

PLEASE TYPE OR PRINT THE INFORMATION REQUESTED BELOW



IMPORTANT -- List the representatives you will have at your exhibit booth (Maximum of four) \$30.00 fee for each additional representative throughout the conference.

- 1. _____ 5. _____
- 2. _____ 6. _____
- 3. _____ 7. _____
- 4. _____ 8. _____



COPY FOR EXHIBIT DIRECTORY IN THE OFFICIAL PROGRAM BOOKLET:

Name of firm _____

Business E-mail: _____

Mailing Address _____ **Phone Number:** _____

City _____ **State** _____ **Zip Code** _____

Business Web-site: _____

Twenty-five word description of product you plan to display (exclusive of name and address)

NOTE: Description must be limited to 25 words restricted to brief statements of facts, describing products offered and services rendered and without self-serving proclamations of unproven sales and quality leadership. The officers of the OMEA reserve the right to edit program copy.



Request for an adjoining vendor booth space

If you prefer to have space adjoining that of a specific exhibitor, give name of the firm _____

Note: Every consideration will be given to assigning adjoining space when requested, but to do so may affect the assignment if applications from both firms are not received at the same time. It is recommended that firms requesting adjoining space contact one another in advance so that their applications may be submitted together.

**Send Deposit
by August 1
to secure your
2009 Booth Space Location
for 2010**

Mail Today!
To:
OMEA Exhibits
636 Bacone St.
Muskogee, OK 74403

**Send Deposit
by August 1st
to secure your
2009 Booth Space
Location for 2010**

**OMEA
January 21 & 22, 2010
EXHIBIT CONTRACT**

**OKLAHOMA
MUSIC EDUCATORS ASSOCIATION
EXHIBIT SHOW
TULSA CONVENTION CENTER
EXHIBIT HALL A
Tulsa, Oklahoma**

**NOTE
EXHIBITORS
KEEP
THIS COPY**

January 21 (Thursday), 2010, 12 P.M. to 6 P.M.
January 22 (Friday), 2010, 9 A.M. to 12 P.M.
(Exhibits not open from 12 P.M. to 2 P.M. Fri.)
January 22 (Friday), 2010, 2 P.M. to 4 P.M.

We, the undersigned, do hereby make application for exhibit space as indicated below. We have read and agree to comply with the exhibit regulations and instructions on the reverse side of the exhibitor's copy of this application form and in the floor plan plat which is a part of this contract. **A deposit of at least 50% of the total cost of space designated is enclosed. We agree to pay the balance of the space rental price within 10 days of notification of space assignment.** If it is necessary for us to cancel, we understand that 50% of the advance payment may be refunded before space is assigned and no refund will be made after space has been assigned. **We further agree that we shall not be permitted to set up our display until our exhibit fees have been paid in full.** We understand that the early bird exhibit booth fee is \$250.00 due by December 1, 2009. The fee of \$275.00 before January 1 and a \$300.00 late fee after January 1, 2010. For fees paid after January 1, the company name will not appear in the In-Service Workshop program. **THE \$300.00 LATE FEE MUST BE CASHIER'S CHECK, MONEY ORDER OR CASH.**

SPECIAL NOTE: Early bird fee for a vender with three or more booths is \$200.00 per space by December 1. The fee will be \$225.00 after December 1 and before January 1. After January 1 the late fee is \$250.00 per space.

Number of booth spaces requested _____ Choices for location are as follows:

First Choice, Booth Nos. _____ Second Choice, Booth Nos. _____

Third Choice, Booth Nos. _____ Fourth Choice, Booth Nos. _____

Current plans are to provide a gift for the membership drawing in the Exhibit Hall: (circle) Yes No

EXHIBIT SET-UP:

Exhibit set-up will be from 8 A.M. to 12 P.M. on Thursday, January 21, 2010. Check box below for special request.

We are requesting for a **"large truck move-in"** between 7 A.M. and 9 A.M. on Thursday.

Name of Firm (Print): _____ E-mail: _____

Home Office Contact Person: _____

Phone Number _____ E-mail: _____

By _____ Title _____
Signature

Name of lead representative who will be in charge of exhibits _____

Representative's Address _____ Cell Number: _____

**Important -- Please Complete Reverse Side of This Form.
(OVER)**

GENERAL REGULATIONS

1. EXHIBIT BOOTHS

Each 10' by 10' Exhibit booth includes the following: 8' Back Drape and 3' Siderail; 1-8' Skirted Table; 2-Premium Folding Chairs; 1-Wastebasket; 1-Vendor Identification Sign and 1-Vendor Packet (Vendor Packet will be e-mailed).

2. INSTALLATION AND DISMANTLING

Installation will begin on Thursday morning, and should be completed by 12:00 noon the same day. The exhibitor expressly agrees not to dismantle his exhibit or do any packing before the closing of the exhibits Friday at 4:00 p.m. Goods must be crated and packed for shipment by the exhibitor immediately following the close of the exhibits Friday at 4:00 p.m. Security guards will be on duty.

3. LIABILITY AND INSURANCE

The Oklahoma Music Educators Association, or the Tulsa Convention Center management, or any officers or staff members will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will have watchmen on duty during all periods when the exhibits are not operating. No responsibility is assumed for goods delivered to the exhibit area before the installation period or for unpacked materials left in the exhibit area after the closing hour of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense.

4. SPECIAL SERVICES

For electrical service, contact Event 1, Inc. Event 1 Productions offers many services and rental equipment to help maximize your exposure at the 2010 Oklahoma Music Educators Association Meeting. There address is 1601 S. 129th West Ave., Sand Springs, OK 74063. The phone number is 918-245-8006 and the fax number is 918-245-8007. Web-site: www.event1inc.net

5. USE OF SPACE

All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of the management. No exhibitor is permitted to show goods other than those manufactured or dealt in by him in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits. The backs of exhibits which may extend above or beyond an adjoining exhibit must be decorated so as not to be objectionable to the adjoining exhibitor. Nothing shall be displayed at a height above the top of the back drop. Nothing shall be displayed higher than 4 feet along the side partition between booths. Floor lights may be installed only after approval of location and operation has been obtained.

6. FIRE PROTECTION

Table decorations must be flameproofed. All hanging must clear the floor. Electrical wiring must conform with national Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. Exits, fire stations and fire extinguisher equipment must not be obstructed. Exhibitors must comply with all city fire regulations.

7. CIRCULARIZATION AND SOLICITATION

Distribution of circulars or promotional material may be made only within the space assigned to the exhibit presenting such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.

8. RESTRICTIONS IN OPERATION OF EXHIBITS

The management reserves the right to restrict exhibits which, because of undue noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, shopping bags, raffles or anything of a character which the management determines is objectionable to the exhibit. No literature may be distributed outside the exhibit area. In the event of such restriction or eviction, the Oklahoma Music Education Association is not liable for any refunds or rentals or other exhibit expense.

9. CARE OF BUILDING AND EQUIPMENT

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

10. REGULATIONS AND CONTRACT

These Regulations become a part of the contract between the exhibitor and the Oklahoma Music Education Association. They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

11. FOOD AND BEVERAGE

All food and beverages served on the Tulsa Convention Center premises must be provided through the Tulsa Convention Center catering/concessions service. This does not include samples dispersed from exhibit booths. The Convention Center and their catering service will, of course, be very accommodating in addressing specific needs example: "bite size samples: provided by exhibitors.

**2010 OMEA Convention Decorating Company is Event 1, Inc.
1601 S. 129th West Ave., Sand Springs, OK 74063
Event 1, Inc. website is www.event1inc.net**

OKLAHOMA MUSIC EDUCATORS ASSOCIATION

636 Bacone St., Muskogee, OK 74403

For Information: Call Jerry - Phone (918) 683-2422 • Fax (918) 683-0832 • Email: jhomea@suddenlink.net



10' EXHIBIT BOOTH @ \$250.00

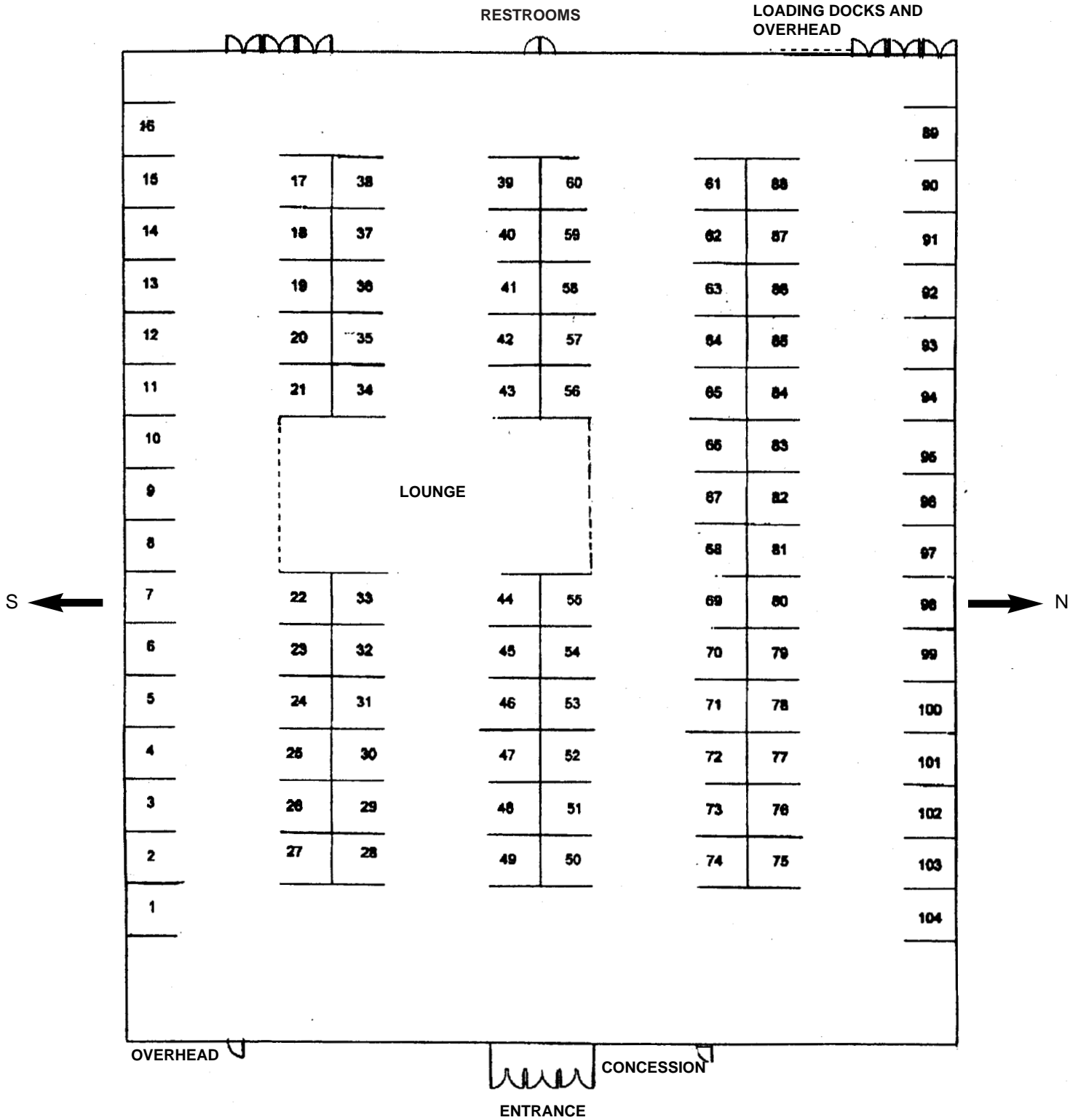
(after Dec. 1 - \$275.00, after Jan. 1 - \$300.00)

Special Note: Early bird fee for a vendor with three or more booths is \$200.00 per space prior to December 1st. There will be a fee of \$225.00 after December 1st and before January 1. After January 1st the late fee is \$250.00 per space.

Includes:

- 8' Back Drape and 3' Siderail
- 2-Premium Folding Chairs
- 1-Vendor Identification Sign
- 1-8' Skirted Table
- 1-Wastebasket
- Vendor Packet

OKLAHOMA MUSIC EDUCATORS ASSOCIATION CONVENTION
 TULSA CONVENTION CENTER
 EXHIBIT HALL A



Tulsa Convention Center
 100 Civic Center
 Tulsa, OK 74103
 Located between Denver and
 Houston just off 7th Street
 in Downtown Tulsa.
 (918) 596-7177