

# EXHIBITOR CONTRACT

## **OAESP Mid-Winter Conference, January 20, 2011**

**Meridian Convention Center**

**737 South Meridian, Oklahoma City, Oklahoma 73108**

### Terms and Conditions:

1. OAESP will bear the expenses and responsibility of setting up the exhibit space.
2. Exhibitors will be responsible for setting up and dismantling their individual exhibits.
3. Each exhibitor is asked to provide a gift/prize to be given away Thursday, January 20, 2011. Please bring your gift/prize to the registration desk by 2:00 p.m.
4. Exhibitors will be responsible for manning their exhibit booth during the conference schedule.
5. Special time will be allotted during the conference schedule for booth visitation.
6. Remit payment of \$350 (per exhibit space) with contract. Deadline for this rate is January 7, 2011; after that it will be \$400.
7. Exhibits may be set up Wednesday, January 19<sup>th</sup> from 4:00 p.m. to 7:00 p.m. or Thursday morning, January 20<sup>th</sup> at 7:00 a.m. and dismantled at 4:00 p.m.
8. Please let us know on the contract if you need extra tables/chairs in your booth space.
9. Please wait to ask for any electrical outlets until you have received the hotel contract which will be sent to you soon after you sign up. (There will be a charge for electrical outlets.)
10. Pipes, curtains, 1 table (skirted and draped), 2 chairs and 2 box lunches will be provided.
11. All exhibitors will be listed in the program — **if** contract is received prior to **December 1, 2010.**

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, 2) date of function-Jan. 20, 2011 and 3) name of hotel contact (Marla O'Neal). Boxes, packages, and display material will be accepted no earlier than two (2) days before the scheduled event. The hotel reserves the right to refuse to accept packages that appear damaged, and assumes no liability for the condition of the content of such packages.

**“The exhibitor assumes the entire liability and responsibility for losses, damage and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises and shall indemnify the Clarion Meridian, its employees and agents from all losses, damages and claims.”**

# OAESP Mid-Winter Conference

## Exhibitor Contract January 21, 2011

In accordance with terms and conditions set forth by OAESP, the organization so stated is scheduling exhibit space offered by OAESP at the OAESP Mid-Winter Conference. Payment must be included with this application.

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

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

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

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

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

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

\_\_\_\_\_

Booth sign should read: \_\_\_\_\_

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

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

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

Exhibitor prize to be given  Yes  No (If yes, please bring prize to the registration desk by 2:00pm)

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

(Each space includes one skirted table and two chairs.)

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

I, the authorized representative of the above organization/company, agree to the conditions set forth for the exhibitor space at the OAESP Mid-Winter Conference

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

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

Please remit payment and the completed information to:

OAESP 2011 Mid-Winter Conference  
2901 Lincoln Blvd., Oklahoma City, OK 73105  
Attn: Amanda Smith, Exhibit Coordinator

Email: [amanda@ccosa.org](mailto:amanda@ccosa.org) with any questions.