

THE CONFERENCE

The conference brings together a statewide audience of over 400 mayors, councilmembers, trustees, city managers, clerks, electrical superintendents, public works directors and other municipal officials representing approximately 120 Oklahoma municipalities. The delegates meet to learn, to listen, to question and to discuss the issues of our cities and towns.

THE EXPOSITION

The 2017 Exposition, September 12 - 14, will bring your organization's representatives into contact with those municipal officials who not only influence the decision makers, but also are responsible for entering into contracts, making purchasing decisions and soliciting bids. The educational atmosphere stimulated by the conference allows aspects of your organization's products and services to be presented at a time most conducive to discussions, understanding and problem solving.

Many vendors will be at the exposition this year competing for share of mind, share of market, and share of total municipal budgets. Shouldn't your organization be there, too?

QUALIFICATIONS FOR EXHIBITING

It is the policy of the Oklahoma Municipal League to limit use of the exhibit spaces to firms whose business is consistent with the League's goals and objectives and which further the purposes of the Annual Conference & Exposition. All applications for exhibit space are subject to approval by the League.

BOOTH CHARGES AND SERVICES

Booth Size	Rental Fee
10' x 10'	\$ 600
10' x 20'	\$ 775
10' x 30'	\$ 975
20' x 20'	\$ 1,325
20' x 30'	\$ 1,525
20' x 40'	\$ 1,625
20' x 50'	\$ 1,725

If you require a larger space than what is listed above, please contact April Bradbury for pricing. Call 405-528-7515, 1-800-324-6651 or email to april@oml.org.

All booth spaces must be paid for by August 28, 2017. 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.

Your booth fee provides you with the following:

- 8' high back drapes on pipe
- 3' high divider drapes on pipe
- 1 exhibitor ID sign (24 characters)
- 1 eight foot display table, draped
- 2 folding chairs
- general security guard service
- 2 tickets for the Wednesday lunch, 2 tickets for the Wednesday reception and 2 tickets for the Thursday lunch for each 10' x 10' space rented with a maximum of 10 tickets total regardless of booth space size.

Arrangements for telephone, electrical & wifi must be made through the convention center.

Forms will be included in the Exhibitor Service Kit which you will receive once we have your completed exhibit application and signed contract. These materials will also be posted on our website, www.oml.org.

HOW TO REGISTER FOR BOOTH SPACE

Complete the **2017 Exhibit Space Application form, Exhibit Space Contract and Exhibitor Guide information.** Keep a copy for your records.

Send your completed Exhibit Space Application and Exhibit Space Contract with full payment to:

Oklahoma Municipal League
Attention: April Bradbury
201 N.E. 23rd Street
Oklahoma City, OK 73105

Or you can send by fax to 405-528-7560 or by email to april@oml.org.

Full payment is required with your Exhibit Space Application. Please make checks payable to Oklahoma Municipal League or complete the credit card information on the Exhibit Space Application. Any credit card information provided will be processed after July 1 and cardholder will be emailed a receipt.

All booths will be assigned in order of receipt of Exhibit Space Application **and full payment.** **Please note that Corporate Sponsors, OML Affiliate Members, and OMSC Partners receive first option on booth space assignments.**

After receipt of application and payment, we will email confirmation of booth space and the Exhibitor Service Kit. If you have questions, please contact April Bradbury, Expo Coordinator, april@oml.org or call 1-800-324-6651 or 405-528-7515.

SET UP TIME

- **Large Equipment (10 x 20 & larger)**
Monday, September 11, 2017
2:00 p.m. – 5:00 p.m.
- **Standard Set Up**
Tuesday, September 12, 2017
8:00 a.m. – 5:00 p.m.

All vendors must have their booths set up by 5:00 p.m. on Tuesday, September 12, 2017.

EXPOSITION HOURS

- **Wednesday, September 13, 2017**
8:00 a.m. – 6:00 p.m.
- **Thursday, September 14, 2017**
8:30 a.m. – 1:30 p.m.

Show hours listed are tentative and are subject to change without notice.

CONFERENCE THEME CONTEST

Our 2017 Conference & Exposition theme is *A League of Our Own, Working Together Wins!* Use our baseball theme to decorate your booth and pull attendees in for games, giveaways and fun activities! The booths will be judged on Thursday morning to see who will win a FREE 10 x 10 BOOTH SPACE at the 2018 Annual Conference & Expo in Oklahoma City. Winners will be selected by their creative approach to integrating the conference theme into their booth design and activities they choose to have for attendees. We can't wait to see who will hit it out of the park!

SPECIAL EXPOSITION HALL FEATURES

We will have many opportunities for you to interact with the delegates. Special instructions will be provided prior to the opening of the Expo. Watch for important details after you register. Some of the special features planned are:

- Lunch in the exhibit hall on Wednesday
- Reception in the exhibit hall on Wednesday

afternoon

- Lunch in the exhibit hall on Thursday
- Lounge areas throughout the exhibit hall
- Games & Prizes
- Community Food Bank of Eastern Oklahoma Gift Basket Raffle

DELEGATE ROSTER

In order to facilitate the follow-up of leads generated through delegate contact during the exposition, each exhibiting organization will receive a copy of the official roster of delegates to the conference.

All sales, taking of orders for future delivery, displays and distribution of literature will be limited to OML exhibitors and must be conducted in a dignified manner within the confines of leased space.

HOTEL ACCOMMODATIONS

The League has a block of rooms at the Doubletree Hotel Downtown which is located at 616 W. Seventh Street immediately across from the Cox Business Center. Make your reservation by calling 1-800-838-7914 and tell them the group code is "OML".

DRAWINGS & PROMOTIONAL GIVEAWAYS

Promotional giveaways and drawings are permitted with prior approval of the Oklahoma Municipal League. Announcement of winners will be made each day during exhibit hall activities. Delegates are required to be present to win. ***Only municipal officials and employees who are delegates to the conference are eligible to enter drawings held by vendors or OML. Exhibitors are NOT eligible for these drawings.***

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.