



**EXHIBITOR & SPONSORSHIP REGISTRATION FORM**

**ATTENTION EXHIBITORS**

Fee of \$800 includes all meals and refreshment breaks for up to two exhibitor representatives, one six-foot draped table and two chairs, electrical outlet, and 24-hour security. Pipe and drape is available for an additional \$40. Vendors that are also attending the training will be accepted at the early bird rate of \$250 each. A separate registration form should be completed for each additional registrant.

Space is offered on a first come, first served basis, except for pipe and drape exhibits – WCC will assign booth locations. For additional information regarding exhibit area, contact the Oklahoma Workers' Compensation Commission (WCC) at (405) 522-3222. Booth setup will be in the exhibitor area on Wednesday, October 12, from 6:00 p.m.–11:00 p.m. and Thursday, October 13, from 6:00 a.m.–8:00 a.m. Teardown will be on Friday, October 14, at 12:00 pm.

Refreshment breaks and reception will be held in the Exhibition area. No exhibit space shall be sublet or offered for use by any exhibitor without the approval of the WCC conference coordinator. Solicitation or distribution of literature is allowed only in the exhibitor's leased area, and *only by paid vendors/sponsors*. Exhibit booth personnel shall wear their identifying badge at all times on the exhibit floor. Full fee forfeiture if unable to attend. For conference center exhibitor packet, [CLICK HERE](#).

**EXHIBITOR INSURANCE HOLD-HARMLESS CLAUSE**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless the Oklahoma Workers' Compensation Commission (WCC), employees and agents, and its employees and agents, and the Embassy Suites Norman against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence or concurrent comparative negligence of the Embassy Suites Norman and their employees and agents, and its employees and agents, as well as the WCC, its members, employees and agents.

In addition, exhibitor acknowledges that the Embassy Suites Norman, and the WCC do not maintain insurance covering exhibitors' property or potential liabilities and that it is the sole responsibility of the exhibitor to obtain business interruption insurance, property damage insurance and liability insurance covering such losses by exhibitor. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of comprehensive general liability insurance and contractual liability insurance and specifically referring to contractual liability set forth in the foregoing paragraphs hereof, in an amount not less than \$1,000,000.00 combined single limit for personal injury and property damage. Embassy Suites Norman and the WCC shall be included in such policies as additionally named insureds for this convention only.

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Two registration options are available for exhibitors and sponsors.**

1. **Payment by Credit Card**, [CLICK HERE](#). Complete the credit card form and email to [Purchasing@wcc.ok.gov](mailto:Purchasing@wcc.ok.gov).

2. **Payment by Check**: Complete and return this form, along with a check made payable to *Oklahoma Workers' Compensation Commission* and mail to WCC Business Office, Suite 231, 1915 N Stiles Ave, OKC OK 73105.

**For additional information call 405-522-3222, select option "0" and ask for the Business Office.**

**SPONSORSHIP OPPORTUNITY**

You are invited to register as a sponsor for the Third Annual Oklahoma Workers' Compensation Educational Conference. The following sponsorship levels are available:

**Bronze: \$500 Contribution**

• Organization name will appear on a large *Thank You Sponsor* sign in exhibit area and in the conference program.

**Silver: \$750 Contribution**

• Organization name will appear on a large *Thank You Sponsor* sign in exhibit area, in the conference program, and in the Commission newsletter, *The Clarion*.

**Gold: \$1,000 Contribution**

• Organization name will appear on a large *Thank You Sponsor* sign in exhibit area, in the conference program, and in the Commission newsletter, *The Clarion*.

• Organization will receive one complimentary registration.

**Event: Fee Variable**

• Reception, Breaks, Breakfast, or Lunch.

• All Gold level inclusions.

• To view Event Sponsor options, [CLICK HERE](#).

Please list event choice and sponsorship amount: \_\_\_\_\_

**Check all that apply:**

EXHIBITOR and/or  SPONSORSHIP

Event  Gold  Silver  Bronze

Company Name: \_\_\_\_\_

Specialty: \_\_\_\_\_

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**GOLD & EVENT SPONSORS ONLY**

Comp Registrant: \_\_\_\_\_

Title: \_\_\_\_\_

*(Please print names as you wish them to appear on name tag.)*