

Dear Exhibitor:

This letter contains all materials regarding exhibitor space for the 2024 Oklahoma Coaches Association's Annual Clinic. The dates for the clinic are July 20-26, 2024, in Tulsa, Oklahoma. The clinic headquarters will be located at the Tulsa Marriott Southern Hills Hotel. The hotel is located at 1902 E. 71st St., Tulsa, OK 74136. Phone numbers for the Marriott are as follows: (918) 493-7000; (918) 523-0950 guest fax; and (918) 523-3523 sales fax.

Due to an increase in our expenses, each booth space will be \$500.00. All booth space (s) require a contract and payment at time of reservation. We cannot "save" a booth location unless your payment is included, and we will not reserve a booth by phone. The number of booths will be limited for the 2024 OCA Clinic. **Credit cards are not accepted.** Booth specifics are enclosed.

Enclosed you will find the following materials:

- **Contract** – Please fill out legibly and completely. Please make sure your contract accompanies your payment; otherwise, it will be put on hold until both are in the OCA office.
- **Exhibitor Guidelines** – Includes all important information regarding payment, set-up times, cancellations, etc.
- **Exhibitor Map** – Please choose the location best suited for your company. The OCA will try to accommodate you to the best of our ability **(based on those attending the previous year's Clinic and indicating they want the same booth(s) and then, on first payee = first reserved).**
- **Booth Assignment Policy** – Booth assignments will be made based, first, **on your request from the 2023 clinic that reserved the booth space you had at the 2023 clinic.** Those requests, with payment, are due by December 31, 2023. Once those booths are assigned to last year's vendors, requests may be made on a first-paid-first served basis for 2024. **Information for available booths will be sent out on February 1, 2024. If you want a booth that someone occupied last year and requested for 2024, that is not possible. You will have to choose a different location.**

We are asking each exhibitor to furnish two door prizes. We will have door prize drawings each day in the exhibit area. Door prizes should be turned in at the Cypress Room (OCA Office) on the 2nd floor of the Marriott. Coaches must be present to win to all door prizes.

The Oklahoma Coaches Association will coordinate all clinic activities, including exhibit booth space. If you have not received a booth number, receipt and confirmation contact from our office within fifteen days upon mailing your check, contact our office for further details.

Vendors, please be aware of this contract clause: "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 damages and claims."

The Hotel will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising from the Hotel's own negligence. The Oklahoma Coaches Association will be responsible for negotiating the contract with its exhibitors.

If you have any questions, please don't hesitate to contact the OCA office. The number is (405) 635-9300.

Sincerely,

Wayne Dozier
Executive Director

Eddie Paul
Exhibit Coordinator

Oklahoma Coaches Association Exhibitor Information Clinic Dates: July 20-26, 2024

Exhibitor Schedule:

| July 21, 2024 | July 22, 2024 | July 23, 2024 | July 24, 2024 |
|----------------|---------------------|---------------------|------------------------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
| Booth Set-Up | Exhibitor Show | Exhibitor Show | Show / Booth Breakdown |
| 1:00-6:00 P.M. | 8:30 A.M.-4:00 P.M. | 8:30 A.M.-4:00 P.M. | 8:30 A.M.-4:00 P.M. |

Clinic Headquarters:

Tulsa Marriott Southern Hills
1902 E. 71st St.
Tulsa, OK 74136
Phone: (918) 493-7000

Guest Fax: (918) 523-0950
Sales Fax: (918) 523-3523

Booth Description:

- One (1) 8'x10' booth
- 8-ft high back drapes
- 3-ft high side dividers
- One (1) 6-ft display table, draped
- Electricity – Order forms will be provided with your confirmation letter and booth assignment.
- Two (2) chairs
- One (1) 7"x44" identification sign
- Security
- Wi-Fi Capabilities

Electrical order forms should be returned to the Marriott Southern Hills Hotel.

Exhibitors shall keep all merchandise, tables, or other materials used for display completely inside the boundaries of the space contracted for the exhibitor. Please respect these guidelines; stay in your paid booth area!

The exhibit booth area will be open from 8:30 a.m. until 4:00 p.m. Monday through Wednesday.

No exhibitor may assign, sublet or apportion his/her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent or any exhibitor firm to solicit business in his space. If special circumstances warrant an exception, permission must be obtained in writing from the Oklahoma Coaches Association, who reserves the right to render final judgment regarding the appropriateness of the request.

Payment:

- The exhibitor's fees will be \$500.00 per booth space.
- No credit cards will be accepted.
- Payment must accompany the exhibitor's contract.
- Booth assignments will be made by reserving your booth from last year through the OCA prior to Dec. 31, 2023, then on a first paid, first saved basis after January 1, 2024; no phone reservations.
- Checks should be made payable to the Oklahoma Coaches Association

Cancellations and Refunds:

- Prior to and on May 1, 2024 – A refund of booth fees less an \$80.00 service charge.
- After May 1, 2024, and before July 1, 2024 – Exhibitor will receive \$200.00.
- July 1, 2024, thru July 14, 2024 – Exhibitor will receive \$100.00.
- On and after July 15, 2024 – No refund will be issued.

Any company that has not checked-in by 11:30 a.m. on Monday, July 22, 2024, which is still planning to exhibit, must inform the OCA no later than 11:30 a.m. on July 22, 2024. Otherwise, the company will be considered a "NO SHOW" and the space will be released with no refund issued.

Set-Up Times / Check-In Times:

- Set-up time will start at 1:00 p.m. on Sunday, July 21, 2024. The OCA asks that you set up your booth no later than 6:00 p.m. on Sunday evening.
- Check-in will begin at 12:00 p.m. on Sunday, July 21, 2024. You will need to check in at the Maple Room, next to the OCA Board Room (Cypress Room) located on the 2nd floor of the Marriott Southern Hills Hotel. Exhibitor registration will be open from 12:00 to 4:00 on Sunday, July 21 and from 8:30 a.m. to 12:00 p.m. on Monday, July 22.
- Any company that has not checked-in by 11:30 a.m. on Monday, July 22, 2024, will be considered a "NO SHOW" and the space will be released with no refund issued.
- If a situation arises and you will be checking in late, please call the OCA office prior to July 20, 2024. Any calls after July 17 will need to be directed to the OCA office (Cypress Room) at the Marriott Southern Hills Hotel.
- Exhibits must be removed on Wednesday, July 24, 2024, at 4:00 p.m.

Badges:

Please indicate on your contract the number of badges your company will need. Representatives will receive exhibitor identification badges at check-in. Badges will be furnished at no charge and should always be worn.

Large Equipment:

For those who have large equipment, such as lawn mowers and irrigation systems, please contact the Tulsa Marriott Southern Hills Hotel for elevator dimensions. Space is limited on the freight elevators.

Door Prizes:

We are asking each exhibitor to furnish two door prizes. We will have door prize drawings each day in the exhibit area. Door prizes should be turned in to Maple Room, next to the Cypress Room (OCA Office) on the 2nd floor of the Marriott. Please make sure your door prizes are **labeled** with your company name. Coaches must be present to win to all door prizes.

Security:

The Oklahoma Coaches Association will be providing security for the exhibit areas but will not be held liable for any stolen merchandise.

Hospitality Suites:

The Oklahoma Coaches Association's Board of Directors request that hospitality suites or rooms not be opened until the close of the last lecture of the day during the clinic.

OCA Contact Information:

If you have questions or concerns please contact Wayne Dozier, Executive Director or Eddie Paul, Exhibit Coordinator at (405) 635-9300.

Thank you for your courtesy and support of the Oklahoma Coaches Association.



APPLICATION FOR EXHIBIT SPACE

74136

This agreement is made and entered into between the Oklahoma Coaches Association and

COMPANY INFORMATION: Please Print

Company Name

Company Representative and/or Contact Person

Company Mailing Address, Including City, State and Zip Code

Phone: () Email:

Website:

Exhibitor's Signature:

The OCA agrees to furnish one (1) 8x10 booth space that is equipped with side and back drapes, an identification sign, a 6-ft display table, I.D. badges and security for the exhibit area. For the services provided, the exhibitor will pay a fee of \$500.00 (five hundred dollars) per booth space.

Your check for \$500.00 should accompany this contract. The OCA does not accept credit cards. When we receive your payment, a confirmation of your booth assignment will be sent to you along with a receipt. Booth space will be on a first come, first served basis. Please do not ask us to make exceptions. **Make checks payable to the Oklahoma Coaches Association.**

LOCATION

Please refer to the exhibit layout and list your booth choices with number one being your first choice.

| | | | |
|---------------|-----|-----|-----|
| BOOTH CHOICES | 1.) | 2.) | 3.) |
|---------------|-----|-----|-----|

Exhibitor badges bearing your company name will be furnished. Indicate the number of badges needed:

Number of years the company has been an Exhibitor with the OCA

- Set-up Date and Time: Sunday, July 21, 2024, at 1:00 p.m. and no later than 6:00 p.m. on Sunday evening.
- Exhibitor Check-in: Sunday, July 21, 2024, at 12:00 p.m. or Monday, July 22, 2024, at 8:30 a.m. in the Maple Room. (Located next to the OCA Board Room (Cypress Room) - 2nd floor)
- Break-down Time: Wednesday, July 24, 2024, at 4:00 p.m.

Please consult the Exhibitor Information Page included with this contract for further details.

Return this completed form and payment to:

OKLAHOMA COACHES ASSOCIATION

8080 Crystal Park Dr.

Oklahoma City, OK 73139

OFFICE USE ONLY

Date Rec'd: _____

Check #: _____

Questions? eddie.paul@oklahomacoaches.org

(405) 635-9300

Booth Assignment: _____