

Around the World With Case Management

AMAZING RACE

cmsa ok

case management society of america • oklahoma



**NOVEMBER
4th & 5th, 2026**

Edmond Conference Center

Exhibitor Packet

“AROUND THE WORLD WITH CASE MANAGEMENT – THE AMAZING RACE”

EDMOND CONFERENCE CENTER

2833 Conference Drive, Edmond, OK 73034

BOOTH FURNISHINGS:

The exhibit hall is carpeted. All spaces include:

- One 8 x 8-foot exhibit space in Exhibitor Hall (Regular), 8 x 10-foot exhibit space in Exhibitor Hall (Showcase), 8 x 10-foot exhibit space in the outer lobby (Premium).
- 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.

EXHIBITOR HOURS: Wednesday, November 4th, 2026 12:00 pm – 3:00 pm and Thursday, November 5th, 2026 7:15 A.M. TO 3:00 pm. CMSA-OK kindly requests exhibit space **NOT** be dismantled or vacated prior to the official exhibit hall closing time of **3:00 pm on Wednesday and Thursday** unless approved prior by CMSA-OK. Any exhibitor breaking down prior to this time may not be offered a booth for November 2027. Vendors will draw for door prizes after the 12:30 pm lunch break on Thursday and will post their winners on the flip chart by the lobby. During the final break from 2:30-3:00 pm, the prize winners will come to your booth to pick up their prizes until 3:00 pm, at which time you may start dismantling your booths.

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!**

EXHIBITOR SPACE LEVELS:

Premium Spaces – Outer Lobby – 1-12 **\$1,250.00 will include:**

Premium exhibit space in the lobby of the Edmond Conference Center, 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.

Showcase Spaces – Exhibitor Hall – 13-24 **\$1,050.00 will include:**

Prime exhibit space in the Edmond Conference Center 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 - 25-77 **\$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.

NEW SET UP TIMES! – Wednesday, November 4th, 2026 starting 8:00 am – 12:00 pm!

Exhibitor area will be OPEN from 12:00 pm to 5:00 pm for Attendees to come through on 11/4. The Registration desk will be open to receive your packet, name badge(s) and program book. There is plenty of parking around the facility.

Thursday, November 5th, 2026

Exhibitor area will be OPEN at 7:15 am. Attendee Registration opens at 7:15 am and can come through the Exhibitor area.

BOOTH DECORATION CONTEST: The CMSA-OK Executive Board/Board of Directors will vote on the “Best Decorated Booth” at the conference. The winner will receive a **FREE STANDARD BOOTH** for the following year’s conference and will be announced at the end of the last day.

EXHIBITOR AGREEMENT TERMS CONTINUED

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 – no open food.**

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 file, 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. **By signing the Rental Agreement, you agree to abide by the regulations of the CMSA-OK November 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 Rental Agreement

Side by Side Booths available upon request. First come, first served.

***All Exhibitor-Sponsored Attendee registrations MUST BE received by October 30, 2026.** 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.

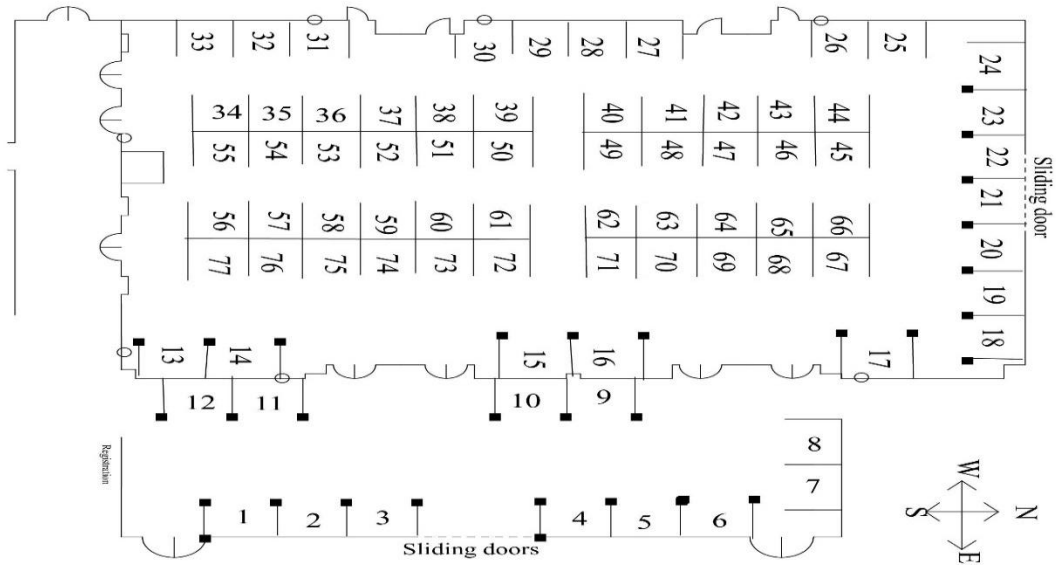
EDMOND CONFERENCE CENTER

BOOTH LAYOUT

BOOTHS 1-12 – PREMIUM \$1,250

BOOTHS 13-24 – SHOWCASE \$1,050

BOOTHS 25-77 – STANDARD \$850



- Notes:
1. The lights are 7' off floor.
 2. Best to run booths East & West due to #1
 3. ATM on North wall in reception
 4. Pre-Function usable space not actual space
 5. Electric in floor in bathroom and walls

Booth # 1-24 10 x 8
 Booth 25-77 8 x 8

WELCOME RECEPTION

All Exhibitors and Attendees are welcome to come to the Welcome Reception from 5:00pm - 7:00pm on 11/4 in the outer lobby. All Exhibitors are required to have a wrist band to attend. 2 wristbands will be provided per booth, with the option to purchase an additional band for \$20.00.

HOTEL ACCOMODATIONS

HILTON GARDEN INN EDMOND CONFERENCE CENTER

\$124.00/NIGHT

LINK TO REGISTER:

Group name: CMSA-OK Conference November 2026

Booking link: <https://www.hilton.com/en/attend-my-event/cmsa-ok-conference-2026/>

Group dates: November 3, 2026 - November 5, 2026

Group code: G6CMSA

Reservations must be made by **October 4, 2026**

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!

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.

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

Ads/Print Deadlines are due by October 16th, 2026

SPONSORSHIPS

LUNCH SPONSORS - \$2,500 (4 AVAILABLE)

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

PROGRAM SPONSOR - \$1,000 (2 AVAILABLE)

Includes free full-page ad on the inside front cover or inside back cover in the Attendee Program Guide and signage.

TECHNOLOGY SPONSORS - \$750 (1 AVAILABLE)

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 - \$1,000 (1 AVAILABLE)

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

BEVERAGE SPONSOR - \$1,000 (2 AVAILABLE)

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

DECORATION SPONSOR - \$800 (1 AVAILABLE)

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

BREAK SPONSORS - \$500 (2 AVAILABLE)

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

BREAKFAST SPONSORS - \$500 (4 AVAILABLE)

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

WELCOME RECEPTION SPONSORS - \$750 (4 AVAILABLE)

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

SPONSORSHIPS FULFILLED!

BAG SPONSOR - BIG THANKS TO VALIR PT/H2HEALTH

PEN SPONSOR - BIG THANKS TO FIRST CALL MEDICAL

Call or email if you have any questions!

Julie Harvey, Executive Director

director@cmsa-ok.org

405.406.1933

2026 CMSA-OK Annual Conference

Exhibitor Booth Rental Agreement



Company Name for Booth Sign: _____

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

Company Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Premium Booth: 1-12 \$1,250.00 _____ Showcase Booth: 13-24 \$1,050.00 _____ Standard Booth: 25-77 \$850.00 _____

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

Booth Fee \$1,250/\$1,050.00/\$850.00 \$ _____

Booth Electricity \$50.00 \$ _____

Extra Vendor Badges \$75.00 each (2 included with registration) \$ _____

Name(s) for Extra Badges _____

Welcome Reception Wrist Bands (2 included with registration) - \$20.00 each \$ _____

Conference Sponsorships Available: Lunch - \$2,500 (4) ~ Program - \$1,000 (2) ~ Badge - \$1,000 (1)

Technology –\$750 (1) ~ Beverage - \$1000 (2) ~ Decorations - \$850 (1) ~ Breaks - \$500 (2) ~ Breakfast - \$500 (4)

Welcome Reception - \$750 (4) \$ _____

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

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

EARLY BIRD DISCOUNT – \$100 OFF IF PAYING IN FULL BY 7/1/26 - \$ 100.00

PLATINUM/DIAMOND BUSINESS PARTNERS - \$50 DISCOUNT FOR BOOTH

UPGRADES IF PAYING IN FULL BY 7/1/26 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: _____

Venmo: @cmsaok Cashapp: \$CMSAOKC

Pay Link:



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

Sent Free Business Listing in Word Doc _____ Rcvd CMSA-OK _____

Sent Business Logo in PNG or JPG format _____ Rcvd CMSA-OK _____

Sent 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 10/16/26, my booth registration will be canceled.

Signature _____ Print Name _____ Date _____



2026 Business Listing Information

Company Name _____

Address _____ City, State Zip _____

Phone _____ Website _____

Company Description – Business Summary for Conference Booklet

Contact(s)

Name _____ Title _____

Phone _____ Cell _____

Email _____ Other _____

Name _____ Title _____

Phone _____ Cell _____

Email _____ Other _____



CMSA-OK 2026 CONFERENCE
“AROUND THE WORLD WITH CASE MANAGEMENT – THE AMAZING RACE”

EXHIBITOR-SPONSORED FREE ATTENDEE REGISTRATION FORM

Exhibitor Name: _____

Attendee Name: _____ Credentials: _____

Employer/Facility: _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

Must be pre-registered by mail or email by October 30, 2026

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