

# Exhibitor Registration Forms

## 27th Annual Conference & Trade Show

Oklahoma City Convention Center | OKC, OK | July 26-28, 2021



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To reserve your booth(s) at the 27th Annual Conference & Trade Show you MUST fill out the following 2 pages and submit them in one of the following ways:

Email: [jennie@event1inc.net](mailto:jennie@event1inc.net) | Fax: 918-245-8007

Mail to: OIGA Registration, 1601 S. 129th W. Ave., Sand Springs, OK 74063

**COMPANY / ORGANIZATION NAME:** \_\_\_\_\_

### CONTACT INFORMATION:

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

The "Primary Contact" coordinates booth arrangements and receives all correspondence. | Will you be attending the conference this year? YES-EXH BADGE YES-CONF BADGE NO

Phone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

Marketing Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

The "Marketing Contact" is responsible for logos, artwork, and program descriptions. | Will you be attending the conference this year? YES-EXH BADGE YES-CONF BADGE NO

Phone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

On-Site Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

If a different name than the Primary Contact, which type of badge will you be using? EXHIBITOR BADGE CONFERENCE BADGE

Phone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

### Setup

\*Saturday, July 24 \_\_\_\_\_ 8am - 6pm

Sunday, July 25 \_\_\_\_\_ 8am - 6pm

Monday, July 26 \_\_\_\_\_ 8am - 6pm

**\*Large Exhibitors Only (20' x 20' and larger)**

### Show Hours

\*Tuesday, July 27 \_\_\_\_\_ 12:00pm - 6pm

Wednesday, July 28 \_\_\_\_\_ 12pm - 3pm

**\*Exhibitors are allowed in at 8am.**

### Tear Down

Wednesday, July 28 \_\_\_\_\_ 3pm - 8pm

Thursday, July 29 \_\_\_\_\_ 8am - 8pm

### Your Booth Choice

To view the Trade Show floor layout go to:

**[www.OIGA.org](http://www.OIGA.org)**

Total Number of 10'x10' Booth Spaces: \_\_\_\_\_

1st Choice (Booth #): \_\_\_\_\_

2nd Choice (Booth #): \_\_\_\_\_

3rd Choice (Booth #): \_\_\_\_\_

### - FULL PAYMENT IS DUE BEFORE SHOW MOVE-IN

- Per 10x10 booth space, you will be allotted 2 conference badges and 2 exhibitor badges. Individuals **DO NOT** need and **WILL NOT** be given both badges. Both badges grant access to the trade show floor and the conference portion of the event. Exhibitor badges have access to the trade show floor at ANY time, whereas Conference badges have access only during open hours.

- 10'x10' booth includes an 8'skirted table, 2 chairs, a wastebasket, and ID sign.

- OIGA will confirm receipt of your exhibit contract. **A minimum of 50% is due within 30 days of confirmation.** If deposit is not received by this date, booth may revert back into inventory.

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10'x10' Exhibit Booth \_\_\_\_\_ \$2,750 x \_\_\_\_\_ 1 \_\_\_\_\_ = \$ \_\_\_\_\_ 2,750

NOTE: Major & Exclusive Sponsors receive a free 20'x20' booth space with their sponsorship.

Additional 10'x10' Booths \_\_\_\_\_ \$1,250 x \_\_\_\_\_ = \$ \_\_\_\_\_

OPTIONAL ITEMS	Price	Quantity	Total
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Please refer to the following page to determine the amount of each type of badge that you are allowed with your registration.

Additional Exhibitor Badges*	\$60	x	_____	=	\$ _____
Additional Conference Badges*	\$60	x	_____	=	\$ _____
Full Price Exhibitor Badges*	\$250	x	_____	=	\$ _____
Full Price Conference Badges*	\$250	x	_____	=	\$ _____

Full Page Ad in Trade Show Guide	\$1,500	x	_____	=	\$ _____
Half Page Ad in Trade Show Guide	\$1,000	x	_____	=	\$ _____
Full-Page Ad on Back of Trade Show Guide	\$2,500	x	_____	=	\$ _____
Full-Page Ad on Front Inside Cover of Trade Show Guide	\$2,000	x	_____	=	\$ _____
Full-Page Ad on Back Inside Cover of Trade Show Guide	\$2,000	x	_____	=	\$ _____

Add \$50 handling fee if paying by credit card.

\_\_\_\_\_ \$ \_\_\_\_\_

\*Names, titles, and emails for all badges, including "Allotted" badges MUST be submitted using the Badge Submission Google Sheets. You will receive a link to this document once your registration forms have been processed. **ALL BADGES** must be submitted using this method.

### PAYMENT INFORMATION

Please total your exhibitor registration here including any additional booths, badges, or optional items:

**Total Due \$** \_\_\_\_\_

Attached is our check, # \_\_\_\_\_, in the amount of \$ \_\_\_\_\_ made payable to "Oklahoma Indian Gaming Association."

Please bill the following **credit card** for our payment:

VISA

MasterCard

AMEX

Name on Card: \_\_\_\_\_

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

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CCV Code: \_\_\_\_\_

I understand a \$50.00 handling fee will be added to my CC payment.

YES

Signature: \_\_\_\_\_

I agree to abide by the rules of the OIGA Conference and Trade Show as outlined on the following page.

\_\_\_\_\_  
Authorized Signature Required

A company description MUST be submitted for the Trade Show Guide to [jennie@event1inc.net](mailto:jennie@event1inc.net) by June 1, 2021.

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Per 10x10 booth space, you will be allotted 2 conference badges and 2 exhibitor badges. Individuals **DO NOT** need and **WILL NOT** be given both badges. Both badges grant access to the trade show floor and the conference portion of the event. Exhibitor badges have access to the trade show floor at ANY time, whereas Conference badges have access only during open hours.

Exhibitor Booth	Exclusive Sponsor Tribal	Exclusive Sponsor Industry	Major Sponsor-Tribal	Major Sponsor Exclusive
2 - Allotted Exhibitor Badges FREE	20 - Allotted Exhibitor Badges FREE	20 - Allotted Exhibitor Badges FREE	10 - Allotted Exhibitor Badges FREE	10 - Allotted Exhibitor Badges FREE
2 - Allotted Conference Badges FREE	100 - Allotted Conference Badges FREE	20 - Allotted Conference Badges FREE	50 - Allotted Conference Badges FREE	10 - Allotted Conference Badges FREE
2 - Additional Exhibitor Badges @ \$60 each	8 - Additional Exhibitor Badges @ \$60 each	8 - Additional Exhibitor Badges @ \$60 each	8 - Additional Exhibitor Badges @ \$60 each	8 - Additional Exhibitor Badges @ \$60 each
2 - Additional Conference Badges @ \$60 each	8 - Additional Conference Badges @ \$60 each	8 - Additional Conference Badges @ \$60 each	8 - Additional Conference Badges @ \$60 each	8 - Additional Conference Badges @ \$60 each
Full Price Exhibitor Badges @ \$250 each	Full Price Exhibitor Badges @ \$250 each	Full Price Exhibitor Badges @ \$250 each	Full Price Exhibitor Badges @ \$250 each	Full Price Exhibitor Badges @ \$250 each
Full Price Conference Badges @ \$250 each	Full Price Conference Badges @ \$250 each	Full Price Conference Badges @ \$250 each	Full Price Conference Badges @ \$250 each	Full Price Conference Badges @ \$250 each
Exhibitor Booth	Exclusive Sponsor Tribal	Exclusive Sponsor Industry	Major Sponsor Tribal	Major Sponsor Exclusive
Each Additional 10x10 Booth Space	Each Additional 10x10 Booth Space	Each Additional 10x10 Booth Space	Each Additional 10x10 Booth Space	Each Additional 10x10 Booth Space
2-Allotted Exhibitor Badges FREE	5 - Allotted Exhibitor Badges FREE	2 - Allotted Exhibitor Badges FREE	5 - Allotted Exhibitor Badges FREE	2 - Allotted Exhibitor Badges FREE
2 - Allotted Conference Badges FREE	5 - Allotted Conference Badges FREE	2 - Allotted Conference Badges FREE	5 - Allotted Conference Badges FREE	2 - Allotted Conference Badges FREE
2 - Additional Conference Badges @ \$60 each	5 - Additional Exhibitor Badges @ \$60 each	2 - Additional Exhibitor Badges @ \$60 each	5 - Additional Exhibitor Badges @ \$60 each	2 - Additional Exhibitor Badges @ \$60 each
2 - Additional Conference Badges @ \$60 each	5 - Additional Conference Badges @ \$60 each	2 - Additional Conference Badges @ \$60 each	5 - Additional Conference Badges @ \$60 each	2 - Additional Conference Badges @ \$60 each

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The 27th Annual OIGA Conference & Trade Show is produced by the Oklahoma Indian Gaming Association, referred herein as "Show Management." This event is being held at the Oklahoma City Convention Center, Oklahoma City, Oklahoma, USA. The following Rules and Regulations will govern the show and are made a part of this contract for exhibit space between "Show Management" and person/company "Exhibitor" reserving space.

### Exhibition Show Hours for 2021

Tuesday, July 27 \_\_\_\_\_ 12:00pm - 6:00pm  
Wednesday, July 28 \_\_\_\_\_ 12:00pm - 3:00pm

All exhibits must be in place by 10:00 AM July 27 and must remain open during show hours both days. Under no circumstances may dismantling occur before 3:00pm on Wednesday, July 28. All show hours are subject to change as authorized by Show Management.

### Allocation of Space

No exhibitor may sub-let or share booth space without written consent of Show Management. Deposits are non-refundable, and cancellation of booth space must be received in writing. When applying for space, please indicate three booth choices, and Show Management will make every attempt to honor these choices. Standard booth package includes 8' back drape, 3' side rails, 1 table, 2 chairs, & a company identification sign. All additional equipment and services can be ordered online through the Trade Show decorator, Event 1 Productions, Inc.

### Space Assignments

OIGA reserves the right to move space assignment after the contract has been signed if management feels it is necessary. Any exhibitor effected by a possible change will be communicated with in advance and we will do everything to make sure the space is agreeable to Show Management and exhibitor. All exhibits shall be constructed and arranged so that they do not obstruct the general view or hide other exhibits.

### Security

Security will be on duty 24 hours starting on July 24, 2021. However, the exhibitor assumes sole liabilities for any loss, and Show Management will not be responsible for loss, injury, or damage to the exhibit, exhibitor, or its employees. By signing the contract, exhibitor agrees to and releases Show Management from any claims of injury, loss and damage and Show Management agrees to indemnify same against exhibitor.

### Combustible Materials and Fire Regulations

All decorations must be flame proofed to the satisfaction of the Fire Department. The use, storage and display of flammable liquids or gas must be approved by the Fire Marshall in writing and open flames or smoke-emitting materials are prohibited.

### Liabilities

The exhibitor agrees that OIGA, its agents, and employees and the hosting facility and its employees will not be responsible for any damage to, loss of, or destruction of the Exhibitor's property. OIGA will not be responsible for any injuries to the Exhibitor, its representatives, agents or employees, while at the show. OIGA, its agents, and employees are exempted from or indemnified for any such claims.

### Force Majeure

Neither party shall be liable in damages or have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to, Acts of God, Government restrictions, wars, or any other cause beyond the reasonable control of the party whose performance is affected.

### Booth Payment & Cancellation Policy

50% of the total amount is due within 30 days of receipt of the signed contract. The balance is due on June 15, 2021. If an exhibitor wishes to cancel all or part of the exhibit space before May 1, 2021 this can only be accepted in writing and only 50% of the total cost of the space will be refunded. After May 1, 2021 there will be no refund given for canceled exhibit space.

### Booth Furniture, Electricity and Labor

You will receive via email, an exhibitor packet which will allow you to order, furniture, tables, electrical service, drayage and any labor assistance you may need. Ordering these services in advance will save you money.

### Food and Refreshments

All concessions are licensed by the owner of the facility; therefore, no food or refreshments can be dispensed without the written consent of Show Management and the Oklahoma City Convention Center, OKC.

If you have questions or need help with your registration please contact:

jennie@event1inc.net