

Professionals Conference

Exhibitors INFORMATION



April 18th - 19th



Oklahoma Procurement Professionals Conference

Improving Oklahoma's Procurement Professionals

Welcome to the 4th Biennial Oklahoma Procurement Professionals Conference Exhibitors Information Section

We would like to extend to your organization an invitation to connect with current and potential consumers. By becoming a sponsor and/or an exhibitor, this will provide your organization with an excellent opportunity to promote and market your organization's services to leading professionals at Oklahoma's Elite Procurement Event.

Sponsorship Opportunities

Platinum \$ 8,000

Gold \$ 3,500

Silver \$ 2,500

Onyx \$ 2,000



Payment Deadline: **February 15, 2013**

Register Online at OkAPP.org

Additional Sponsorship Opportunities

Sponsors/Exhibitors may purchase any of the following to gain more exposure at the conference.

- Refreshment Break (2 available) **\$2,500**
- Breakfast Sponsor (2 available) **\$1,600**
- Name Badge Lanyard Sponsor **\$4,000**
- Registration Bag Sponsor **\$1,500**
- Registration Notebook Insert Sponsor **\$600**
- Registration Pen Sponsor **\$600**
- Program Front Inner Cover **\$1,000**
- Program Back Inner Cover **\$500**

Above “Additional” sponsorships can only be purchased as a supplement to a booth space purchase.

Description of Sponsorship Levels

Platinum \$8,000 (Only 1 Available)

Full conference registration for two, 2 booth spaces at general session entrances to include, back and sidewall draping, identification sign, two table, two chairs and trash cans electrical, company logo display on conference materials (beneath OkAPP logo), this includes all conference electronic projection at the time of conference. Logo display on web page until conclusion of conference. Introduction of one of premiere guest speakers (Dan Clark or Beth Hollaway) during the conference.

Gold \$3,500

Full conference registration for two, booth space to include back and sidewall draping, identification sign, one table, one chair and trash can, logo on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference. Logo display on web page (sponsorship portion) until conclusion of conference.

Silver \$2,500

Full conference registration for one, booth space to include back and sidewall draping, identification sign, one table, one chair and trash can, logo on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference. Logo display on web page (sponsorship portion) until conclusion of conference.

Onyx \$2,000

Full conference registration for one, booth space to include back and sidewall draping, identification sign, one table, one chair and trash can, name on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference.

Exhibit Booth \$750

8'x10' skirted table, two chairs, name badge, a booth sign.

Conference Social Reception \$2,500 (2 available)

Full conference registration for one, color logo displayed on refreshment break table, announcement during break, logo on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference. Logo display on web page (sponsorship portion) until conclusion of conference.

Breakfast Sponsors \$2,000 (2 available)

Full conference registration for one, color logo displayed on breakfast table, announcement during breakfast, logo on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference. Logo display on web page (sponsorship portion) until conclusion of conference.

Program Front Inner Cover \$1000

A full color page inside front cover of the conference program that will be handed out to each registrant. All artwork and contents must be submitted by deadlines.

Size 8" x 10.75"

Submitted as Microsoft Word document or as TIF or JPEG image with a minimum resolution of at least 300 dpi.

Registration Note Book \$600

Logo displayed notebooks to be included in all conference registration packages, name of company on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference.

Registration Pen Sponsor \$600

Logo displayed on conference pens to be included in all conference registration packages, name of company on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference.

Inside Back Cover Page \$500

A full color page on the back portion of the conference program that will be handed out to each registrant. All artwork and contents must be submitted by deadlines.

Size 8" x 10.75"

Submitted as Microsoft Word document or as TIF or JPEG image with a minimum resolution of at least 300 dpi.

Name Badge Lanyard Sponsor \$400

Logo displayed on lanyard to be included in all conference registration packages, name of company on sponsor page in conference brochure, announcement of sponsorship level during all vendor recognition portions of the conference.

4th Biennial Procurement Professionals Conference

Green in 2013

Oklahoma City, Oklahoma
REED CENTER Midwest City
April 18th -19th 2013

Exhibitors Information

Exhibitors will display in the common area of the second floor classroom area, which is located south end of the Reed Center adjacent to the general sessions and breakout rooms. [Please click](#) here to download a copy of the conference space plan. All refreshment breaks will take place in the common/breezeways to enhance contact with conference registrants. Booths are 8'x30" skirted table, two chairs, name badge, and a booth sign. Your exhibit must reasonably fit within the confines of the space paid for.

Please contact the below committee members with any questions or difficulties that may occur.

David Young
(405) 419-8255
david.young@ohfa.org

Janet Bolton
(405) 962-6154
janet.bolton@doc.state.ok.us

Hotel Information

Sheraton Midwest City
5750 Will Rogers Road
Midwest City, OK 73110
Phone (405) 455-1800

Discounted Rate: \$81.00 per night for single or double room (plus applicable taxes)

2013 Oklahoma Procurement Professionals Conference

Sponsor Exhibitor Agreement

Agreement to Conditions – Each exhibitor, for him/her self and his/her employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the Oklahoma Association of Public Procurement (OkAPP).

Assignment of Space – Exhibitors should designate preference of space assignment when making application for space. While every effort will be made to assign first preferred space, it may not be possible. Assignment of space will be made on a first-come, first-served basis. OkAPP's decision as to space allocation shall be final.

Payment — Must be made by February 15, 2013. All payments must be made by credit card or check; made payable to **OkAPP 2013 Conference, PO Box 1371, Oklahoma City, OK 73101-1371.**

Cancellation by Exhibitor – Should the sponsor/exhibitor be unable to occupy and use the exhibit space contracted for, and should they notify OkAPP in writing 30 days prior to the opening of the convention, all sums paid by the exhibitor, less 50 percent of the booth price, will be refunded per booth space. No refund will be made if notice of cancellation is received less than 30 days prior to the opening of the convention unless the space has been resold, in which case the exhibitor will be entitled to a refund, less the 50 percent of the booth price stated above.

Liability – OkAPP undertakes no duty to exercise care, nor assumes any responsibility for the protection and safety of the exhibitor, his/her officials, agents or employees, or his/her representatives, or of property used in connection with the exhibit, from injury, theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by OkAPP shall be deemed purely gratuitous on its part and shall in no way be constructed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold OkAPP harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives or from the property of the exhibitor.

OkAPP shall not be liable for the fulfillment of the agreement as to delivery of space, if no delivery is due to any of the following causes: destruction or damage to the building or the exhibit area by fire or act of God; acts of public enemy; strikes; the authority of the law; or any cause beyond its control. OkAPP will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by OkAPP for advertising, administration, etc.

Insurance – In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of the Exhibit Facility – The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company as well as their respective agents, servants and employees from any and all such losses, damages and claim.

Booths – Standard booth equipment (back and sidewall draping, identification sign, one table, two chairs and trash can) will be provided by OkAPP. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of eight feet on the back wall nor be higher than the sidewall specifications, except with permission of OkAPP.

Assembly and Dismantling – The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein. Exhibitors who choose to tear down their booths early will not be allowed to participate in future OkAPP tradeshows.

Assembly can start Wednesday April 17th 3:00 p.m.

No exhibitor may start to disassemble displays prior to 11:00 a.m. Friday, April 19, 2013. All exhibits must be removed from the building by 1:00 p.m. that afternoon. Failure to have exhibits out of the building by the designated time will result in additional rental charges to the exhibitor.

Exhibition Hours:

Thursday 8:30 am – 4:00 pm

Friday 8:30 am – 11:00 am

This agreement may be rescinded at any time without cause at the discretion of OkAPP upon repayment of any fees, advanced, less any expenses which may have been incurred by the Association.

Default Occupancy – Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and OkAPP shall have the right to use such space as it deems fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied one hour before the official show opening.

Use of Space – Exhibits shall be shown only in the official exhibit area as established by OkAPP. No exhibitor shall use its exhibit in any manner so as to interfere with the operation of any other exhibit. OkAPP shall be the arbitrator of all disputes and its decision shall be final.

No exhibitor shall permit any other corporation or firm or its representative to use the space allotted to the company who purchased the booth space. Nor shall the purchaser use the space for any other purpose than to display products normally sold by the purchaser.

Co-participation by any other corporation or firm or its representatives in the space assigned to the original applicant must be by written permission of OkAPP only, and shall be subject to an additional charge of \$150 per day per additional participant for the run of the conference.

Conflicting Meetings and Social Activities – In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings or otherwise encourage absence of members or exhibitors from the convention or exhibit area during the official hours of the convention or exposition.

All exhibiting materials should be mailed/shipped to:

Your Name (Guest)
2013 Procurement Professionals Conference (April 18-19, 2013)
c/o Sheraton Midwest City
5750 Will Rogers Road
Midwest City, OK 73110

Materials will be accepted 2-3 working days prior to the conference, shipments received early will be charged a storage fee.

Exhibitors are responsible for all outgoing shipping materials. Please use your company's FedEx, UPS, or Airborne account to ship outgoing materials. The hotel does not offer materials for shipping services.

Assignment – Neither party to this agreement may assign this agreement without the signed written consent of the other party to his agreement.

Governing Law – This agreement will be governed by the laws of the State of Oklahoma.

Modification – This agreement may not be modified except by an agreement in writing signed by both parties hereto.

Questions or concerns? Please contact

David Young
(405) 419-8255
david.young@ohfa.org

Janet Bolton
(405) 962-6154
janet.bolton@doc.state.ok.us

4th Biennial **Oklahoma Procurement
Conference**
April 18 – 19, 2013
Midwest City Sheraton Hotel AT THE

Sponsor and Exhibitor Registration and Fees
Payment Deadline: February 15, 2013
Register Online at www.okapp.org

Professionals

REED CENTER

Please check all that apply:

- Platinum Sponsor \$8,000**
- Gold Sponsor \$3,500**
- Silver Sponsor \$2,500**
- Onyx Sponsor \$2,000**
- Booth 6'x10" \$750**

Additional Sponsorships

- Refreshment Break (2 available) \$1,200
- Breakfast Sponsor (2 available) \$1,600
- Name Badge Lanyard Sponsor \$400
- Registration Bag Sponsor \$1,500
- Registration Notebook Sponsor \$600
- Registration Pen Sponsor \$600
- Program Front Inner Cover \$1,000
- Program Back Inner Cover \$500

Additional items needed

- Power Strip _____ # of power strips \$15 ea. (2 day)
- DVD \$50 ea. (2 day)
- Vendor Additional Full Conference Attendee \$270

Billing Contact

Name _____

Title _____

Company/Organization Name _____

Address _____

Phone _____

Email _____

Billing Contact

Name _____

Title _____

Phone _____

Email _____

If Paying by Credit Card:

MC VISA Card Number _____

Expiration Date _____

Card Member Name (please print) _____

Signature _____