

CMSA-EASTERN OKLAHOMA CHAPTER

Facts and Tips for Exhibitors and Sponsors

Program Acknowledgements: All corporate sponsors names will be listed on signs for conference based on sponsorship level if fees received no later than **February 13th**

Booth Exhibit Space and Corporate Sponsorship Applications and Fees

Application for booth exhibit space and corporate sponsorships must be made on the appropriate application. Full payment is due by **April 18th** or **space will not be considered reserved and will only be available if space allows.**

Assignment of Space: Exhibit spaces will be assigned on a first come basis when your application/payment is received. Other factors may influence space assignment such as date of application, amount of space requested, special needs, and general layout of exhibits for proper display considerations.

Exhibit Space and Electricity: Each booth space will be an 8' X 8' area, with one 6' skirted table, and 2 chairs. The hotel charge for **electrical service is \$30.00.** Lighting, props and other effects shall not interfere with other exhibitors.

Do's and Don'ts: The hotel does NOT provide and/or will NOT be responsible for the following:

1. Placement of display equipment.
2. Guard services.
3. Cleaning of individual booths.
4. Labor for set-up/tear-down.
5. Gas/Water supply.
6. Decorations.

The hotel does NOT allow the following: 1. All food and beverages served and associated with the Event must be provided, prepared, and served by the Hotel and must be consumed on Hotel premises. No outside food/beverage (e.g. popcorn, cookies, etc.). Wrapped candy is OK. 2. No attachment of any items to walls or ceilings using pushpins, staples, double stick tape, etc. The only allowable means of attachment of items is masking tape. Use of anything other than masking tape will result in a damage fee. 3. No animals (e.g. birds, fish, etc.). Service animals are acceptable. 4. No open flame displays (e.g. candles, utensils). 5. No loud music. 6. No confetti, rice, bubbles or birdseed.

Exhibit Set-Up and Tear-Down

Set-Up: Monday May 11, 2015: 3:00 pm - 7:00 pm
Tuesday May 12, 2015 6:30 am - 8:00 am.
Tear-Down: Tuesday May 12, 2015: 2:15 pm

Space will not be dismantled or vacated prior to the official closing time unless prior approval has been obtained.

Exhibit Hours:

Tuesday May 12, 2015	
8:30 am - 9:30 am	Vendor Grand Opening
10:30 am - 11:15 pm	Vendor Break
12:15 pm - 1:45 pm	Vendors Lunch at Conference
1:45 pm - 2:15 pm	Vendor Break

Space should be properly staffed during exhibit hours.

Shipping Instructions: All shipments must be prepaid and delivered to the Tulsa Marriott Southern Hills, 1902 East 71st Street, Tulsa, OK 74136. Shipments should not arrive prior to 1:00 pm, Monday May 11, 2015.

Hotel Accommodations: Room rates at the Marriott Southern Hills are \$104.00 single or double, plus applicable state and local tax per room, per night. Reservation requests received after Friday, April 17, 2015 will be accepted on a space available or rate available basis. To make your reservations, call (866) 530-3760. Be sure to indicate you are with the Case Management Society of Eastern Oklahoma. All reservations must be guaranteed with a check or credit card for one night's lodging that will be refundable only if the reservation is cancelled at least 24 hours prior to arrival. If you need to change or cancel your reservation, call the Tulsa Marriott Southern Hills directly. Check-in time is 4:00 p.m. and check-out time is 11:00 a.m.

Agreement and Liability: The exhibitor assumes the entire responsibility and liability for all losses, damages, and claims arising out of the exhibit's activities at the Marriott Southern Hills premises and will indemnify, defend, and hold harmless the Tulsa Marriott Southern Hills and the CMSA-EOK, its agents, servants, and employees from any and all such losses, damages and claim. CMSA-EOK reserves the right to restrict exhibits, which for any reason become objectionable, and also to prohibit or evict any exhibit, which in the opinion of CMSA-EOK, may detract from the general character of the CMSA-EOK conference as a whole. This reservation includes persons, things, conduct, printed matter, or anything of character, which CMSA-EOK determines objectionable. In the event of such restriction or eviction, CMSA-EOK is not liable for any refunds or other exhibit expenses.

CMSA-Eastern OK Information

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