



***Oklahoma Society of
Association Executives***

2009

Annual Conference

July 13-15, 2009

**DoubleTree Hotel Warren Place
Tulsa, Oklahoma**

EXHIBITOR PROSPECTUS

WHY EXHIBIT

WHO WE ARE

Oklahoma Society of Association Executives (OSAE) is the only organization in Oklahoma that serves the state's association profession. Founded in 1963, OSAE was created to promote the profession of association management by educating members and the public in the management, improvement and uses of associations. OSAE provides resources on the professional development needs of its members by providing information, education and ideas to assist association executives in the profession. Members of OSAE are association staff and executives who are involved in trade associations, professional societies, foundations, chambers of commerce, convention bureaus and their affiliates, as well as those who provide products and services to the association community.

Each year OSAE members convene for a two-day professional development conference complete with a tradeshow and social



networking opportunities.

REACH THE DECISION MAKERS

OSAE members initiate projects and programs, solicit bids, and are prepared to make purchasing decisions based on what they see at the exhibit hall. Attendees visit the exhibit hall throughout the conference and are encouraged to get their exhibitor card signed by each vendor.

The exhibit hall is for anyone who wants to reach over 100 association executives and strategic partners – key decision makers who directly can influence the purchase of hundreds

of products and services. These members come from across the state to:

- shorten the buying process by working with you face-to-face,
- see products demonstrated firsthand, and
- compare your products with other suppliers.

SPONSORSHIP AND ADVERTISING

In addition to exhibiting, advertising and sponsorship packages are available to help you make the right number of impressions in this lucrative market. Additional sponsorship opportunities are available by contacting the OSAE conference chairs. Place your message in the hands of every conference attendee by advertising in the conference program. Space reservation and payment are due June 15.

RESERVE YOUR SPACE TODAY

OSAE exhibit space is available July 13-14, at the DoubleTree Warren Place Hotel in Tulsa. Included with your space reservation:

- 10' x 8' booth
- 6' draped table and two chairs per booth
- One-time mailing labels of membership directory
- Invitation to Tuesday's Continental Breakfast
- Table host for Tuesday's lunch with up to two representatives in attendance
- Inclusion in the OSAE Virtual Tradeshow prior to the conference
- Additional recognition at the conference

FOR MORE INFORMATION

Oklahoma Society of Association Executives
6412 N Santa Fe Ave., Suite C
Oklahoma City, OK 73116
405/879-0027 • FAX: 405/879-0304
osae@rhess.com • www.ok-osae.org

HOTEL ACCOMODATIONS

Please contact the host hotel:
DoubleTree Hotel Warren Place
6110 S. Yale Ave.
Tulsa, OK 74136-1904
918/495-1000
www.tulsaatwarrenplace.doubletree.com

RULES AND REGULATIONS

ASSIGNMENT OF EXHIBIT SPACE

Assignment from the exhibit space floor plan will be made according to the date and time application is received by OSAE. Members, partners and sponsors of OSAE receive their space preference, if available. The exhibitor space floor plan is subject to change without notice. Therefore, all assignment of space and the right to reassign exhibit space is expressly reserved by OSAE. OSAE exhibit space layout and assignment will be determined by OSAE.

CONTRACT FOR EXHIBIT SPACE

The enclosed application for space when properly executed by OSAE, and the full payment of rental charges together constitute the entire contract between parties. Applications and payments are due by June 15, 2009. After that date, application for exhibit space will be accepted if space is available.

INSTALLATION, HOURS AND DISMANTLING EXHIBIT SPACE

Monday, July 13

2:00-5:00 p.m.

Exhibitor Set-up

5:00-7:00 p.m.

Conference Registration

Exhibits Open

Tuesday, July 14

8:00-8:30 a.m.

Visit exhibits

9:45-10:00 a.m.

Break with Exhibitors

11:50-12:15 p.m.

Break with Exhibitors

12:15-1:30 p.m.

Awards Luncheon

1:30-1:45 p.m.

Break with Exhibitors

3:30-4:00 p.m.

Break with Exhibitors

4:30-6:00 p.m.

Exhibitor tear down

OSAE EXHIBIT BOOTHS

OSAE agrees to provide each exhibitor with a 10' x 8' standard booth, one 6' draped table, two chairs, and an identification sign. All additional requirements must be provided by the exhibitor or the official exhibit decorator.

OSAE EXHIBITOR SERVICES

Furniture, labor, drayage, electrical outlets, and other furnishings will be available from the official decorator. Complete details will be forwarded to

each exhibitor following confirmation and assignment of booth space.

CONFERENCE REGISTRATION

The booth rental price does not include conference registration. OSAE invite exhibitors to participate in Tuesday's breakfast and lunch programs.



CANCELLATION

Exhibit space may be cancelled up to 30 days prior to the opening date of the conference without penalty. A cancellation charge equal to one-half the price of the space will be made by OSAE for space cancelled 15-30 days prior to the opening date of the conference. In case the conference cannot be held, for any reason whatsoever, at the sole discretion of OSAE, this contract shall be considered void. The sole liability of OSAE is limited to a refund of the amount previously paid under the contract.

FIRE PROTECTION

All display material must be flameproof and subject to inspection by the Fire Department. No flammable fluids or substances may be used or shown in booths.

SAMPLE GUIDELINE

Exhibitors may exhibit only merchandise that they normally serve or produce in the ordinary course of their business and may only distribute such quantities that are reasonable regarding the purpose of promoting the merchandise.

RULES AND REGULATIONS

FOOD

Please contact Tanya Bethel, Sales Manager at the DoubleTree Warren Place, 918/495-1000 for any questions regarding the distribution of food.

TRADEMARK/SERVICE MARK POLICY

Commercial vendors are not permitted the use of OSAE trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, without the explicit written permission of OSAE. For further information, contact OSAE at osae@rhess.com, and have ready to present a description of the product/item(s) to be sold and the trademarks/service marks intended to be used therewith.

These regulations become a part of the contract between the exhibitor and OSAE. All points not covered in the rules and regulations are subject to the decision of OSAE.

USE OF EXHIBIT SPACE

In the event the exhibitor fails to install its display within the time limit set for opening of the conference, or fails to comply with any decisions of this contract concerning the use of display space, OSAE or its designated decorating company shall have the right to take possession, remove exhibitor's possessions from the space, and reassign any part thereof.

All demonstrations and distribution of circulars and promotion materials must be confined to the limits of the exhibitor's booth.

No exhibitor shall assign, sublet, or share the space assigned without the written consent of OSAE

In the event the exhibitor engages in on-site sales transactions, the exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales.

Exhibitors must display goods manufactured or handled by them in their regular course of

business, unless otherwise approved by OSAE. All sales items must be in good taste.

LIABILITY

The exhibitor understands and agreed that OSAE, its officers, agents or employees shall not in any manner be responsible for the loss or damage to any of the goods, ware, chattels, or equipment exhibited upon the exhibitor's allotted space or placed thereon, or while in transit to or from the building. The exhibit of the exhibitor and all of its personal property situated upon the allotted space remains the sole risk of the exhibitor.

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the hotel, its owners or managers that results from any exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, the hotel, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting in the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from our out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees that arise from or out of the exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof.

The exhibitor specifically agrees that it will exhibit in such a manner as not to cause injury to the public, visitors, guests, employees, or any other persons on the premises or any property exhibited thereon. The exhibitor agrees to indemnify and hold harmless OSAE, its officers, agents, and employees from any claim or claims of any nature whatsoever arising by reason of any damage sustained by any person, or to any property, upon said premises.

Exhibit Space is open to associations...

Have an event coming up? Need to get the word out about your mission? Exhibit at the OSAE Annual Conference. No need to send staff, just reserve a table and display your information. For more information see the exhibitor application.

OSAE EXHIBITOR APPLICATION

Complete this form in full and mail a copy of this page along with full payment by June 15, 2009 to:

OSAE Trade Show
6412 N. Santa Fe Ave., Suite C
Oklahoma City, OK 73116
osae@rhess.com • www.ok-osae.org

EXHIBITOR INFORMATION

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone: _____ FAX: _____

E-Mail: _____ Web address: _____

NAME BADGE INFORMATION

1. _____ 2. _____

Do you plan to hold a drawing? Yes No

Please list top prize(s): _____

Description of company's products or services (20 words or less) to appear in conference program. Must be received no later than June 15 for inclusion in program. _____

EXHIBIT SELECTIONS

- Professional Member Space(s) _____ @ \$60 each
- Gold/Silver Level Sponsors – Once Complimentary Exhibit Space. _____ Add'l booth(s) @ \$350.
- OSAE Members _____ booth(s) @ \$350
- OSAE Non-Members _____ booth(s) @ \$600

TOTAL \$ _____

PAYMENT

Check (enclosed) Credit Card: Visa MC Card Number: _____ Exp: ____/____

Name as it appears on card: _____ Signature: _____

The application for exhibit space, when executed by OSAE, and full payment of rental charges together constitute a contract between parties. In applying for exhibit space, we agree to abide by the rules and regulations. Please copy this form and return the original to the address shown above. Keep a copy for your files.

Signed: _____ Date: _____