

CITY & TOWN EXHIBIT SPACE APPLICATION

Oklahoma Municipal League Annual Conference & Expo

**PLEASE RETURN
NO LATER THAN AUGUST 18, 2017**

This application, together with the **Exhibit Space Contract**, constitutes your municipality's agreement to exhibit in the 2017 Annual Conference & Exposition. Your signature below confirms that you, as the authorized contact for the exhibiting municipality, have read and agree to fully comply with the terms and conditions stated in the **Contract, Application and Exposition Rules and Regulations**. Please return **one signed copy of both the Exhibit Space Application and the Exhibit Space Contract**, with payment in full of the total exhibit fee, to Oklahoma Municipal League, Attention: April Bradbury, 201 N.E. 23rd Street, Oklahoma City, Oklahoma 73105-3199. **If paying by credit card, you may fax to 405-528-7560 or send to april@oml.org.**

Booth Sizes and Fees

- 10' x 10' \$ 150
- 10' x 20' \$ 300
- 10' x 30' \$ 375
- 20' x 20' \$ 450

If you require a larger booth space, please contact April Bradbury.

PLEASE NOTE: At this greatly reduced fee, we cannot include meal tickets.

APPLICATION:

Municipality _____
Contact Person & Email _____
Booth Manager & Email _____
Mailing Address _____
City/State/Zip _____
Phone _____ FAX _____
Authorized Contact Signature _____ Date _____

If there are certain potential exhibiting companies which you do **NOT** wish to be placed by, please indicate their names below:

Company Name _____ Company Name _____

PAYMENT PROCESSING: Total Amount Due: \$ _____

Payment Enclosed PO # _____ Master Card Visa American Express (PayPal Only)

Name (as it appears on your card):

Card No. _____ Exp. Date (Month/Year) _____ Security Code _____

(The Security Code for Visa & Mastercard is the 3 digit code on the back; for American Express it is the 4 digit code on the front)

Credit Card Billing Address / Zip Code _____

Signature _____ Email for Receipt _____

CANCELLATION OF EXHIBIT SPACE:

Payment in full must accompany the Exhibit Space Application Form and the Exhibit Space Contract. In the event an exhibitor cancels prior to August 11, 2017, a full refund will be made. After August 11, 2017 and before August 28, 2017, 50% of the booth rental will be refunded. After August 28, 2017, no money will be refunded. All notices of cancellation must be made **in writing** to the OML Exposition Coordinator, April Bradbury.

FOR OFFICE USE

Booth _____ Total Cost _____ Payment Rec. _____ Check # _____ Amt. _____

PLEASE RETURN A SIGNED COPY NO LATER THAN AUGUST 18, 2017.

Oklahoma Municipal League

2017 Conference & Exposition Exhibit Space Contract

AGREEMENT, made this _____ day of _____, 2017 by and between _____, herein referred to as "Exhibitor," and the Oklahoma Municipal League, Inc., 201 N.E. 23rd Street, Oklahoma City, Oklahoma 73105-3199, hereinafter referred to as "Management."

PURPOSE AND DEFINITION OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which Management will allow Exhibitor to rent exhibit space at the 2017 Annual Conference & Exposition, September 12 – 14, 2017, Cox Business Center, Tulsa, Oklahoma.

This agreement includes this **Exhibit Space Contract**, the **Exhibit Space Application Form** and the **Exposition Rules and Regulations**. These are an integral part of this contract and are incorporated herein for all intents and purposes the same as if fully set out herein.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

- (1) Exhibitor agrees to timely pay all fees, charges and costs as specified in this agreement and to abide by the terms and conditions set out in the **Exposition Rules and Regulations**.
- (2) Management agrees to provide the exhibit space as defined in the **Exhibit Space Application Form** and to abide by the terms and conditions contained in the **Exposition Rules and Regulations**.
- (3) **Oklahoma Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Oklahoma, and all obligations of the parties created hereunder are performable in Tulsa County, Oklahoma.
- (4) **Parties Bound.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- (5) **Legal Construction.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, or unenforceable provision had never been contained herein.
- (6) **Prior Agreements Superseded.** This Agreement constitutes the sole and only agreement of the parties hereto and supercedes any prior understandings or written oral agreements between the parties respecting the within subject matter.
- (7) **Compliance With Applicable Statutes, Ordinances, and Regulations.** In performing the services required of it under this Agreement, the Exhibitor shall comply with all applicable federal, state, county, and city statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, Exhibitor shall immediately notify Management of that fact and the reasons therefor.
- (8) **Impossibility.** The Annual Conference & Exposition is subject to termination without liability upon the occurrence of any circumstance beyond the control of the Oklahoma Municipal League—such as acts of God, war, terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities—to the extent that such circumstance makes it illegal, impossible, excessively difficult or expensive due to unforeseen contingency.
- (9) If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.
- (10) This Agreement constitutes the sole and only Agreement between the parties hereto in relation to the 2017 Annual Conference & Exposition and supercedes any prior understanding or written or oral agreements between the parties respecting the subject matter contained herein.
- (11) By their execution of this Agreement, the respective representatives of the parties hereby expressly represent that they are duly authorized to execute this Agreement on behalf of the party whom they purport to represent.
- (12) Neither the Management, the Cox Business Center or the Doubletree Hotel assumes any responsibility for destruction, damage or loss of the Exhibitor's property from any cause. The Exhibitor agrees to indemnify and hold harmless both Management, the Cox Business Center and the Doubletree Hotel from any liability and expense for any injury, property damage or other loss arising out of the use by the Exhibitor of its exhibit space or activities in connection therewith.

EXECUTED at Oklahoma City, Oklahoma on the day and year first above written:

EXHIBITOR

OML Staff / MANAGEMENT

By: _____

By: _____

Title: _____

Title: _____

PLEASE RETURN NO LATER THAN AUGUST 18, 2017.

Oklahoma Municipal League
2017 Annual Conference & Exposition

September 12 – 14, 2017 • Cox Business Center • Tulsa, Oklahoma

**EXHIBITOR GUIDE INFORMATION
& COMPANY LOGO**

Please complete this form and return ***NO LATER THAN August 18, 2017***, to Oklahoma Municipal League, Attention: April Bradbury, 201 NE 23rd Street, Oklahoma City, OK 73105-3199, by fax (405)528-7560 or email form and company logo to april@oml.org. This information will be used in the Exhibitors Guide which will be included in the Conference App. Please type or print all information ***exactly as you wish it to appear*** in the Exposition Guide, conference app, conference publicity and on the booth sign.

Company Name: _____

Contact & Title: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____ Twitter: _____

In the space below please provide a brief description (50 words or less) of your firm's products and services. This information will be included as written in the 2017 Exhibitors Guide. If you provide more than 50 words, OML reserves the right to edit as we see fit. *Please type or print legibly.*

*** Make sure that you have emailed a JPG or PNG of your company's logo for the conference app.***

PLEASE RETURN NO LATER THAN AUGUST 18, 2017.

**Oklahoma Municipal League
NAME BADGES AND MEAL TICKETS**

1. All exhibiting municipalities must register their personnel in advance. Please list all personnel who will be working your booth. *Official conference name badges must be worn at all times while in the exhibit area or while attending sessions.*
2. There is no additional registration fee when you have rented booth space.
3. The Exhibitor must designate a Booth Manager who shall be responsible for knowing and abiding by the OML Exhibit Space Contract and Exposition Rules & Regulations.
4. Any additions or changes in registration made during the conference must be submitted by the Booth Manager.

PLEASE LIST ALL BOOTH PERSONNEL (PLEASE PRINT): *(If needed, please copy this form to list additional personnel.)*

Booth Manager & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

PLEASE NOTE: At this greatly reduced booth space fee, we cannot include meal tickets.

**Please indicate below lunch tickets that you will require for booth attendants.
(You will be charged for any tickets indicated below.)**

Wednesday Lunch _____ (\$25 each) Wednesday Reception _____ (\$30 each) Thursday Lunch _____ (\$25 each)

If you wish to attend the Thursday breakfast or the annual conference banquet on Thursday evening, you may order tickets for those functions by checking the appropriate boxes below:

Thursday Breakfast _____ (\$25 each) Thursday Banquet _____ (\$45 each)

PAYMENT PROCESSING: Total Amount Due: \$ _____

Company Name _____

Booth Manager _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Payment Enclosed PO # _____ Master Card Visa American Express (PayPal Only)

Name (as it appears on your card) _____

Card No. _____ Exp. Date (Month/Year) _____ Security Code _____

(The Security Code for Visa & Mastercard is the 3 digit code on the back; for American Express it is the 4 digit code on the front)

Credit Card Billing Address / Zip Code _____

Signature _____ Email for Receipt _____

Please return with full payment to

Oklahoma Municipal League, 201 N.E. 23rd Street, Oklahoma City, OK 73105-3199.