

MAD HATTERS TEA PARTY FOR CASE MANAGEMENT

cmsa ok

case management society of america • oklahoma



2025
CMSA-OK ANNUAL CONFERENCE

NOVEMBER
12TH & 13TH, 2025

CHAMPION CONVENTION CENTER

“MAD HATTERS TEA PARTY FOR CASE MANAGEMENT”

CHAMPION CONVENTION CENTER

737 S. MERIDIAN AVE., OKLAHOMA CITY, OK 73108

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

BOOTH FURNISHINGS:

The exhibit hall is carpeted. All spaces include:

- One 8 x 8-foot exhibit space (Regular), 8 x 10-foot exhibit space (Showcase)
- Skirted and draped 6-foot table
- 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 Leilani Events.

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.

EXHIBITOR HOURS: Thursday, November 13th, 2025 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 2026.

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 – 1-19 - \$1,100 will include:

Prime exhibit space in the Champion exhibit hall, badges/conference passes for up to 4 Exhibit personnel. Company listed in the attendee program book. You will also receive **TWO FREE additional Attendee Registrations*** to give away.

Standard Spaces - 20-75 \$850 will include:

Main exhibit hall space, badges/conference passes for up to 2 Exhibit personnel. Company listing in attendee program book. You will also receive **ONE FREE additional Attendee Registration*** to give away.

SET UP Times – Wednesday, November 12th, 2025 starting no earlier than 1:00 pm!

Exhibitor Area will be OPEN from 1:00 pm to 6:00 pm. Enter through the front entrance. The Registration desk will be open to receive your packet, name badge(s) and program book. There is plenty of parking around the facility.

SET UP Times – Thursday, November 13th, 2025

Exhibitor area will be available at 7:00 am. 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 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 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 Exhibitor-Sponsored Attendee registrations MUST BE received by November 7, 2025.** 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.

QR CODE TO PAY LINK

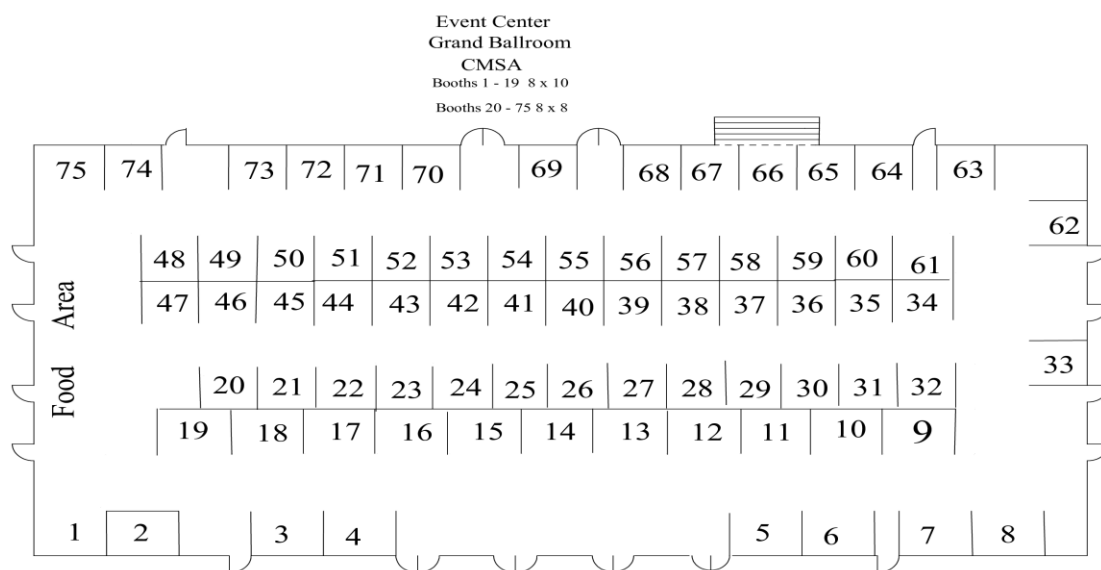


CHAMPION CONVENTION CENTER

BOOTH LAYOUT

BOOTHS 1-19 – SHOWCASE \$1,100

BOOTHS 20-75 – STANDARD \$850



HILTON GARDEN INN OKLAHOMA CITY AIRPORT

\$129.00/NIGHT

<https://www.hilton.com/en/attend-my-event/okcahgi-cmc-ec9c11a8-6d4e-4de9-b305-0f319e9ded3b/>

SPONSORSHIPS

****CAN BE FUNDED BY MULTIPLE SPONSORSHIPS**

CORPORATE SPONSORS - \$3000**

Includes 4 free Attendee registrations (see notes on Exhibit Space Contract Terms), free standard exhibit space (can upgrade to Showcase Booth); signage of recognition at booth; recognition on CMSA-OK website & free full-page color ad in Attendee Program Guide.

LUNCH SPONSORS - \$1500**

Includes free full-page ad in Attendee Program Guide and signage at the Lunch Tables. (Does not include booth nor speaker at lunch).

PHYSICIAN SPONSORS - \$1,000**

This is for Physicians who want to support CMSA-OK, but cannot be at the Conference or have an Exhibitor Booth. This will include signage, name in the power point loop, and ability to drop off marketing materials to be placed in the Attendee bags prior to the Conference.

TECHNOLOGY SPONSORS - \$1000 (1)

CMSA-OK is Going Green! Includes QR Code, Internet Access, signage, as well as free full-page ad and free business listing in Attendee Program Guide.

BADGE SPONSOR - \$1000 (1)

Includes logo on attendee name badges, free full-page ad in Attendee Program Guide, and signage at the Registration Desk.

BEVERAGE SPONSOR - \$1,000**

Includes free full-page ad in Attendee Program Guide and signage at the Beverage Tables.

DECORATION SPONSORS - \$750**

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

BREAK SPONSORS - \$500**

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

BREAKFAST SPONSORS - \$500**

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

WELCOME RECEPTION SPONSORS - \$500**

Includes signage at Reception and the Conference, free full-page ad in the Attendee Program Guide and signage.

Call or email if you have any questions!

Julie Harvey, Executive Director

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

FRONT 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.

Please send high resolution ads in a PDF or JPEG format please.

Ads/Print Deadlines are due by October 17th, 2025

2025 CMSA-OK Annual Conference

Booth Rental Agreement



Company Name for Booth Sign:_____

Name – Badge 1: _____ Name - Badge 2: _____

Company Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Showcase Booth – 1-19 \$1,100.00 _____ or Standard Booth – 20-75 \$850.00 _____

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

Booth Fee \$850.00 or \$1,100.00 \$ _____

Booth Electricity \$50.00 \$ _____

Extra Vendor Badges \$75.00 each \$ _____

Name(s) for Extra Badges _____

Conference Sponsorships: Corporate - \$3,000 Lunch - \$1,500 Physicians - \$1000 Technology - \$1,000

Badge - \$1000 Beverage - \$1000 Decorations - \$750 Breaks - \$500 Breakfast - \$500

Welcome Reception - \$500.00 \$ _____

Conference Brochure Ad: ½ Page - \$75.00 Full Page - \$150.00 \$ _____

Sponsor Additional Attendees – 2 for \$150 or 4 for \$300 \$ _____

TOTAL FEES: \$ _____

Paying By Check: _____ Mail to: CMSA-OK, P.O. Box 1118, Newcastle, OK 73065

Pay By Credit Card: _____ Card Number: _____

Name on Card: _____ Exp: _____ CVV Code: _____

Card Zip Code: _____ Approving Signature: _____

Checklist for Exhibitor: **All to be emailed to CMSA-OK at director@cmsa-ok.org**

Free Business Listing in Word Doc _____ Rcvd CMSA-OK_____

Business Logo in PNG or JPG format _____ Rcvd CMSA-OK_____

Ad – ½ Page or Full Page (If Purchased) in PDF or JPEG _____ Rcvd CMSA-OK_____

I agree to the terms of the contract listed in the Exhibitor Registration Packet. I understand if payment is not received
By 10/17/25, my booth registration will be canceled.

Signature _____ Print Name _____ Date _____



2025 Program Directory Listing Information

Company Name _____

Address _____ City, State Zip _____

Phone _____ Website _____

Main Contact _____ Title _____

Phone _____ Email _____

Company Description *(About, list of services, areas served)*

Contact(s)

Name _____ Title _____

Phone _____ Cell _____

Email _____ Other _____

Name _____ Title _____

Phone _____ Cell _____

Email _____ Other _____

Are you a Conference Sponsor? ☐ Yes ☐ No

Booth # _____ ☐ Standard ☐ Showcase

Select information that you are providing for the program: ☐ Logo ☐ AD ☐ Listing only *(No LOGO or AD)*

Name of file(s): _____

Please provide high resolution LOGO's in png or jpg file format and AD's in pdf or jpg file format for optimal printing quality.

Please fill out this pdf, save, and email this file, with LOGO's and AD's. Thank You!



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FREE ATTENDEE REGISTRATION FORM – EXHIBITORS

Exhibitor Name: _____

Attendee Name: _____ Credentials: _____

Employer/Facility: _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

Register by mail or email by November 7, 2025

CMSA-OK
P.O. Box 1118, Newcastle, OK 73065
or Email: director@cmsa-ok.org. Ph: (405) 406-1933.

No walk-ins accepted with this registration form. Thank you!

Julie A. Harvey, M.Ed., NCC, LPC, CRC, CVE
Executive Director, CMSA-OK