

Oklahoma Correctional Association & National Association of Blacks in Criminal Justice

2015 Training Conference Exhibitor Contractor

Contract

Exhibitor Contracts will be handled on a first-come, first-served, space-available basis. The Exhibitor Contract for the NABCI/OCA 2015 Training Conference between the National Association of Blacks in Criminal Justice (NABCI) and/or the Oklahoma Correctional Association (OCA) will become effective upon written acceptance by the Exhibit Committee.

Sponsorships

Payment must accompany request for sponsorship. Sponsorship levels include items identified on page 3 of this contract. Sponsorship rates range from \$500 - \$5,000.

Reserving Booth Space

The conference will take place at the Marriott Conference at NCED in Norman, Oklahoma, October 14-16, 2015. You may select your preferred booth spots using the attached exhibit hall floor. Complete and sign the Exhibitor Contract and send to the Exhibit Committee via email, fax, or mail with a 50% deposit for the total amount due. Upon receipt of your contract AND payment, the Exhibit Chair will send you notification by email acknowledging receipt. A copy of the booth reservation contract with booth space assigned by the Exhibit Chair will be returned to you electronically upon booth assignment.

Booth

Booth price for company/corporation is \$400. Exhibitor agrees to participate in the space designated by the Exhibit Committee. To assist small organizations and associations, the Exhibit Committee will grant a 50% discount of the booth for those organizations who qualify.

Booth fees include:

- One (1) draped table and one (1) chair per day with draped back wall and side rails. If more than one attendant, additional chair will be provided as needed.
- One attendant permitted with booth fee. **\$20** for each additional attendants
- Booth identification sign
- Logo on conference website with link to your website

The contract agreement includes the exhibit facility as programmed, general maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation. The contract agreement does not include drayage and placement of display equipment; decoration and related services; security services; labor (for example, carpenters, electricians, and drapers); storage of any exhibit-related materials, lighting and electrical power; gas or water supply

Exhibit Dates and Hours

Exhibitor Move-In

Wed, October 14, 2015 8:00 am - 4:00 pm

Show Hours

Wed, October 14, 2015 5:30 pm - 8:00 pm

Thu, October 15, 2015 7:30 am - 3:30 pm

Exhibitor Move-Out

Thu, October 15, 2015 3:30 pm - 5:30 pm

Hours are tentative and subject to change

Use of Space

Displays shall not be placed in such manner as to interfere with other exhibits. All demonstrations must be confined to the limits of the exhibit booth.

Materials/Shipping of Materials

Marriott Conference Center at NCED can only accept shipment of materials three (3) business days prior to the start of this event. Please know NCED will accept pallets; contact your Conference Services team for pricing. Please label your boxes as indicated below so that they may be delivered in an accurate and timely manner:

Marriott Conference Center at NCED
Attn: Conference Services/ OCA & NABCI-- 2015 Conference
2801 State Hwy 9, East
Norman, OK 73071-1197

Receiving Fees:

Envelopes 2 lbs or less --No Charge
Envelopes over 2 lbs - No Charge
Box under 50lbs -- \$5.00
Box over 50lbs -- \$15.00
Display box, poster, large tube or oversized box-- \$20.00
Display Case -- \$25.00
Shrink wrapped pallet (pallets must be self-contained and properly sealed) -- \$75.00
Small wooden crate under 150lbs -- \$75.00
Crate over 150lbs -- \$150.00
Refrigerated Items -- \$25.00 flat rate
Exhibit cases or display boxes with no guest contact information...\$25.00 fee in addition to normal charges.

These charges are in addition to the charges the drayage services will impose once they take possession of the shipment for handling and delivery.

Storage Fees

Charges apply to any/all material received more than 3 business days prior to the program start date:

\$25.00 per package, per day
\$35.00 per 100 lbs of weight, per day

Example: Material received 8 business days prior to the program start date will incur 5 days of additional storage fees

Loading/Unloading Charges

\$50.00 per man hour or any portion of an hour will apply if Shipping & Receiving is involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

Electrical and Internet Connections

Electrical and internet connections are available for the following prices:

- Electricity, \$25
- Wireless Internet, \$30
- Wired Internet, \$25

These fees are **in addition** to the booth fee and must be included with your final payment. If payment is not received on or before September 20, 2015, exhibitors will not be able to utilize electrical or internet in their booth.

Cancellations

Should it become necessary to cancel the contract, the fees will be refunded only upon written request received on or before September 20, 2015. After September 20, 2015, no refunds will be made nor will previously paid monies be applied to any future OCA and/or NABCI conferences or other marketing areas. Exhibitors applying after the September 20, 2015, must submit full booth rental fee, none of which is refundable, with the application. NABCI and OCA reserve the right to resell canceled booths.

Credit Card Authorization

The issuer of the credit card identified on the Exhibitor Contract is authorized to pay the amount shown as "Amount to Charge." The signer promises to pay such "Amount to Charge," subject to and in accordance with the agreement governing the use of such card. The signature on the contract authorizes OCA and NABCI to charge the credit card number listed on the contract for the amount shown as "Amount to Charge."

Hotel Reservations

Room reservations cut-off is Wednesday, September 23, 2015. Exhibitors should call the hotel direct at 405-447-9000 or use the following link:

<https://resweb.passkey.com/go/OCANABCI/vendors>

The room rate for exhibitors is \$93.00 plus 13.25% tax.

Advertising

Advertising space reservations for the Conference Program Guide are due by September 15, 2015. Space is assigned on a first-come, first-served basis. Full payment must accompany the contract. Refunds are only provided if written cancellation is received at least 30 days before the due date. Rates for ads are as follows:

- Full page, \$150.00
- Half page (vertical or horizontal), \$80.00
- Quarter page, \$45.00
- Business card, \$25.00
- Patron list, \$10.00

Ad sizes are provided on page 4 of this contract. Images must be a minimum of 300dpi at 100% of size indicated. Please do not use images off of your website as they will not reproduce well. Questions about file types accepted should be directed to kim.rotelli@doc.state.ok.us.

Donations

The Exhibits Committee welcomes the donation of products for placement in the conference bags for each attendee or for use as additional prizes. Door prize drawings will be conducted throughout the conference. Please indicate on the contract if you will be providing items for the conference bags or donating door prizes.

Questions should be directed to:

OCA/NABCI Exhibit Committee Chairs
c/o Kimberley Owen

3400 N Martin Luther King Ave
Oklahoma City, OK 73111

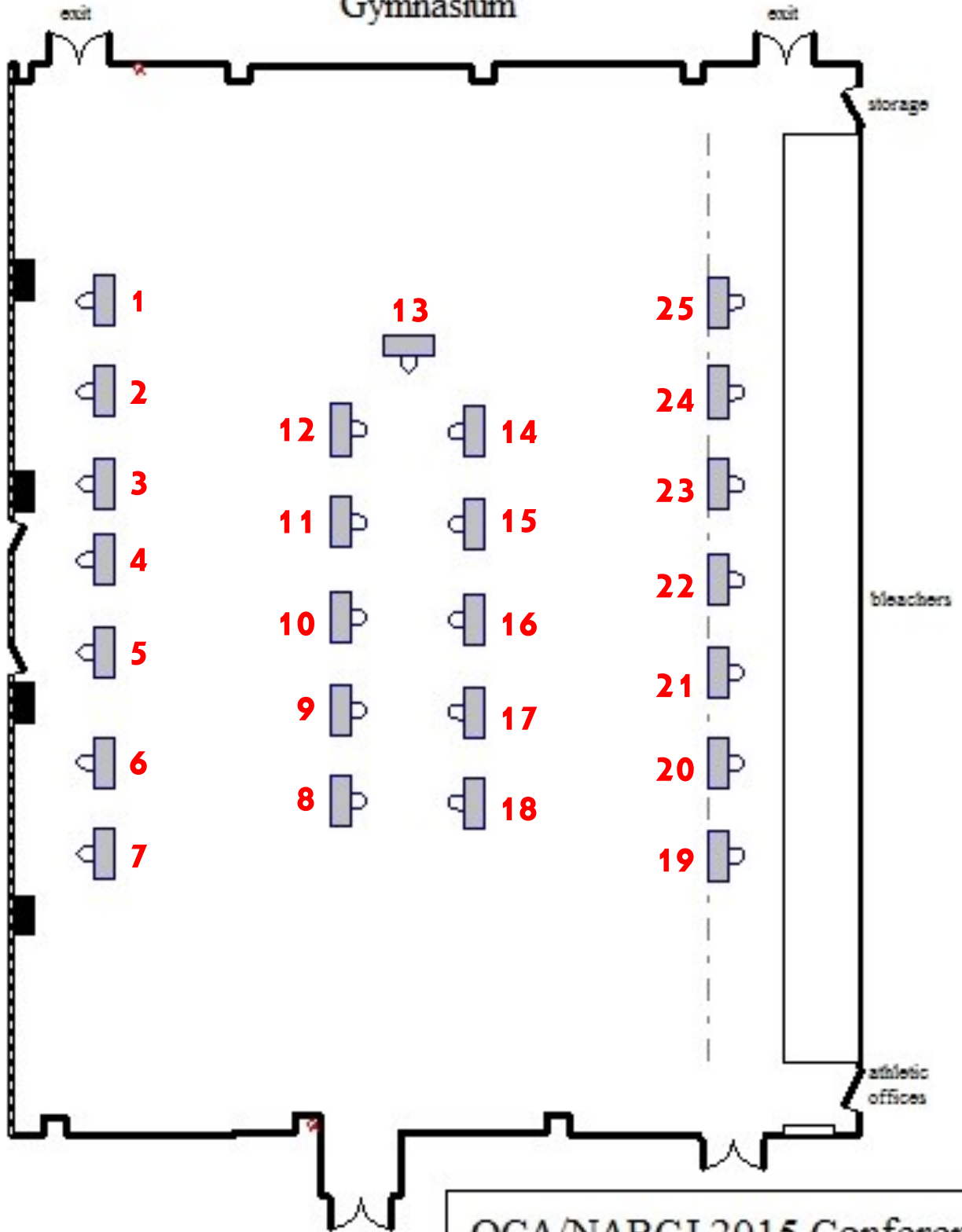
Office 405-425-2506

Fax 405-425-2578

oca.exhibits@gmail.com

www.myocaonline.org

Gymnasium



OCA/NABCJ 2015 Conference
25 Vendors

SPONSORSHIP OPPORTUNITIES	PLATINUM	GOLD	SILVER	BRONZE	COPPER
	\$5,000	\$2,500	\$1,500	\$1,000	\$500
Exhibit booth	◆	◆	◆	◆	
Logo on conference website with link to your website	◆	◆	◆	◆	
Advertisement in Conference Program Guide	Full	Full	Half	Quarter	
Sign recognizing sponsorship at conference venue	◆	◆	◆		
Recognition as sponsor during Opening Session	◆	◆	◆		
Marketing materials in conference registration packets	◆	◆	◆		
Complimentary conference registrations	3	3	2	1	
Drawings held at your booth	3	3	2	1	
Presidents Reception	◆				
General Assembly Luncheon (Thursday)	◆				
Conference Bags		◆			
Publications		◆			
Hospitality Room (1 of 4)			◆		
AM Snack Break (1 of 2)			◆		
PM Snack Break (1 of 2)			◆		
Keynote Speaker (fee and transportation)				◆	
Past President Dinner				◆	
Scholarship (1 of 6; OCA—4, NABCJ—2)					◆
General/Opening Session					◆