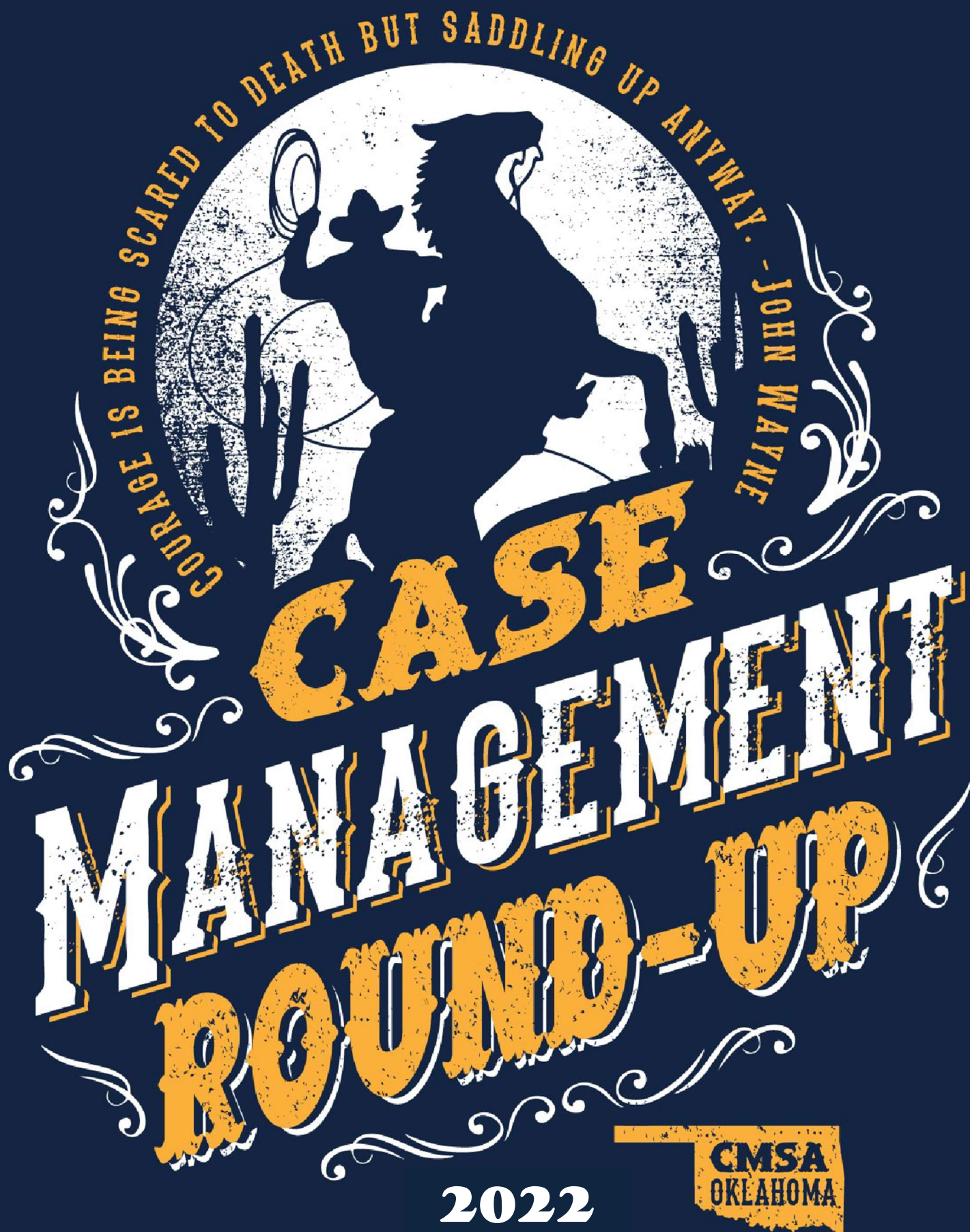


Thursday April 7th 2022



CMSA-OK Exhibitor Packet

CONTRACT TERMS

We agree to abide by the regulations of the CMSA-OK Annual Spring Conference

NEW LOCATION! EMBASSY SUITES - OKLAHOMA CITY NW

BOOTH FURNISHINGS:

The exhibit hall is carpeted. All spaces include:

- One 6 x 8-foot exhibit space
- Skirted and draped 6 foot table
- 1 trash can, 2 chairs
- Background drape with 36" high side divider draping
- Electric is on request and must be noted on contract. There is a \$45.00 charge for electric

Any additional decorating and exhibit furniture can be arranged through Event 1.

USE OF FOOD AND BEVERAGE:

Food and beverage may be dispensed from an exhibitor's booth if the exhibitor utilizes the services of the convention center's in-house caterer, no outside food/beverage allowed, unless it is wrapped candy or bottled water.

SHIPPING INSTRUCTIONS:

Embassy Suites by Hilton Oklahoma City Northwest cannot accept shipments of exhibit materials. All shipments must be done through Event 1, the official show decorator, and must be prepaid. Event 1 will email information for packages. Go to www.event1inc.net for more information.

EXHIBITOR HOURS: Thursday, APRIL 7, 2022 7:00 A.M. TO 3:30 P.M.

CMSA-OK kindly requests exhibit space **NOT** be dismantled or vacated prior to the official exhibit hall closing time of **3:30 PM** unless approved prior by CMSA-OK. Any exhibitor breaking down prior to this time may not be offered a booth for Fall 2022.

SLEEPING ROOMS:

CMSA-OK has secured a block of guest rooms at Embassy Suites by Hilton Oklahoma City Northwest, 3233 Northwest Expressway, Oklahoma City, OK 73112. To secure a hotel room at the discounted rate of \$149++tax for a Queen/King suite contact the hotel at 405-842-6633.

Reservations must be made by Wednesday, March, 16th 2022

BOOTH PERSONNEL:

Badges will be provided for two exhibit personnel per space. These individuals may also attend the educational portion of the conference. Additional exhibit personnel badges may be obtained for a fee of \$75.00 per badge.

Badges must be worn at all times. Sharing of badges is not allowed.

EXHIBIT SPACE LEVELS:

Showcase Spaces (Booths 65 – 76) - \$1,000 will include:

Prime exhibit space in the main hallways outside exhibit hall. Badges/conference passes for 2 exhibit personnel. Company listed in the attendee booklet with a full-page color ad in the attendee registration booklet.

TWO FREE attendee registrations*

Regular Spaces (Booths 1 – 64) - \$750 will include:

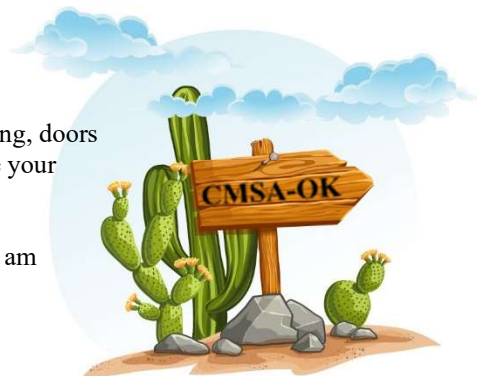
Main exhibit hall space. Company listing in the attendee booklet.

ONE FREE attendee registration*

SET UP Times – Wednesday April 6th 2022

Exhibitor Area will be OPEN from Noon to 5:00 pm, enter on North side of building, doors will be open to bring in booth materials. Exhibitor registration will be open to receive your packet, name badge(s) and program book.

Thursday April 7th 2022 – Exhibitor area will be available from 6:30 am to 7:00 am



CONTRACT TERMS CONTINUED

MARKETING ACTIVITIES

Attendees are not permitted to distribute materials or to otherwise market themselves or their business on the exhibit floor, in the conference session rooms, in break areas, or in or around the exhibit area unless such attendees are registered as exhibitors and in this instance must limit their marketing activities to within the confines of their booth.

CANCELLATION OR POSTPONEMENT OF CONFERENCE

In the event the CMSA-OK Annual Spring Conference is cancelled due to the COVID-19 pandemic beyond CMSA-OK's control, the Exhibit contract will be rolled forward to the Fall 2022 live Conference.

In the event that the conference is cancelled by reason of inclement weather, acts of God, strike, lockouts, acts of the elements, or other acts of occurrences beyond CMSA-OK's control, Exhibitor/Sponsor shall not have any right of claim for refund against CMSA-OK for money paid by Exhibitor/Sponsor to CMSA-OK pursuant to their contract.

LIABILITY

This agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between CMSA-OK and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless and defend CMSA-OK from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which CMSA-OK may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or its representatives, agency, employees, licensees or invitees.

CODES AND AGREEMENTS

Exhibitor agrees to be bound by the Rules and Regulations of the Case Management Society of America Oklahoma Chapter's Annual Conference. Exhibitor also agrees to adhere to and be bound by: (1) all applicable fire, utility and building codes and regulations; (2) any rules or regulations of the facility where the exposition is held; (3) the terms of all leases and agreements between CMSA-OK's conference committee and the managers or owners of said facility; and (4) the terms of any and all leases and agreements between CMSA-OK and any other related party to the conference.

EXCLUSION

CMSA-OK shall have the right to exclude or to require modification of any display or demonstration which, in its sole discretion, it considers unsuitable to or not in keeping with the character of the exposition. CMSA-OK shall have the right to prohibit the use of amplifying equipment or music which, in its sole discretion, it considers objectionable.

Payment is due within 15 days of receipt of contract

****All sponsored registrations MUST BE received by March 1, 2022.*** We request that you take advantage of this offer and register your guests on their behalf. Any unused registrations will be donated back to CMSA-OK Scholarship funds and distributed to attendees as needed. There are many in need of the continuing education but with little to no funds to facilitate the opportunity.

Side by Side Booths available upon request

Social Distancing requirements could bring additional rules or guidelines, such as but not limited to, vendor booth layout changes and limiting number of vendors per booth.



SPONSORSHIPS

CORPORATE SPONSORSHIP - \$3000

Includes 4 free registrations (seen notes on Exhibit Space Contract Terms), free standard exhibit space; signage of recognition at booth; recognition on CMSA-OK website & full-page color ad in Attendee Program Guide (if in & paid by printing deadline).



LUNCH SPONSORS - \$1500

Sponsorship funded by multiple \$1,500 sponsorships to total \$9,000. 1 Logo per sponsorship & full-page ad in Attendee Program Guide. Does not include booth nor speaker at lunch.

TOTE BAG SPONSOR - SOLD



TECHNOLOGY SPONSOR - \$1500

CMSA-OK is Going Green! Includes imprinted USB Drive with your company logo as well as one full page ad and listing in Attendee Program Guide.

DECORATION SPONSOR - \$1000

Includes free full-page ad in Attendee Program Guide, signage and option to put promotional material supplied by sponsor on tables.

REGISTRATION SPONSOR - SOLD



Includes logo on attendee name badges, free full-page ad in Attendee Program Guide, signage, and option to help at registration desk Wednesday & Thursday.

BREAK SPONSORSHIPS - \$500 (Multiple)

Includes free full-page ad in Attendee Program Guide and signage.

AM BREAKFAST SPONSORS - \$300 (Multiple)

Includes free full-page ad in Attendee Program Guide and signage.



Call or email if you have any questions

director@cmsa-ok.org
405.406.1933



CMSA-OK Spring Conference



Attendee Program Guide Advertising Spaces

All attendees will receive an Attendee Program Guide with speaker information, vendor descriptions, ads and a listing of all conference sponsors with their logos. This is a great opportunity to highlight your company and get your name out in front of the attendees!

INSIDE FRONT COVER - \$500

INSIDE BACK COVER - \$500

BACK COVER - SOLD



INSIDE BACK COVER - \$500

FULL PAGE COLOR AD - \$150

Ad sizes 7 1/2" ht. x 4 1/2" width

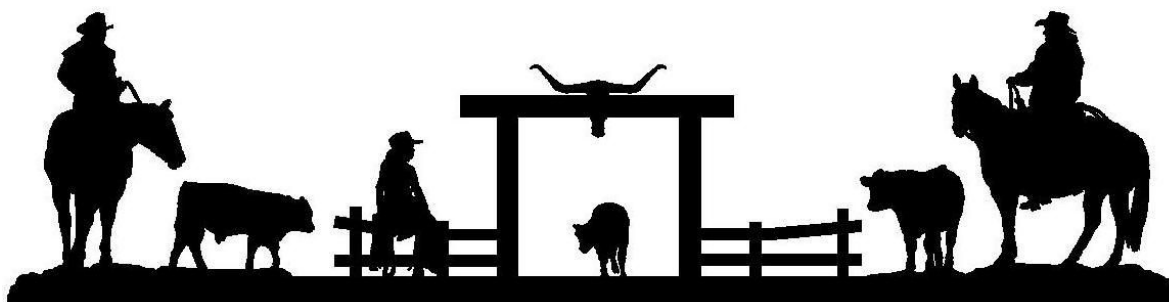
1/2 PAGE COLOR AD - \$75

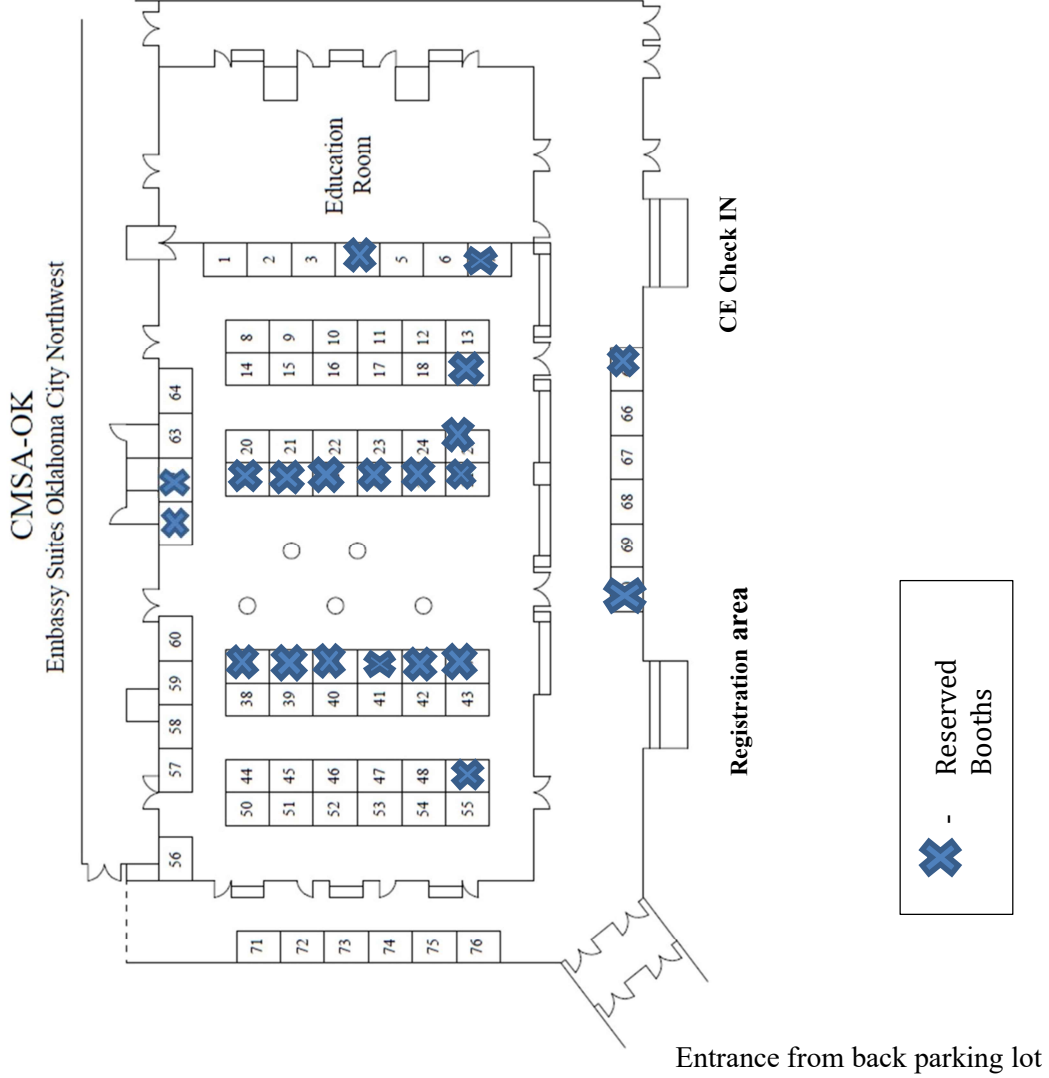
Ad size 3 3/4" ht. x 4 1/2" width

First come, first served with cover ads.

Please send in PDF or jpeg format please.

Ads are due by February 17, 2022

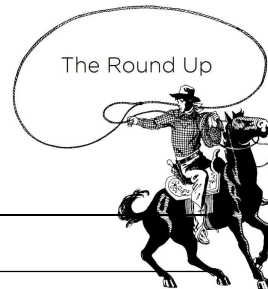




*Subject to change due to Covid Social Distancing at time of event.

Spring Booth Rental Agreement

CMSA- OK Annual Conference



Company Name for Booth Sign: _____

Name Badge 1: _____ Name Badge 2: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Cell of Primary Contact: _____

Exhibitor Listing—this is free for all Exhibitors and Sponsors

____ Standard Booths 1-64 are \$750.00 or ____ Showcase Booths 65-76 are \$1000.00

Pay by Check: _____ Pay by Credit Card: Visa/AMEX/MasterCard _____

Make checks payable to: CMSA-OK P.O. Box 14734 Oklahoma City, OK 73113

Preferred Booth Number: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Do you need an electric outlet? \$45.00 Yes ___ No ___ Check and Initial _____

Card Number: _____ Name on Card _____ Exp: _____

Signature: _____ CVC Code: _____ Zip code _____

Booth Fee \$750 or \$1000 \$ _____

Extra Vendor Badges @ \$75 ea. \$ _____



Names of Extra Vendor Badges _____

Electricity Yes ___ \$45.00 No _____ \$ _____

Sponsorship selected, (Corporate Sponsor includes standard booth) \$ _____



Breaks, Breakfast, Registration, Decoration, Luncheon, Technology \$ _____

Ad space 1/2page or Full page \$ _____

Total Fees \$ _____



I agree to the terms of contract listed on the *Terms of Contract* pages:

Signature: _____ **Print Name:** _____

REQUIRED FORM

**** NEW CONFERENCE LOCATION ****

Host Hotel: Embassy Suites by Hilton Oklahoma City Northwest

3233 NW Expressway, Oklahoma City, Oklahoma, 73112

Two Room King and 2 Queen Bedroom Suites available

Reserve your room today!



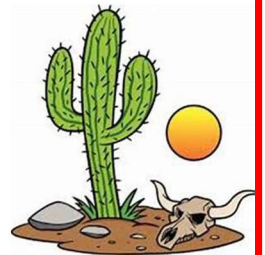
\$149 .00 plus hotel tax per night

Group Name: CMSA 2021 Conference

Call below for Reservations

405-842-6633

Deadline is March 16, 2021



Make sure to fill out all the forms!

Please send your company logo in a jpeg.

Make sure to check the deadlines!

JOIN CMSA-OK TODAY!

Thank you!

Wendy Gerdes - Executive Director

director@cmsa-ok.org

405-406-1933