

# OASSP Fall Conference Exhibitor Contract November 10, 2010

In accordance with the policies set by the Oklahoma Association of Secondary School Principals, the organization so stated is scheduling exhibit space at the Meridian Convention Center, 737 S Meridian Ave, Oklahoma City, Oklahoma 73108, for the Annual Fall Conference being held Wednesday November 10, 2010.

Name of Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Booth sign should read: \_\_\_\_\_  
(24 characters/spaces maximum)

Names for name badges: \_\_\_\_\_

Exhibitors you wish to be located beside: \_\_\_\_\_

Exhibitors you wish NOT to be located beside: \_\_\_\_\_

Number of exhibit spaces needed @ **\$350.00 each**: \_\_\_\_\_

(each 8ft by 8ft exhibit space includes one skirted 6ft table and two chairs)

Additional skirted tables @ \$10.00 each: \_\_\_\_\_

Return form with your payment to:

CCOSA  
2901 N Lincoln Boulevard  
Oklahoma City, OK 73105

Booth assignments will be made in order of receipt of signed form with full payment. **Please contact the exhibit coordinator Cynda Knight if you have any questions- by e-mail at [Cynda@ccosa.org](mailto:Cynda@ccosa.org) or by phone at 405-524-1191.**

Exhibition acceptance: I, the authorized representative of the above-mentioned company, on behalf of that company, have read and agree to abide by the policies and conditions set forth in the Exhibit Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Oklahoma Association of Secondary School Principals  
Annual Fall Conference – Exhibit Policies  
Clarion Meridian Hotel and Convention Center  
Wednesday, November 10, 2010**

1. The exhibitor agrees to make no claim, for any reason whatsoever, against the Oklahoma Association of Secondary School Principals, the Cooperative Council for Oklahoma School Administration, the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to self or employees, nor will claim be made for any damage of any nature or character, including damage by reason of the failure to provide space for the exhibit, or from removal of the exhibit, or for failure to hold the conference as scheduled.
2. The exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. The necessary fire precautions will be a responsibility of the exhibitor.
3. Each exhibitor must keep at least one attendant in the booth during all conference hours. **Exhibit hours will be from 7:30 a.m. to 4:00 p.m. on Wednesday, November 10, 2010.**
4. Each exhibitor is responsible for setting up and dismantling their individual exhibits. **The move-in and set-up date is from 4:00 p.m. to 7:00 p.m. on Tuesday, November 9, 2010.**
5. Displays will remain set up until the designated removal time. Display break down and removal time is from 4:00 p.m. to 5:00 p.m. on Wednesday, November 10, 2010.
6. Each organization is responsible for its own audiovisual equipment. Audiovisual presentations should be adjusted to a low volume.
7. **Remit payment of \$350 (per exhibit space) with contract. Deadline for this rate is October 27, 2010; after that it will be \$400.**
8. On the day of set-up, check in with the CCOSA/OASSP representative for your booth assignment and for any needed assistance. The representative will be available at the conference site.
9. The exhibitor is financially responsible for damages caused to the equipment and/or materials belonging to the decorating company and/or the convention center.
10. Electricity is to be arranged through the convention center. A contract for electricity and internet will be mailed to you with confirmation of your exhibit space.

If it is necessary for you to ship materials to the hotel, each item must be properly packed and marked with 1) your organization's name and contact name, 2) date of function- November 10, 2010 and 3) name of hotel contact- Marla O'Neal. Boxes, packages, and display material will be accepted no earlier than two days before the scheduled event. The hotel reserves the right to refuse packages that appear damaged, and assumes no liability for the condition of the content of such packages.