

Exhibitor's Prospectus and Sponsorship Packet

# CALL TO EXHIBITORS

## Seasons of Change

Oklahoma Hospice & Palliative Care  
Association's  
2009 Annual Conference

October 20 & 21, 2009  
Marriott Tulsa Southern Hills  
Tulsa, OK



**Limited Space Available!**  
Secure your space by July 1, 2009

# Sponsor Specification Sheet

Below are the established sponsorship levels for the Oklahoma Hospice and Palliative Care Association's 2009 conference. Each level of sponsorship provides benefits to you and your company. Thank you so much for your consideration to sponsor our conference.

## **GOLD SPONSORS (\$3,500)**

Full Sponsorship of one major keynote speaker with signage  
Recognition at keynote presentation  
Recognition in Conference program  
Recognition in pre-Conference flyers and brochures  
Double size exhibit table space (two exhibit spaces)  
List and map of exhibitors in Conference registration packet  
Three free Conference registrations  
Lunch for sponsoring company representative (limit four)

## **SILVER SPONSORS (\$2,000)**

Sponsorship recognition signage  
Recognition in Conference program  
Recognition in pre-Conference flyers and brochures  
Double size exhibit table space (two exhibit spaces)  
List and map of exhibitors in Conference registration packet  
Two free Conference registrations  
Lunch for sponsoring company representative (limit three)

## **BRONZE SPONSORS (\$1,500)**

Recognition in Conference program  
Recognition in pre-Conference flyers and brochures  
Double size exhibit table space (two exhibit spaces)  
List and map of exhibitors in Conference registration packet  
One free Conference registration  
Lunch for sponsoring company representative (limit two)

## **EXHIBITORS (\$500)**

One exhibit space  
List and map of exhibitors in Conference registration packet  
Lunch for sponsoring company representative (limit two)

In addition to exhibiting, there are opportunities to sponsor speakers, special sessions, and conference events for this two day activity. Contributing Sponsorship provides enhanced visibility at the conference.

**Breakfast Sponsor** Continental Breakfasts - \$3,000 per breakfast

**Lunch Sponsor** - \$6,000 per lunch

**Break Sponsor** Morning/Afternoon Breaks - \$2,000 per break

**Speaker Support** – Up to \$2,500 per speaker

**Conference Bag Sponsor**- \$2,500

**Bag Stuffer \$250** (per item)



# Oklahoma Hospice and Palliative Care Association Exhibitor's Agreement

## Contractual Agreement and Payment for Space

This application for space, upon acceptance by the Oklahoma Hospice and Palliative Care Association and the exhibitor's payment, constitute a contract for rental space assigned. Any exhibitor failing to occupy the rented space is obligated to pay the full rental price. Exhibits may not be installed unless payment has been received. Exhibitors who pledge their commitment before Jul 1, 2009 with full payment will be listed in the Conference Program. A comprehensive listing of all exhibitors will also be provided to attendees in their registration packets.

The exhibitor assumes the entire responsibility and liability for losses, damage, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants and employees, and the Oklahoma Hospice & Palliative Care Association from any and all such losses, damages, and claims.

## Cancellations and Refunds

The Oklahoma Hospice and Palliative Care Association will refund 50% of the rental fee if cancellation is received prior to July 1, 2009. No refunds will be made after September 1, 2009. Any space unoccupied by the end of set-up time may be reassigned without refund.

## Eligibility

The Oklahoma Hospice and Palliative Care Association reserve the right to determine the eligibility of any company or product for the inclusion in the conference and to reject or prohibit any exhibit or exhibitor. Approval of the exhibit space does not constitute endorsement of the product or services by the Oklahoma Hospice and Palliative Care Association.

## Exhibit Information

<b>Location:</b>	<b>Marriott Tulsa Southern Hills</b> <b>1902 East 71<sup>st</sup> Street</b> <b>Tulsa, OK 74136</b>
<b>Price:</b>	See Sponsorship Opportunities listed
<b>Dates &amp; Times:</b>	Wednesday, October 20, 2009, 7:30 a.m. – 5:00 p.m. Thursday, October 21, 2009, 7:30 a.m. – 5:00 p.m.
<b>Exhibit Space:</b>	Each exhibit space is furnished with one (1) 8' X 10" table, two (2) chairs, and vendor-specific Identifying signage



**2009 ANNUAL CONFERENCE**  
**October 20-21, 2009**  
**Tulsa Marriott Southern Hills**  
**1902 E 71<sup>st</sup> Street**  
**Tulsa, OK 74136**

**SPONSORSHIP/EXHIBITOR AGREEMENT**

By completing this form you agree to the terms listed within the exhibitor's agreement on the previous page.

Sponsoring Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

FAX Number/e-mail address \_\_\_\_\_

**SPONSORSHIP OPPORTUNITIES**

- |                                    |   |
|------------------------------------|---|
| _____ Gold Sponsor – \$3,500       | _____ Continental Breakfast Sponsor – \$3,000 |
| _____ Silver Sponsor – \$2,000     | _____ Lunch Sponsor – \$6,000                 |
| _____ Bronze Sponsor – \$1,500     | _____ Break Sponsor – \$2,000                 |
| _____ Exhibit Booth Rental - \$500 | _____ Speaker Supporter - \$2,500             |
|                                    | _____ Conference Bag Sponsor - \$2,500        |
|                                    | _____ Bag Stuffer - \$250                     |

**Exhibit Description**

Optional: Exhibitors are encouraged to provide a description of their exhibit, not exceed 50 words. This will appear in all conference attendee conference bags, further increasing the exposure of your exhibit. You may list the types of products, product names, or services you represent. Please be aware that the description you submit will be what is printed for the attendees.

Please Print or Type:

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**Booth spaces are limited this year and are quickly filling up! Please remember, exhibitors who pledge their commitment before July 1st will be listed in the Conference Program.**

Please find listed below other pertinent information regarding the 2009 OHPCA Conference & Expo:

**Hotel Reservations:** All hotel reservations have to be made by September 27th in order to guarantee a room at the Marriott. Special sleeping room rates are available at \$89 per night (single room rate). In order to request this special rate through September 27th, call (866) 530-3760 and mention that you are attending the Oklahoma Hospice Association Annual Conference.

**Set-up Time:** There are two scheduled booth set up times. **Please be aware that exhibit spaces will be assigned by the OHPCA prior to your arrival once your sponsorship is confirmed.** A representative will be on site on Monday, October 19<sup>th</sup> to direct you to your booth location. Due to logistic there will not be reassignment of booth locations.

Please mark which time you would like to set up your booth

\_\_\_\_\_ Monday–October 19th between 3:00 p.m. and 6:00 p.m.

\_\_\_\_\_ Tuesday–October 20th between 7:00 a.m. and 8:00 a.m.

Booth breakdown is scheduled for 3:30 p.m. on October 20th immediately following the last scheduled break.

**Registering Attendants:** Please list all representatives from your company that will be working your booth.

\_\_\_\_\_  
\_\_\_\_\_

**Electricity, Internet, Telephone Line:** Attached you will find a Marriott Exhibitor Agreement form. Please complete the form and return it by fax or mail to the Tulsa Marriott. A price list from J& S Audio Visual is also included should you need additional services.

**Shipments: The Tulsa Marriott Southern Hills will only receive shipments six days prior to the scheduled event.** All items shipped to the Hotel must be address to the attention of Vanesa Masucci, Manager, and also marked with the name and date of the function. Please address all shipments to: Tulsa Marriott Southern Hills, Attn: Vanesa Masucci/ OK Hospice Annual Conference Oct 20-21, 2009, 1902 East 71<sup>st</sup> Street; Tulsa, OK 74136. If Hotel is to ship boxes after function, all shipping information and the method of payment must be provided.

- **Door Prizes:** We encourage vendors to bring a door prize. We will follow-up regarding the logistics of how the prizes will be given away and at what time.

This form may be faxed to (405) 348-7238, or mailed with your contribution to Oklahoma Hospice and Palliative Care Association, 755 W Covell Rd., Ste 100, Edmond, OK 73003. Your pledge of support must be postmarked by **July 1, 2009 to be listed in the Conference program.** Confirmation containing complete details of set-up times, booth location, hotel information, etc. will follow.

**Thank you so much for your support!**

If you have any questions, please contact Vickie Christian at (580) 251-8762 or Lavane Vowell at the OHPCA Office.

**We look forwarding to seeing you at the 2009 OHPCA Conference & Hospice Expo  
“Seasons of Change”**