

CMSA-OK Exhibitor Packet – Embassy Suites Medical Center  
741 North Phillips Avenue, Oklahoma City, OK, 73104  
November 15th Set-Up Day – 1:00 – 6:00 pm



# CONTRACT TERMS

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

**EMBASSY SUITES MEDICAL CENTER -**  
741 North Phillips Avenue, Oklahoma City, OK, 73104

## **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 \$50.00 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.

## **SHIPPING INSTRUCTIONS:**

**Embassy Suites by Hilton 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](http://www.event1inc.net) for more information.

## **EXHIBITOR HOURS: Wednesday, November 16th, 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 November 2023.

## **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 45-62)** - \$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 program book.

**TWO FREE attendee registrations\***

**Regular Spaces (Booths 1 – 44)** - \$750 will include:

Main exhibit hall space. Company listing in attendee program book.

**ONE FREE attendee registration\***

## **SET UP Times – Tuesday November 15th 2022**

Exhibitor Area will be OPEN from 1:00 pm to 6:00 pm, enter on west 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. There is plenty of parking on the west side of the Embassy Suites.

**Wednesday November 2022** – Exhibitor area will be available from 6:30 am to 7:00 am to set up.  
**Attendee registration opens at 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 NOVEMBER Conference is cancelled due to A VIRUS OUTBREAK beyond CMSA-OK's control, the Exhibit contract will be rolled forward to the FOLLOWING IN-PERSON 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 October 15th, 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**





# 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 - \$3000

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

## TECHNOLOGY SPONSOR - SOLD

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 - SOLD

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



## REGISTRATION SPONSOR - \$1000

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

## BREAK SPONSORSHIPS - \$500 (Multiple) 1 Available Tuesday the 15th and Several on Wednesday the 16th Options

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



## AM BREAKFAST SPONSORS - \$400 (Multiple) Wednesday the 16th

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



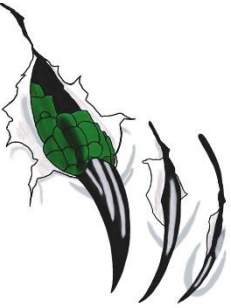
Call or email if you have any questions

Wendy Gerdes

director@cmsa-ok.org

405.406.1933





# *CMSA-OK November 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 ½” ht. x 4 1/2” width

[1/2 PAGE COLOR AD - \\$75](#)

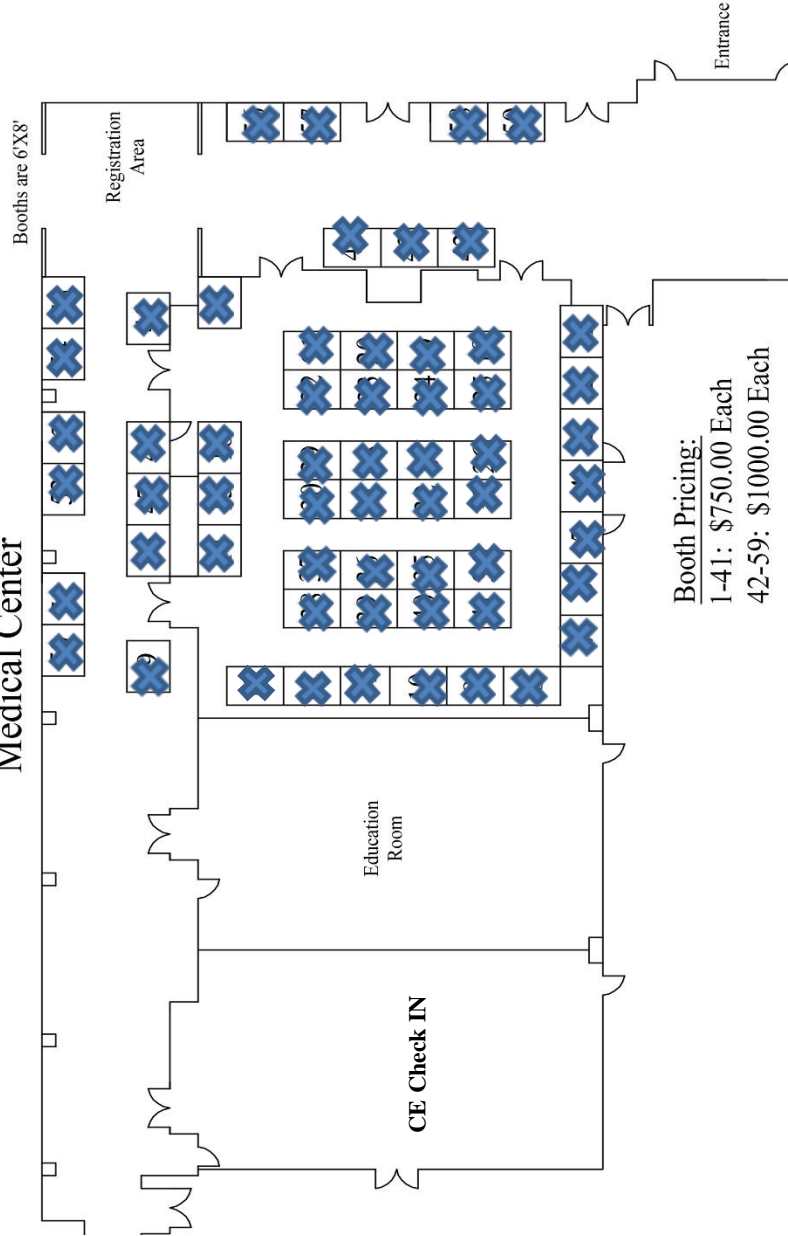
Ad size 3 ¾” ht. x 4 ½” width

First come, first served with cover ads.

Please send ads in a PDF or jpeg format please.

**Ads are due by September 1st 2022**

CMSA-OK  
 Embassy Suites Oklahoma City Downtown  
 Medical Center



# November 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 – Can send in a word document!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Standard Booths 1- 44 are \$750.00 or \_\_\_\_ Showcase Booths 45-62 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? \$50.00 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 \_\_\_ \$50.00 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 – SEND BACK IN**



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](mailto:director@cmsa-ok.org)

405-406-1933





## Booths Reserved

1 Access Medical Centers  
2 Inspire Specialty Hospital  
3 First Cal Medical  
4 Bridges Health  
5 Stonegate Senior Living  
6 Oklahoma Proton Center  
7 Community Hospital  
8 Qualls Stevens  
9 Select Specialty Hospital  
10 Angel Flight Oklahoma  
11 AMRAMP  
12 Taylor PT  
13 Taylor PT  
14 Diakonos Group  
15 Orthopaedic and Sports Medicine  
Center  
16 Able Tech  
17 HealWell, LLC  
18 Laura Lynn's Home Care  
19 Scott Sabolich Prosthetics and  
Research  
20 Humanity Hospice  
21 Cohesive Healthcare Management  
& Consulting  
22 Valir Physical Therapy  
23 CompleteOK  
24 Oklahoma Palliative & Hospice  
Care  
25 MOM'S Meal  
26 The Recovery Center  
27 StoneGate Senior Living  
28 Emerald Care Centers  
29 Clinical Pathology Laboratories  
30 Select Physical Therapy  
31 Doctors 2 U

32 Spectrum Health  
33 Centralink  
34 Senior Care Referral Services of  
Oklahoma  
35 EXCEL Therapy  
36 Legend Senior Care  
37 Valley Hope  
38 Homestead of Weatherford  
39 Lyndale Edmond  
40 Ellison of Stateman Club  
41 Redbud PT/PT Central  
42 Avem Health Partners  
43 Oklahoma City VA Health Care  
System  
44 Numotion  
45 Cornerstone Specialty Hospitals  
46 Physicians Housecalls  
47 Bausch Health  
48 Bausch Health  
49 Amada Senior Care Oklahoma  
50 Norman Regional  
51 Jogan Health Staffing  
52 Seminole, South Pointe Care and  
Rehabilitation Centers  
53 Hanger Clinic  
54 Brookdale Senior Living  
55 Oklahoma City Rehabilitation  
Hospital  
56 Bright Star Care  
57 360 Physical therapy  
58 Ignite Medical Resorts  
59 PAM Health  
  
Oklahoma Parkinson's Alliance