



2026 EXHIBITOR SERVICES MANUAL

GENERAL INFORMATION

For questions about 2026 ASPE Convention & Expo policies, regulations and display limitations, please contact +1 571-313-5159 or email aspeinfo@taffyevents.com.

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, please contact [Freeman Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#). For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

To take advantage of Freeman advance order discount rates, place orders on [FreemanOnline](#) by **September 11, 2026**.

EXHIBIT LOCATION

Oklahoma City Convention Center – Halls A-D
416 S Robinson Ave
Oklahoma City, OK 73190

SHOW HOURS

Monday	October 12	11:00 AM – 5:00 PM
Tuesday	October 13	10:00 AM – 3:00 PM

Exhibitor personnel are permitted to enter the hall beginning at 8:00 AM each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and by 4:30 PM on Sunday, October 11.

SHIPMENTS

Exhibitors may ship their freight in advance to the official general service contractor's (Freeman) warehouse or ship directly to the Oklahoma City Convention Center using the addresses provided.

Warehouse shipping address:

Exhibiting Company Name / Booth Number
ASPE Convention & Expo 2026
Oklahoma City Convention Center
C/O Freeman
416 S Robinson Ave
Oklahoma City, OK 73190
USA



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Warehouse shipping information:

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 9, 2026 at the warehouse shipping address.
- Material arriving after October 2, 2026 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number
ASPE Convention & Expo 2026
Oklahoma City Convention Center
C/O Freeman
416 S Robinson Ave
Oklahoma City, OK 73190
USA

Show site shipping information:

- Freeman will receive shipments at the exhibit facility beginning October 9, 2026.
- 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.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"



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EXHIBITOR MOVE-IN & BOOTH PERSONNEL ACCESS HOURS

Friday	October 9	7:00 AM – 12:00 PM	1 st Targeted Move-In
Friday	October 9	1:00 PM – 4:30 PM	2 nd Targeted Move-In
Saturday	October 10	8:00 AM – 4:30 PM	
Sunday	October 11	8:00 AM – 4:30 PM	

EXHIBITOR SERVICES CENTER

The Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

EXHIBITOR MOVE-OUT & DISMANTLING

Tuesday	October 13	3:00 PM – 10:00 PM
Wednesday	October 14	8:00 AM – 4:30 PM

- All exhibitor materials must be removed from the exhibit facility by October 14, 2026 - 4:30 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by October 14, 2026 - 12:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Dismantling may **NOT** begin until the show closes at 3:00 PM on Tuesday, October 13, 2026. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show may incur a loss of priority points. One hour after show closing, returning of cartons and equipment cases will begin, followed by crates. **This process will take approximately 6 hours. Please plan your travel departure arrangements accordingly.**

BOOTH EQUIPMENT & CARPET

Each 10' x 10' booth will be set with 8' high **blue** and **white** back drape and 3' high **blue** side dividers. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor.

All exhibits must have wall-to-wall carpeting or other professional flooring, with no concrete floor exposed. The aisle carpet will be **Midnight Blue, a mix of blue and black.**



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BUSINESS CENTER

There is not an official Business Center onsite at the Oklahoma City Convention Center. There is a full-service UPS Store located on the 2nd Floor of Omni Oklahoma City Hotel directly across the street. For more information about available services, visit [The UPS Store Oklahoma City](#).

Phone: (405) 768-4170

Email: store7843@theupsstore.com

DIRECTIONS

Oklahoma City Convention Center
100 Mick Cornett Dr.
Oklahoma City, OK 73109

Located east of Scissortail Park, bounded by:

- North: SW 4th Street
- South: SW 7th Street
- West: Robinson Avenue
- East: Shields Boulevard

Please refer to the detailed [directions](#).

PARKING & PUBLIC TRANSPORTATION

[Oklahoma City Convention Center Parking](#)

15 SW 4th St. (Entrance on Cornett Drive)

- 1,106 total parking spaces
- 24 ADA-accessible spaces
- Clearance: 8'2"

Rates (subject to change):

- Hourly: \$2/hour
- Daily / Event: \$10

Parking receipts include complimentary access to the OKC Streetcar for up to two riders within 24 hours. The nearest stop is Scissortail Park. For route details, stops, and schedules, please view the official [Streetcar map](#).



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PRIORITY SPACE SELECTION

Exhibit space selection for the 2028 ASPE Convention & Exposition will be held during the 2026 event. It will take place during official show floor hours in the Sales Office inside the exhibit hall located in booth #1051. More details will be sent to your company primary contact closer to the show.

SECURITY

Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses.

The final responsibility, however, lies with the exhibitor. It is advised that items such as laptops, small monitors, or anything which is easily concealed, be secured in a booth over night or removed with the exhibitor at the end of each day. Private guards can be hired from the [Oklahoma City Convention Center Online Store](#) or by contacting Amy Leshner at +1 (405) 768-4616 or alesher@okc-cc.com.