

2011 OAHPERD Convention
October 13-14, 2011
National Center for Employee Development Conference Center & Hotel
(NCED)
Norman, OK

Dear Exhibitor,

The Oklahoma Association for Health, Physical Education, Recreation, and Dance invites you to be an exhibitor at our annual convention, October 13-14, 2011, at the National Center for Employee Development Conference Center & Hotel in Norman, 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 in the on-site cafeteria.

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 Norman, OK on October 13-14, 2011.

Respectfully,

Donna Cobb

Donna Cobb
Convention Manager
1722 Kings Road
Edmond, OK 73013
dcobb@uco.edu

ENCLOSURES: Exhibitor Information and Exhibitor Contract

EXHIBITOR INFORMATION

EXHIBIT SCHEDULE

	DATE	TIME
Set-UP	Thursday, October 13, 2011	Begins at 7:30 am
	Friday, October 14, 2011	Begins at 7:30 am
Conference Schedule	Thursday, October 13	9:00 am- 4:00 pm
	Friday, October 13	8:00 am-3:00 pm

SHIPPING AND STORAGE OF BOOTH MATERIALS:

NCED - Conference Facilities

Attn: Jayson Hartless/ OAHPERD Annual Convention

2801 State Hwy 9, East

Norman, OK 73071-1197

Be sure to include: Your Name/Company Name

*Please Note: Materials must not arrive prior to Wednesday, October 6, 2011.

SHIPPING OF PROMOTIONAL MATERIALS/REGISTRATION INSERTS:

Your paid contract must be mailed to Donna Cobb as stated on the contract form.

Your materials should be shipped to:

Susan McLemore

OAHPERD Exhibits Manager

21267 Highlander Ridge Dr.

Edmond, OK 73012

*Your shipment must arrive prior to September 30, 2011.

HOTEL INFORMATION:

National Center for Employee Development Conference Center & Hotel

2801 State Highway 9, East

Norman, OK 73071-1104

405-447-9000 ext. 0

<http://www.nced.com/>

In order to receive the Group Rate, you must identify yourself as part of the COAHPERD 2011Conference

Deadline for hotel reservations with negotiated group rated is Monday, September 21, 2011

Transportation to and from the Will Rogers World Airport in Oklahoma City is available for a one-way charge of \$25.00. Please contact the NCED for reservations.

CONTRACTS:

Contracts are due September 1, 2011

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 13-14, 2011
NCED Conference Center, Norman, OK

Set-up Times: Thursday, October 13 Begin at 7:30 a.m.
 Friday, October 14 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, 2011

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:

Susan McLemore
OAHPERD Exhibits Manager
21267 Highlander Ridge Dr.
Edmond, OK 73012

Refund Policy: Refunds will be made if a substitute exhibitor is available

No refunds will be made after September 30, 2011.

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, 2011. Items received after the September 30, 2011 date will not be included in attendee's registration packets.

Any items that you need to ship directly to the NCED Conference Facilities Conference shipping information:

NCED - Conference Facilities

Attn: Jayson Hartless/ OAHPERD Annual Convention

2801 State Hwy 9, East

Norman, OK 73071-1197

Please do not have them arrive earlier than October 6.

OAHPERD CONVENTION

October 13-14, 2011

National Center for Employee Development Conference & Hotel

Norman, 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

Exhibit Fees: Payable to OAHPERD (Please check the correct payment)

____ \$200 for Commercial Vendor (one day only) ____ \$225 for Commercial Vendor (two days)

____ \$100 for Not-for-profit Vendors ____ \$125 for Not-for-profit Vendors (two days)

Special Equipment Needs: Please provide the following information

____ Our exhibit **will** need an electrical outlet ____ Number of tables needed ____ Number of chairs

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

Payable to

We will provide an insert for attendees' registration packets to be received by September 30, 2011. 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:

Susan McLemore
OAHPERD Exhibits Manager
21267 Highlander Ridge Dr.
Edmond, OK 73012

Deadline: September 1, 2011

Questions:
Susan McLemore
(405) 974-5233
smciemore@uco.edu