

Dear Exhibitor:

This letter contains the materials regarding exhibitor space for the 2012 Oklahoma Coaches Association's Annual Clinic. The upcoming clinic will be held July 22-27, 2012 in Tulsa, Oklahoma. The clinic headquarters will be the Tulsa Marriott Southern Hills Hotel. The hotel is located at 1902 E. 71<sup>st</sup> St., Tulsa, OK 74136. Phone numbers for the Marriot are as follows: (918) 493-7000; (918) 523-0950 guest fax; and (918) 523-3523 sales fax.

This year each booth space will be \$400.00. All booth space (s) require a contract and payment at time of reservation; first payee, first reserved. 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 to 100 for the 2012 OCA Clinic. ***Credit cards are not accepted.***

Enclosed you will find the following materials:

- **Contract** – Fill out legibly and completely. Please make sure your contract accompanies your payment; otherwise, it will 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.

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 2<sup>nd</sup> 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 and confirmation contact from our office within fifteen days upon mailing your check, contact our office for further details.

If you have any questions, please don't hesitate to contact the OCA office. The number is (405) 635-9300 or 1-800-725-1100.

Sincerely,

Milt Bassett  
Executive Director

Joe Tunnell  
Exhibit Coordinator

# Oklahoma Coaches Association

## Exhibitor Information

### Clinic Dates: July 22-27, 2012

#### **Clinic Headquarters:**

Tulsa Marriott Southern Hills  
1902 E. 71<sup>st</sup> St.  
Tulsa, OK 74136  
Phone: (918) 493-7000  
Guest Fax: (918) 523-0950  
Sales Fax: (918) 523-0950

#### **Booth Description:**

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

Exhibitors shall keep all merchandise, tables, or other materials used for display completely inside the boundaries of the space contracted for the exhibitor.

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

Booth numbers 63 - 73 will be reserved for OCA corporate sponsors.

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 with regard to the appropriateness of the request.

#### **Payment:**

- The exhibitor's fees will be \$400.00 per booth space.
- No credit cards will be accepted.
- Payment must accompany the exhibitor's contract.
- Booth assignments will be made on a first-come, first-served basis; no phone reservations.
- Checks should be made payable to the Oklahoma Coaches Association.

#### **Cancellations and Refunds:**

- Prior to and on May 1, 2012 – Exhibitor will receive a refund of booth fees less an \$80.00 service charge.
- After May 1, 2012 and before July 1, 2012 – Exhibitor will receive \$200.00.

- July 1, 2012 thru July 14, 2012 – Exhibitor will receive \$150.00.
- On and after July 15, 2012 – No refund will be issued.

Any company that has not checked-in by 11:30 a.m. on Monday, July 23, 2012, which is still planning to exhibit, must inform the OCA no later than 11:30 a.m. on July 23, 2012. 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 22, 2012. 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 22, 2012. You will need to check in at the OCA registration tables located on the 2<sup>nd</sup> floor lobby of the Marriott Southern Hills Hotel. Exhibitor registration will be open from 12:00 to 4:00 on Sunday, July 22 and from 8:30 a.m. to 12:00 p.m. on Monday, July 23.
- Any company that has not checked-in by 11:30 a.m. on Monday, July 23, 2012 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 19, 2012. Any calls after July 19 will need to be directed to the OCA office (Cypress Room) at the Marriott Southern Hills Hotel.
- Exhibits must be removed on Wednesday, July 25, 2012 at 4:00 p.m.

### **Badges:**

Representatives will receive identification badges at check-in. Badges will be furnished at no charge and should be worn at all times.

### **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 at the Cypress Room (OCA Office) on the 2<sup>nd</sup> floor of the Marriott. 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 requests 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 Milt Bassett, Executive Director or Joe Tunnell, Exhibit Coordinator at (405) 635-9300 or (800) 725-1100.

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

# EXHIBITOR CONTRACT

## OFFICE USE ONLY

Oklahoma Coaches Association  
8080 Crystal Park Drive  
Oklahoma City, Ok 73139  
Phone: (405) 635-9300  
Fax: (405) 635-9325

Date Received: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Booth #: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ Fax: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Signed: \_\_\_\_\_

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 \$400.00 (four hundred dollars) per booth space.

**Your check for \$400.00 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.

Please list your booth choices with number one being your first choice. (We will try to the best of our ability to accommodate you.)

**Booth Choices:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please indicate the number of identification badges you will need: \_\_\_\_\_

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- **Set-up Date and Time:** Sunday, July 22, 2012 at 1:00 p.m. The OCA asks that you set up your booth no later than 6:00 p.m. on Sunday evening.
- **Exhibitor Check-in:** Sunday, July 22, 2012 at 12:00 p.m. or Monday, July 23, 2012 at 8:30 a.m. (Located at the OCA registration tables – 2<sup>nd</sup> floor)
- **Break-down Time:** Wednesday, July 25, 2012 at 4:00 p.m.

Please consult the “Exhibitor Information” page included with this contract for further details.