’re pleased to inform you that Event 1 Productions has been selected to serve as the Official Service Contractor for your decorating needs at the 2023 AAPG Mid-Continent Section Meeting tradeshow to be held October 8-10, 2023 in the Oklahoma City Convention Center, 100 Mick Cornett Dr., Oklahoma City, OK 73109.  Event 1 Productions offers many services and rental equipment to help maximize your exposure at the 2023 tradeshow. You’ll find more info in the attached vendor packet, or online at <https://www.event1inc.net/events/view/142>.

**Here are a few key items to make note of:**

1. All single booths for this show will be 10’x10’ and come with 8’ pipe & drape back wall, 3’ pipe & drape side rails, one (1) skirted 6’ table, two (2) folding chairs, a wastebasket and a 7”x36” booth ID (company name only) sign. Event 1 Productions also offers a complete list of items to enhance your booth space (pub tables covered in spandex with counter high stools, leather furniture, counter high tables, flat screen TV monitors, trusses, easels, literature racks, etc.).  Look over our attached vendor packet for photos/descriptions/pricing on our inventory of booth extras, or check them out online at <https://www.event1inc.net/events/view/142>.
2. **Electrical and internet services are NOT provided with your booth package. You can order and pay for these services directly through the convention center at**[**https://okcconventioncenter.com/exhibit/services/**](https://okcconventioncenter.com/exhibit/services/)**.  You'll also need to either bring your own 30' extension cord and power strip with you, or rent those from Event 1 as well. Order your booth items before the Monday, September 18th deadline for the best prices!**
3. Event 1 Productions will have an Exhibitor Services Desk onsite and operational between 2:00pm to 5:30pm on Sunday, October 8th to assist you and answer any questions you may have.
4. I’m also attaching an exhibitor punch list and our exhibitor freight FAQ sheet that might help you be more prepared for your show. I hope they come in handy.

**Discount Deadline Date: Monday, September 18, 2023 @ 4:30pm (Central Time)**

**IF YOU’LL BE SHIPPING ITEMS (LIKE BACKDROPS, BANNERS, MACHINERY, ETC.) TO THIS SHOW, PLEASE READ THIS IMPORTANT INFO REGARDING FREIGHT SHIPMENTS:**

All ADVANCE freight must be received at the ABF warehouse (1117 E. Grand Blvd., Oklahoma City, OK 73129) between September 15th and October 3rd and we’ll have it transported to the Oklahoma City Convention Center and placed in your booth space.

The Oklahoma City Convention Center will only accept DIRECT freight shipments for this conference on Wednesday, October 4th or Thursday, October 5th between 9:00am and 3:00pm. If you need to send freight to this show to arrive after the deadline date and time, or have other freight and drayage questions, please contact us at 918-245-8006. You’ll also need to fill out and complete the advance freight shipping page (pg. 12) or the direct freight shipping page (pg. 13) and the payment info page (pg. 23) from the vendor packet, or select “Advanced Receiving/Material Handling Service” if you choose to order online.

**All material handling charges must be paid before your freight will be delivered to your booth.**

If you have an account with another carrier (UPS, FedEx, etc.), please make arrangements to have all your freight shipments from the show picked up **on Tuesday, October 10, 2023**. All outbound freight remaining after 5:00pm will be forced out collect within 10 business days through a common carrier. Event 1 will operate a shipping information desk near the end of the show to help answer any of your shipping questions but remember,**YOU are responsible for making all outbound shipping arrangements to get your freight sent from the Oklahoma City Convention Center to wherever you need it to go.**

Event 1 Productions also sells exhibit displays, pop-up displays, table throws, booth banners, hanging banners, literature racks and so much more. You can send us the artwork you would like to use or we can design something for you, but the print deadline is rapidly approaching so don’t delay. If you're interested in pricing for any of these or any other item, please contact Scott Cutten at 918-245-8006 or SCutten@Event1inc.net.

If you need any additional assistance with planning of your display booth, marketing assistance, promotional products, theme decorations, rental items or if you need to make other payment arrangements, please call Event Manager Steve McDonald by phone at 918-245-8006 or by email at steve@Event1inc.net.

We look forward to the opportunity to serve you and help AAPG Mid-Continent Section make this year’s meeting and tradeshow a tremendous success. Thanks and have an awesome weekend!

Sincerely,

Steve McDonald

Event Manager

Event 1 Productions, Inc.

**Office:** 918-245-8006

**Cell:** 918-521-1324