

CASE MANAGEMENT SOCIETY OF AMERICA- EASTERN OKLAHOMA CHAPTER
11th Annual Educational Conference

"May the Case Management Force be With You"

May 8, 2019

Marriott Southern Hills-- (866) 530-3760 (Hotel Reservations)

Booth Exhibitor Registration Form

(Please Print or Type All Information)

Registration

Company Name: _____

Contact Person: _____ CMSA ID # (required to receive Member Pricing) _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Hotel reservations and details explained on the Facts & Tips for Exhibitors and Sponsors Sheet that is attached.

I/My organization would like to participate in CMSA-EOK's Educational Conference:

- CMSA Non-Member Booth Exhibitor (\$600.00 by Apr 12) (\$650.00 on or after Apr 12) \$ _____
(Booth Fee includes 2 FREE booth attendants plus 1 CM attendee—please list names below)
- CMSA Member Booth Exhibitor (\$425.00 by Apr 12) (\$440.00 On or after Apr 12) \$ _____
(Booth Fee includes 2 FREE booth attendants plus 1 CM attendee—please list names below)
- Electrical connection (Hotel charge is \$50.00)..... \$ _____
- Additional Booth attendants** ___ @ (\$50/Mbr--\$75/Non-mbr by Apr 12) (\$55/Mbr--\$80/Non-mbr after Apr 12) \$ _____
- Luncheon only \$35.00 \$ _____

CMSA of Eastern OK Tax ID # 83-0505533 **Totals** \$ _____
AMOUNT ENCLOSED \$ _____

Payment : Check #____ MasterCard Visa Discover Credit Card #: _____ Exp. Date: _____

Authorized Signature for Credit Card _____

2 Free Booth Attendant Names 1) _____ 2) _____

Additional Booth Attendants ** Cost listed above 1) _____ 2) _____

Complimentary Conference Attendee Registration Name:** Need name & attendee registration form _____

***Can be assigned to any CM as a marketing tool and to increase attendance. The **Complimentary** conference attendee listed above is in addition to your 2 Free Booth Attendants. Complimentary attendees still need to complete an attendee registration form to attend the conference. All conference attendees also need to complete an attendee registration form in addition to this form.*

We the Undersigned do Hereby Agree to the Following:

- a) All provisions of the rules and regulations in the exhibitor acknowledgement letter are to be followed. **Booth includes 2 free booth attendees.** Additional Booth attendees are allowed at fees specified above.
- b) Exhibit fee includes registrations and space costs. Furnishings, labor, shipping and hotel arrangement must be made individually.
- c) Checks should be made payable to the CMSA-Eastern OK. **Payment of sponsorship should be made by April 12, 2019 or space will not be reserved.**
- d) Exhibitor Booth space is available on a first-come basis when your application and payment is received. Other factors may influence space assignment such as date of registration, special needs, and general layout of exhibits.
- e) It is agreed by signing this form you understand and will comply with all the guidelines stated above while exhibiting at the Marriott Southern Hills. Failure to comply with any of the above stated guidelines will result in a **\$250.00 damage fee**, payable by the Exhibitor at the time of the event.
- f) Cancellations must be in writing and must be received by April 12, 2019 in order to receive a refund minus \$100.00 administration fee. Cancellations received after April 12, 2019 but prior to May 8th will forfeit all monies paid. Failure to submit a cancellation and failure to appear at the conference will result in owing the full sponsorship/registration fees. **Payment of sponsorship should be made by April 12, 2019 or space will not be considered reserved**

Company Representative Date

Please return a signed copy of this agreement to:
CMSA-Eastern OK Conference, P.O. Box 35766, Tulsa, OK 74153
Questions? Please call or email: (918) 488-6165 or info@cmsa-easternok.org. --Or--FAX (918) 488-8021