

2016 OAHPERD Convention
October 10-11, 2016
University of Central Oklahoma Conference Center
Edmond, OK

Dear Exhibitor,

The Oklahoma Association for Health, Physical Education, Recreation, and Dance invites you to be an exhibitor at our annual convention, October 10-11, 2016 at the University of Central Oklahoma Conference Center, Edmond, OK. Our convention offers high attendance, quality programming, and viable marketing and promotional opportunities for your organization.

We project an attendance of over 400 leaders and educators from public, private, and state institutions, representing physical education, health, dance, and recreation. These professionals purchase and recommend equipment for purchasing for the programs they serve.

Booths will rent for \$225 for commercial vendors and \$125 for not-for-profit vendors (please see the exhibitor application for more information), and will include a 5 x 2' skirted table and two chairs. You may select to exhibit one or both days of the convention. Meals may be purchased separately for dining on-site.

We will spotlight our exhibitors in our convention program and on our website. OAHPERD recognizes and appreciates your support and patronage. We sincerely hope to see you in Edmond, OK on October 10-11, 2016.

Respectfully,

Stephanie McCrary
OAHPERD Exhibits Manager
100 N. University Dr./ Box 189
Edmond, OK 73034
oahperdexhibits@gmail.com

ENCLOSURES: Exhibitor Information and Exhibitor Contract

EXHIBITOR INFORMATION

EXHIBIT SCHEDULE

	DATE	TIME
Set-UP	Monday, October 10, 2016	Begins at 7:30 am
	Tuesday, October 11, 2016	Begins at 7:30 am
Conference Schedule	Monday, October 10	9:00 am- 4:00 pm
	Tuesday, October 11	8:00 am-3:00 pm

SHIPPING AND STORAGE OF BOOTH MATERIALS:

University of Central Oklahoma
Attn: Stephanie McCrary/ OAHPERD Annual Convention
100 N. University Drive/ Box 189
Edmond, OK 73034
Be sure to include: Your Name/Company Name

SHIPPING OF PROMOTIONAL MATERIALS/REGISTRATION INSERTS:

Your paid contract must be mailed to Stephanie McCrary as stated on the contract form.
Your materials should be shipped to:
Stephanie McCrary
100 N. University Drive/ Box 189
Edmond, OK 73034
*Your shipment must arrive prior to September 30, 2016.

CONTRACTS:

Contracts are due September 1, 2016
Mail checks payable to OAHPERD-See Above

OAHPERD

Oklahoma Association for Health, Physical Education, Recreation and Dance

Exhibitors Fact Sheet

Oklahoma Association for Health, Physical Education, Recreation and Dance

October 3-4, 2016

University of Central Oklahoma Conference Center, Edmond, OK

Set-up Times: Monday, October 3 Begin at 7:30 a.m.
 Tuesday, October 4 Begin at 7:30 a.m.

Exhibit Hours: 8:00a.m. – 3:00 p.m.

Booth Includes: 5"X2" table

 Two chairs
 Tablecloth
 Vendor sign for table

Booth Rates:

Commercial Vendor : \$200 (one day only) or \$225 (two days)

Not-for-profit Vendor: \$100.00 (one day only) or \$125 (two days)

Application Deadline: September 1, 2016

All applications must be accompanied by a check for the full amount in order to reserve an exhibit space. Please make sure your **check is made payable to OAHPERD**. Please mail all forms and payments to:

**100 N. University Dr. Box 189
Edmond, OK 73034**

Refund Policy: Refunds will be made if a substitute exhibitor is available
No refunds will be made after September 30, 2016

Registration Packet Inserts: **\$125.00** for flyers (max. 8 1/2 x 11 inch paper) or brochures. We would appreciate catalogues being displayed at your exhibit table. No catalogues for packets. Please provide 250 inserts and mail them to the above address no later than September 30, 2016. Items received after the September 30, 2016 date may not be included in attendee's registration packets.

Any items that you need to ship to the Conference Center:
University of Central Oklahoma
Attn: Stephanie McCrary/ Box 189

100 N. University Drive
Edmond, OK 73034

OAHPERD CONVENTION

October 3-4, 2016

University of Central Oklahoma Conference Center
Edmond, OK

EXHIBITOR CONTRACT

Company Name: _____

Address: _____

Street City State Zip

Contact Person: _____ Phone: _____

Email: _____

Web Site: _____

Name Tag Information: Name(s) of representatives at your exhibit

First name Last name Title

First name Last name Title

Commercial Vendors (please check those that apply)

_____ \$200 for 1 day

_____ \$225 for 2 days

_____ Monday

Will you be shipping exhibit materials Yes No

_____ Tuesday

Will you need them shipped back at the conclusion Yes No

Non-Profit Organizations (please check which applies)

_____ \$100 for 1 day

_____ \$125 for 2 days

_____ Monday

Will you be shipping exhibit materials Yes No

____ Tuesday Will you need them shipped back at the conclusion Yes No

Special Equipment Needs: Please provide the following information

_All booths will have electrical outlets, please specify if you have any additional needs.

For NON-exhibitors - Registration Packet Inserts: \$125.00 Payable to OAHPERD.

We will provide an insert for attendees' registration packets to be received by September 30, 2014. Include 250 items. **PLEASE attach a sample** or a description of the insert (brochure, flyer, etc.)

NO CATALOGS

Please mail forms and check (payable to OAHPERD) to:

Stephanie McCrary
OAHPERD Exhibits Manager
100 N. University Dr./ Box 189
Edmond, OK 73034

Deadline: September 1, 2016

Questions:
Stephanie McCrary
918-855-4796
Or e-mail
oahperdexhibits@gmail.com