



2014 Exhibit Booth Contract

October 22-24, 2014

Renaissance Oklahoma City
Convention Center Hotel
10 North Broadway Avenue
Oklahoma City, OK 73102

Company/Organization: _____ Phone: _____

Contact Person/Title: _____ Fax: _____

E-mail: _____

Mailing Address: _____ City/State: _____ Zip: _____

Name of Booth Attendant(s): _____

Products/Services to be exhibited: _____

Door Prize/Donation to be provided: _____

Exhibitor wishes to be separated from: _____

Booth Contract

Exhibitor agrees to one (1) booth rental fee of \$400 which includes one (1) 5' x 2' table and two (2) chairs per day. Booth rental fee also includes choice of 50% discount for full page ad (valued at \$150) OR half page ad FREE (valued at \$80) in conference programs. One attendant permitted with booth rental fee; \$20 for each additional attendant. Exhibitor agrees to participate in the space designated by the Exhibit Committee. Set up begins before 2:00 p.m. on October 22, 2014, and take down will be after 3:00 p.m. on October 23, 2014. Exhibitor certifies the products/services listed as those to be displayed or demonstrated and agrees to notify the Exhibits Committee of any change at least two weeks prior to the event. Exhibitor will contact the hotel directly at 405-228-8000 to make room reservations at discounted price of \$87 by October 1, 2014. **Cash or credit card only; personal checks are not accepted.**

Booth Fee: _____

Number of additional attendants: _____

x \$20 for each additional attendant: _____

Please choose ad special:

Advertising Cost: _____

TOTAL AMOUNT DUE:

Signature _____

Date _____

Signature acknowledges authority of booth contact to represent the company and make this document a legal contract as stated.

Click _____ to forward contract by email.

Click _____ to print contract for your records or to mail to the address on the right.

Please send Total Amount Due to:
Kimberley Owen or Kent Peck, Exhibits Co-Chairs
c/o Oklahoma Correctional Association
3400 N Martin Luther King Ave
Oklahoma City, OK 73111