

# CMSA 2023 ANNUAL CONFERENCE VENDOR REGISTRATION BLUEPRINT



## CMSA-OK Exhibitor Packet

Embassy Suites Medical Center  
741 North Phillips Avenue, Oklahoma City, OK 73104

November 14th Vendor Set-Up - 1:00 – 6:00 pm

# THE CONSTRUCTION OF CASE MANAGEMENT

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 floors are 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 exhibitors must note and pay for electricity on registration contract.
  - There is a \$50.00 charge for electricity.

Any additional decorating and exhibit furniture, please arrange through Event 1.

## **USE OF FOOD AND BEVERAGE:**

Exhibitors may provide food and beverage from their booth if the exhibitor utilizes the services of the convention centers' inhouse caterer, no outside food/beverage allowed, unless it is wrapped candy.

## **SHIPPING INSTRUCTIONS:**

**Embassy Suites by Hilton cannot** accept shipments of exhibit materials. Please arrange all shipments with 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 15th, 2023 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 forfeit their opportunity to participate as an exhibitor for November 2024.

## **BOOTH PERSONNEL:**

Price includes badges for two exhibit personnel per space. These individuals may also attend the educational portion of the conference. Additional exhibit personnel badges are available for a fee of \$75.00 per badge.

**Please wear badges at all times. CMSA-OK does not allow the sharing of badges.**

## **EXHIBIT SPACE LEVELS:**

**Show case Spaces (Booths 45-62)** - \$1,100 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)** - \$850 will include:

Spaces in the main exhibit hall are available with a company listing in attendee program book.

**ONE FREE attendee registration\***

## **SET UP Times – Tuesday, November 14th 2023**

Exhibitor Area will be OPEN from 1:00 pm to 6:00 pm. Please enter on west side of building. Please utilize the west doors to bring in booth materials. Exhibitor registration will be open to retrieve your vendor packet, name badge(s) and program book. There is plenty of parking on the west side of the Embassy Suites.

**Wednesday, November 15th 2023** – 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, 2023.**

We request that you take advantage of this offer. Please personally 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 (see 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. One 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 - \$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 - \$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 and Several on Wednesday**

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

## **AM BREAKFAST SPONSORS - \$400 (Multiple) Thursday**

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

**Call or email if you have any questions**

**Julie Harvey**

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 - \$500**

**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.

**Ads are due by October 1, 2023**

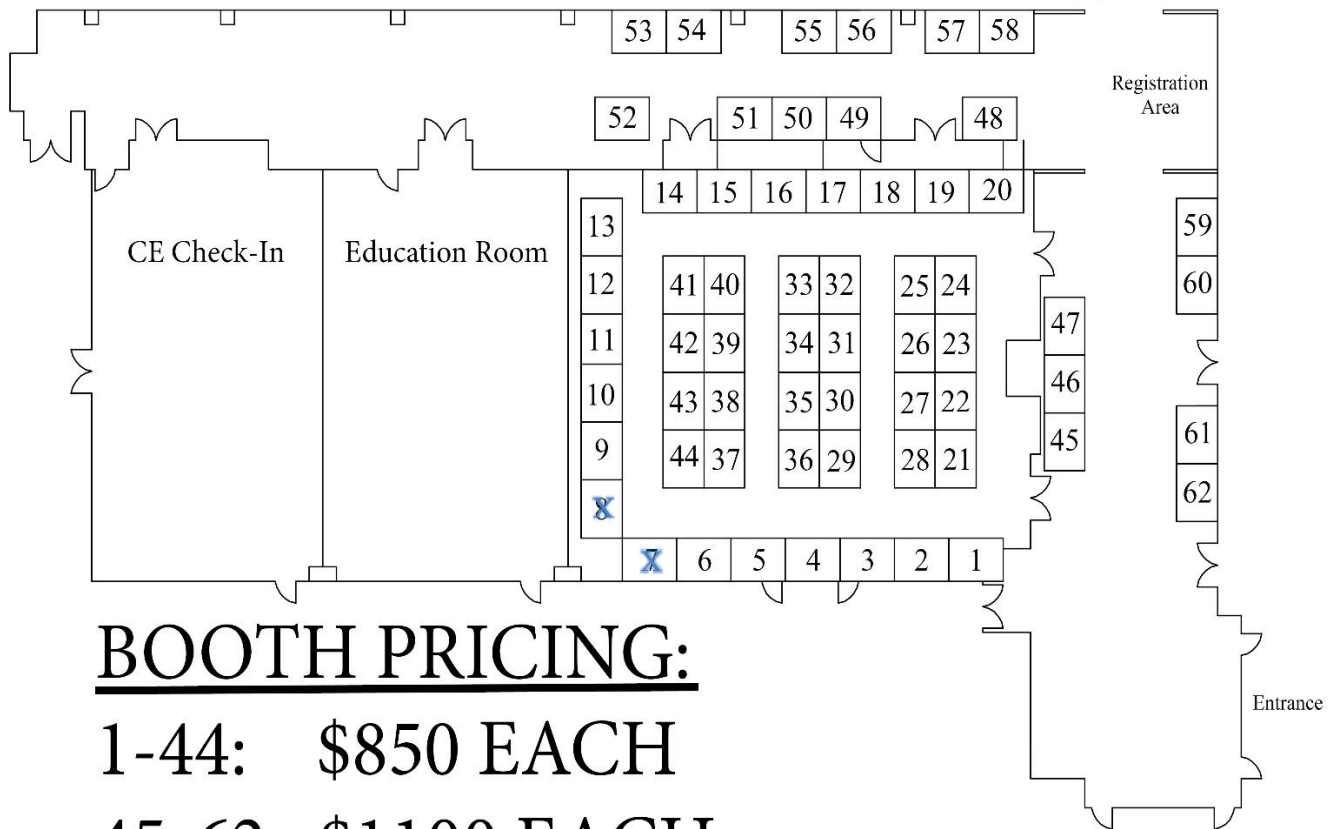
# EXHIBITOR FLOOR PLAN

CMSA-OK

Embassy Suites Oklahoma City Downtown

Medical Center

Booths are 6'X8'



## BOOTH PRICING:

1-44: \$850 EACH

45-62: \$1100 EACH





# 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 \$850.00 or \_\_\_\_ Showcase Booths 45-62 are \$1,100.00

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 \$850 or \$1100 \$ \_\_\_\_\_

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 format.**

Make sure to check the deadlines!

JOIN CMSA-OK TODAY!

Thank you!

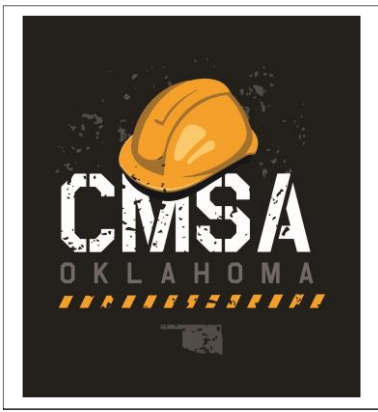
Julie Harvey - Executive Director

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

405-406-1933







# Reserved Booths



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