

Blazing the Trail

FOR OKLAHOMA'S ASSOCIATIONS

The logo for the Oklahoma State Association of Executives (OSAE), featuring the acronym "OSAE" in a blue, sans-serif font with a stylized green and yellow wave graphic underneath.

OSAE ANNUAL CONFERENCE // JULY 15-17, 2019 // HILTON GARDEN INN // LAWTON

WHO WE ARE

Oklahoma Society of Association Executives was established in 1963 to unite association professionals in the State of Oklahoma. Today, OSAE has a diverse membership sharing the common goal of excellence in association management. These associations and their partners advance Oklahoma.

OSAE members include professionals representing trade organizations, professional societies, association management companies, chambers of commerce, charitable organizations, and foundations. They include chief staff executives, senior staff, department heads, and staff specialists interested in professional development and networking. OSAE also offers strategic partner memberships for providers of products and services looking to build relationships with association professionals. Strategic Partners range from hotels, to CVBs, to technology, print, banking, and insurance service providers.

REACH THE DECISION MAKERS

Don't miss this chance to reach more than 100 leaders and decision makers from across Oklahoma and beyond who work in the association industry. OSAE members initiate project and programs, solicit bids, and are prepared to make purchasing decisions based on what they see at conference. Attendees visit the exhibit area throughout the conference and are encouraged to meet with each vendor and sponsor.

SPONSORSHIP PACKAGES

Event Sponsor – \$650

- Recognition on promotional materials
- One (1) conference registration
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference

Break Sponsor – \$1,500 (four available)

- Recognition on promotional materials
- Break sponsor signage & recognition
- Three (3) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference
- Introduction of a keynote speaker / session

Breakfast Sponsor – \$1,500 (two available)

- Recognition on promotional materials
- Breakfast sponsor signage & recognition
- Three (3) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference
- Introduction of a keynote speaker / session

Lanyard Sponsor – \$1,500 (one available)

- Recognition on promotional materials
- Lanyard sponsor signage & recognition
- Business organization logo on conference lanyards
- Two (2) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference

Tote Bag Sponsor – \$1,500 (one available)

- Recognition on promotional materials
- Tote Bag sponsor signage & recognition
- Business organization logo on conference bags
- Two (2) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference

General Session Sponsor - \$1,500 (seven available)

- Recognition on promotional materials
- General Session sponsor signage & recognition
- Introduction of keynote speaker/session
- Three (3) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference

Lunch Session sponsor - \$1,500 (two available)

- Recognition on promotional materials
- Lunch Session sponsor signage & recognition
- Introduction of keynote speaker/session
- Three (3) conference registrations
- Exhibit booth at conference
- Electronic copy of the conference attendees list
- Inclusion in the Virtual Tradeshow prior to conference

EXHIBITOR INFORMATION

ASSIGNMENT OF EXHIBIT SPACE

Assignment from the exhibit space floor plan will be made according to the date and time the application is received by the Oklahoma Society of Association Executives. Signature, platinum, gold and silver corporate level sponsors of Oklahoma Society of Association Executives receive their space preference, if available. The exhibit 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 Oklahoma Society of Association Executives. Exhibit space layout and assignment will be determined by conference staff at a later date.

SPONSOR AND EXHIBIT CONTRACT

The enclosed application for sponsorship / exhibit space and the full payment together constitute a contract between parties. Applications and payments are due by June 3, 2019. After that date, application for exhibit space will be accepted if space is available.

CANCELLATION

Sponsorships cannot be cancelled, but a sponsor can forgo exhibit space. Advertisements, conference registration or any other benefits outlined in the sponsorship package.

INSTALLATION, EXHIBIT HOURS AND DISMANTLING

Tabletop exhibit space is available July 15-17, 2019 at the Hilton Garden Inn, Lawton / Ft. Sill. Exhibits will setup on Monday, July 15 and close at the end of the conference on Wednesday, July 17. Exhibitor hours will be sent with booth space confirmation.

OSAE EXHIBITOR SERVICES

Furniture, labor, drayage, electrical outlets, and other furnishings will be available from the official tradeshow company. Complete details will be forwarded to each exhibitor following confirmation and assignment of booth space.

VENUE

Exhibitors will be sent hotel reservation information with their exhibit confirmation. The tradeshow will be held at:

Hilton Garden Inn
Lawton / Ft.Sill
135 NW 2nd St.
Lawton, OK 73501

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.

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 provisions of this contract concerning the use of display space, Oklahoma Society of Association Executives or its designated tradeshow company, shall have the right to take possession, remove exhibitor's possessions from the space, and reassign 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 Oklahoma Society of Association Executives.
- In the event the exhibitor engages in onsite 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 Oklahoma Society of Association Executives. All sales items must be in good taste.
- Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems or any noisemaking machines must be operated so that the noise resulting therefrom will not annoy or disturb adjacent exhibitors or their patrons, and must be approved by Oklahoma Society of Association Executives.
- Exhibitors are required to keep their exhibit space neat and orderly at all times.
- The Oklahoma Society of Association Executives is a nonsmoking event. Smoking on the exhibit floor is strictly prohibited.

LIABILITY

The exhibitor understands and agrees that Oklahoma Society of Association Executives, 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 or 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 invites that arise from our of 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 Oklahoma Society of Association Executives, 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.

SPONSOR APPLICATION

Complete this form in full and mail or e-mail a copy of this page along with full payment by June 3, 2019:

Oklahoma Society of Association Executives
PO Box 1197
Mustang, OK 73064
F 405-241-9513
tawni@ok-osae.org

Additional questions and sponsorship inquiries
Tawni Phelan, CAE, CMP
P 405-605-6881
tawni@ok-osae.org

EXHIBITOR INFORMATION

Company Name _____
Key Contact Name _____ Title _____
Address _____
City _____ State _____ Zip Code _____
Phone _____
E-mail Address _____ Web Site URL _____

Name Badge Information:

1. _____ 2. _____

Do you plan to donate product for door prizes or silent auction? Yes No

Please list item(s): _____

Description of company's products or services (23 words or less) to appear in conference program. Must be received no later than June 3, 2019 for inclusion in the program. _____

SPONSORSHIP PACKAGES

- Event Sponsor @ \$650
- Break Sponsor @ \$1,500
- Breakfast Sponsor @ \$1,500
- Lanyard Sponsor @ \$1,500
- Tote Bag Sponsor @ \$1,500
- General Session Sponsor @ \$1,500
- Lunch Session Sponsor @ \$1,500

TOTAL \$ _____

PAYMENT

Check (enclosed) Credit Card: Visa Mastercard American Express Discover

Card Number _____ Exp. ____/____ CVC _____

Name as it appears on card _____ Signature _____

This application for exhibit space, when executed by Oklahoma Society of Association Executives, and full payment 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: _____