



Oklahoma Sustainability Network



2009 Conference Exhibit Information

SUSTAINABLE EDMOND
ECOLOGY.ECONOMICS.EQUITY.

Friday and Saturday, March 20-21, 2008
University of Central Oklahoma, Nigh University Center, 2nd Floor, Edmond, Oklahoma

Exhibit Locations	CONFERENCE SPONSORS at the \$1,000.00 and above level will be given top priority exhibit locations. Exhibitors who are not sponsoring will be assigned priorities as indicated on their registration form on a first come, first served basis. Your exhibit is not considered final until we have received the payment or purchase order number.
Cost	Exhibit space for government or business is \$125 for one day and \$180 for two days. Exhibit space for non-profits is \$50 for one day and \$75 for two days. Exhibit fee includes one conference registration. No lunch is provided with any registrations. <i>Please indicate category on application form (government, business, or non-profit).</i>
Deadline	Deadline for reserving exhibit space (with payment or P.O. included) is March 6, 2009. Applications received after that date will be accepted if space is available, but will be subject to a \$50 late fee . Refunds cannot be made if requested after March 6, 2008.
Exhibit Equipment	One 6-ft table and two chairs will be provided. No conference decorators will be used, so you will need to bring your own table cover.
Electricity	You must specify on the application if you need electricity. Electricity will not be made available the day of the show unless previously arranged.
Installation	Exhibitors may set-up between 7:00 and 8:00 a.m. Friday and/or Saturday morning, March 20-21. Exhibits must be set-up no later than 8:00 a.m. when registration begins.
Exhibit Hours	March 20 - 21: 8:00 a.m. - 5:00 p.m.
Dismantle	5:00-6:00 p.m. Friday or Saturday
Parking	Generally, parking will be available in front of the Nigh University Center for no additional charge. Exhibitors will be required, however, to leave parking spaces closed to the Nigh University Center available to attendees. Specific parking instructions will be sent to all registered exhibitors via email one week in advance of the event.
Directions	Directions to the conference exhibit unloading area will be sent to all registered exhibitors via email one week in advance of the event.
Additional Registrations	Exhibit cost includes conference registration for one person. For additional conference registration information, visit the OSN website at www.oksustainability.org . Registrations for additional people helping with the exhibit each require a separate individual registration and conference registration fee.
Questions	Contact Linda Maisch at (405) 830-2790 or at www.thelmdgroup.com .



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2009 Conference Exhibitor Registration Form

SUSTAINABLE EDMOND
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"Sustainability: A New Declaration of Independence"

Friday, March 20 & Saturday, March 21, 2009

For additional questions not covered in these materials, contact:
Linda Maisch at (405) 830-2790 or lmaisch@thelmdgroup.com

Name of Organization/Company: _____

Contact Person Name: _____

Name & Title for exhibitor badge (one only) _____

Please indicate: Governmental Agency _____ Non-Profit _____ Business _____

Address: _____ City: _____

State/Province: _____ Phone: _____

Zip: _____ Fax: _____ Email: _____

Table and Electricity:

Exhibit will consist of one 6' Table, two chairs and electricity (if requested in advance). Conference decorators will not be used. Do you need electricity?

Yes _____ No _____

Payment:

A check or purchase order for \$180 (non-profits \$75) must be enclosed with each application and it must be received by March 6, 2009. Table assignments will be made in order of receipt with full payment or completed purchase order, with priority to be given to sponsors who desire an exhibitor space. Confirmation will be sent upon receipt of complete application.

Exhibitors submitting a complete Exhibitor Application, including payment, before February 13, 2009 are entitled to an Early Bird Discount of one-half off the regular exhibitor fee.

Indicate which method of payment you will be using:

Check (see below for more info) _____ Online _____

Purchase Order (copy, No. of P.O., or letter of authorization required) _____ Already paid _____

Make Checks Payable to: OSN, with "2009 Exhibit Fee" written in memo line.

Mail Checks to: OSN, c/o Jeff Tate, 210 Park Avenue, Suite 3030, Oklahoma City, OK 73102

Make Online Registration / Payment at: <http://www.oksustainability.org/2009-form-exhibitor.php>

Authorized Representation:

The authorized representative of the above mentioned organization, on behalf of this organization, agrees to abide by all exhibit terms, conditions and policies set forth by OSN.

Name: _____ Title: _____ Date _____
