

**VOICES FOR CHILDREN**

Oklahoma CASA Conference

2019 Exhibitor Registration

**May 3-4, 2019**

Embassy Suites &amp; Conference Center

2501 Conference Drive, Norman, OK 73069

405-364-8040



Please fill out the information below and sign the waiver to guarantee your exhibit space. Deadline is to register for an exhibitor booth is April 26, 2019.

Exhibitor/Organization \_\_\_\_\_

Exhibitor Representative \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

Exhibitor Phone \_\_\_\_\_ Email \_\_\_\_\_

Check the one that applies: \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ For Profit Organization

**Prices**

Initial Set-Up (includes 1 - 6' Skirted Table, 2 Chairs and a wastebasket)

**Non-Profit, \$55** \_\_\_\_\_**For-Profit, \$75** \_\_\_\_\_**Extra Table, \$40** \_\_\_\_\_  
(For-profit vendors only)

**Electric.** Please check if you need electric.  
We will try our best to reserve spots for those  
that need it for items at their booths.

**TOTAL** \_\_\_\_\_

Payment method: \_\_\_\_\_ Check (enclosed) \_\_\_\_\_ Credit Card (see instructions below)

***To use credit card for registration, send registration fee to [jennifer@oklahomacasa.org](mailto:jennifer@oklahomacasa.org) through PayPal (must have a PayPal account) and fax or email form. If you need assistance, please call 405-524-8999.***

**Please make checks payable to the Oklahoma CASA Assoc. Deadline to register is April 26<sup>th</sup>. Exhibitor booth registration is *non-refundable*.**

**Tables will be available for set up on Friday, May 3rd starting at 6:30am (conference registration starts at 7:30am). The tables will be located in the hallway of the Embassy Convention Center so they will not be secure at night. Must provide own coverage at night. Tables are limited to the first 15-20 who register. For any questions, please contact Jennifer Emfinger at (405) 524-8999.**

**Please mail or fax completed forms to:**

Oklahoma CASA Association

P.O. Box 54946

Oklahoma City, OK 73154

Fax: 405-524-7222



## **Embassy Suites Norman – Hotel & Conference Center**

### **Waiver of Liability & Property Information**

- The Conference Center area is carpeted.
- Outside food and beverage is not allowed in the conference center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel please contact the Convention Services Manager listed below.
- The use of electrical pallets jacks or fork lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these required for unloading or transporting your materials.
- For deliveries or loading/unloading materials and equipment for convention, meeting or events, please use the
- Receiving Area on the North side of the building, next to the loading dock.
- Vehicles may remain unattended while unloading/loading materials and equipment. After equipment has been unloaded and delivered to appropriate room, vehicles need to be moved to an appropriated parking area.
- Special arrangements for in/out privileges in the Embassy Suites Norman Hotel & Conference Center should be made separately.
- The garage door size is 14' tall x 16' wide. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials off the truck.
- Open flame is not allowed in the Conference Center.
- Smoking is only allowed in the designated areas.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes, exit signs, exit doors, strobes.
- All electrical cords must be secured and are at the discretion of the Hotel.
- Please prearrange with the Hotel any tools, ladders, or equipment items needed for your setup – fees may apply.
- The Hotel is waived of all liability of use these items including those that are borrowed or rented from the hotel.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon the following must be met in order for the vehicle to enter.
  - The vehicle will be marshaled in by the Engineer on duty.
  - Vehicles and equipment must be brought in through the overhead door in Oklahoma Ballroom D. Please contact your Convention Services Manager to determine if space is available for group to load in.
  - Sheets of masonite are to be laid on top of the carpet to protect the carpet as the vehicle is moved in.

- 1/8 of tank of gasoline or less in the vehicle
- Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the Hotel's Front Desk.
- Once vehicle is in place, battery cables will be disconnected.
- Plastic is to be placed under the vehicle.
- Hotel is not responsible for damage to or loss of property inside Hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the Hotels carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl or paint due to any form of automobile (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removal of the item.
- The hotel does not provide storage space for any exhibit display materials or merchandise. All material must be removed from the hotel premises by the predetermined strike time.
- Exhibit layout must be approved by your catering representative at least 60 days prior to arrival
- Exhibit teardown must occur within 2 hours of end of show, unless otherwise arranged with catering representative.

**By signing this page you are agreeing to waive any and all liability of the Embassy Suites Norman, or its staff. All vendors must have a signed copy of this document at the Embassy Suites Norman – Hotel & Conference Center on file before day of setup.**

Signature:

Print Name:

Date

\_\_\_\_\_  
Company/Vendor Name: \_\_\_\_\_

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\_\_\_\_\_  
Company/Vendor Name: \_\_\_\_\_