

2017 OML Annual Conference & Exposition September 12-14th, Downtown Tulsa

EXHIBITOR INFORMATION

Welcome everybody! We're pleased that you could be with us for our 2017 Annual Conference and Exposition. It is our hope that this will be a successful conference not only for our delegates but also for each of you. We have made every effort to make it so. We welcome any ideas you might have that would improve next year's show.

GOLF TOURNAMENT

The Annual Golf Scramble Tournament will be on Tuesday, September 12th at The Canyons Park at Blackjack Ridge Golf Course. Registration is from 8:00 – 8:45 a.m and Shotgun start is at 9:00 a.m. Lunch and prizes are at 1:00 p.m. Be sure to sign up before September 1st!

VENDOR MEETING

At 9:30 a.m. on Wednesday morning, we will have a vendor meeting. Meet us at in the center of the exhibit hall for the final details of conference activities. You will meet the exhibit hall coordinators from OML, OMAG, MESO and OkMRF. It will be a great time to ask questions regarding the 2 days of great face-to-face opportunities.

MEAL TICKETS

You will receive two lunch tickets for each day for each 10 x 10 booth space rented with a maximum of 10 sets for any one company. (*Meal tickets are not included for those vendors who paid the government or non-profit booth rental fee.*) If you need additional meal tickets, these may be purchased at the registration booth.

EXHIBIT HALL HOURS

Please note the exhibit hall will be open 10:45 a.m. – 6:00 p.m. on Wednesday and 8:30 a.m. – 1:45 p.m. on Thursday. Exhibitors will be allowed access to the exhibit hall at 7:00 a.m. on Wednesday and 8:00 a.m. on Thursday. Listed below are times when you can expect delegate traffic to be the heaviest in the Exhibit Hall:

Wednesday, September 14

10:30 a.m. – 5:00 p.m. – Delegate Registration
10:45 a.m. – 1:00 p.m. – Activities & Lunch
5:00 – 6:00 p.m. – Exhibit Hall Reception & Raffle Begins

Thursday, September 15

9:00 a.m. – 1:45 p.m. – Delegate Registration
10:00 a.m. – 11:30 a.m. – Activities & Lunch
11:30 a.m. – 1:30 p.m. – Lunch in the Exhibit Hall and Prize Giveaways

PRIZES AT YOUR BOOTH

If your company brings a prize or your booth that is worth more than \$100 you'll need to check in with the OML Registration desk. We will be making all prize announcements on Thursday at 12:30 p.m.

RAFFLE

If you would like to bring a gift basket or any other item to be donated for the Raffle, that would be much appreciated. 100% of the proceeds will go to the Community Food Bank of Eastern Oklahoma.

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 are so excited at how much fun this is going to be!

SETUP & TEARDOWN

Setup time for all booths that are 10x20 or larger will be on Monday, September 11th between 2:00 p.m. and 5:00 p.m. and for all 10x10 size booths will be from 8:00 a.m. until 5:00 p.m. on Tuesday, September 13th. All booths must be completely set-up by 5:00 p.m. on Tuesday the 13th. We will tear down the exhibits at approximately 1:45 p.m. on Thursday. Please help us to protect the safety of all and the professionalism of the show — *PLEASE DO NOT begin packing up your materials before 1:45 p.m.*** Failure to comply could jeopardize your participation in future OML expositions. Also, if you begin breaking your booth down prior to 1:30, you will automatically forfeit the chance to win a FREE Booth for 2018. You must be out of the convention center no later than 5:00 p.m. on Thursday, September 15th.**

EVENT 1

If your exhibit booth or materials need to be shipped by Event 1, you can get the necessary forms from them at their booth located in the exhibit hall, if you have not signed up yet. Event 1 will be in the hall until completion of setup on Tuesday, 7:00 a.m. until noon on Wednesday, and 11:30 a.m. until completion of teardown on Thursday.

LARGE EQUIPMENT

Please do not start up vehicle engines until the overhead doors have been raised. See below for Display Vehicle details:

- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.