

# Exhibitor/Sponsor Registration Forms

28th Annual Conference & Trade Show

Cox Business Center | Tulsa, OK | August 14-16, 2023



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**To reserve your booth(s) at the 28th Annual Conference & Trade Show, you MUST fill out pages 1 & 2 and submit them in one of the following ways:**

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

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

**ONLINE:** [www.event1inc.swoogoo.com/oiga023](http://www.event1inc.swoogoo.com/oiga023)

## CONTACT INFORMATION

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

How would you like your company name to read on your 7"x36" booth sign? \_\_\_\_\_

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

*The "Primary Contact" coordinates booth arrangements and receives all correspondence.*

**Will you be attending the conference this year? YES-EXHIBITOR BADGE YES-ATTENDEE BADGE NO**

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

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

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

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

### Setup

\*Saturday, Aug 12 \_\_\_\_\_ 8am - 6pm

Sunday, Aug 13 \_\_\_\_\_ 8am - 6pm

Monday, Aug 14 \_\_\_\_\_ 8am - 6pm

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

### Show Hours

\*Tuesday, Aug 15 \_\_\_\_\_ 12pm - 6pm

Wednesday, Aug 16 \_\_\_\_\_ 12pm - 3pm

**\*Exhibitors are allowed in at 8:00am each show day.**

### Tear Down

Wednesday, Aug 16 \_\_\_\_\_ 3pm - 8pm

Thursday, Aug 17 \_\_\_\_\_ 8am - 8pm

### Your Booth Choice

To view the Trade Show floor layout go to:

[www.event1inc.swoogoo.com/oiga023](http://www.event1inc.swoogoo.com/oiga023)

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

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

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

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

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## EXHIBITOR REGISTRATION - BOOTH

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 \_\_\_\_\_ = \$ \_\_\_\_\_

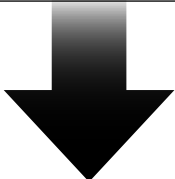
## SPONSORSHIP REGISTRATION

Please check the box(es) on Page 3 for the sponsorship(s) you are purchasing and place the associated cost(s) here:

Sponsorship Name: \_\_\_\_\_ \$ \_\_\_\_\_

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

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



## PAYMENT INFORMATION

Please total your exhibitor registration here including any additional booths 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 page 5.

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

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**Opportunities that include booth space on the Trade Show floor:** These opportunities include Exhibitor and Attendee badges in the pricing. Please refer to the chart on Page 4 for specific information on badge quantities.

**Exclusive Sponsorship** \_\_\_\_\_ **\$15,000**

Logo Displayed on OIGA Website | Full Page Ad in Digital Trade Show Guide | Logo Displayed on Exhibit Hall Banner | 20' x 20' Exhibit Space - includes 1-8' skirted table, 2 chairs, a wastebasket and booth ID sign

**Major Sponsorship** \_\_\_\_\_ **\$10,000**

Logo Displayed on OIGA Website | Half Page Ad in Digital Trade Show Guide | Logo Displayed on Exhibit Hall Banner | 20' x 20' Exhibit Space - includes 1-8' skirted table, 2 chairs, a wastebasket and booth ID sign

\*\* OIGA will confirm receipt of your exhibit contract. **A minimum of 50% is due within 30 days of confirmation.** If the deposit is not received by this date, your booth space may revert back to unsold inventory. **FULL PAYMENT IS DUE NO LATER THAN JUNE 1, 2023.**

**Bonus Sponsorship Opportunities** - These sponsorships offer a presence at the event without having a booth space. All of these include recognition in the Digital Trade Show Guide and on Digital Media throughout the conference.

**\*\*\* These Sponsorships DO NOT include badges of any kind. \*\*\***

**Tuesday Breakfast Sponsor (Limit 4)** \_\_\_\_\_ **\$ 2,000**

2 Signs at Buffet Lines w/ Company Logo

**Tuesday Lunch Sponsor (Limit 6)** \_\_\_\_\_ **\$ 2,000**

2 Signs by Buffet Lines w/ Company Logo

**Wednesday Breakfast Sponsor (Limit 4)** \_\_\_\_\_ **\$ 2,000**

2 Signs at Buffet Lines w/ Company Logo

**Wednesday Lunch Sponsor (Limit 6)** \_\_\_\_\_ **\$ 2,000**

2 Signs by Buffet Lines w/ Company Logo

**Trade Show Reception Sponsor (Limit 4)** \_\_\_\_\_ **\$ 2,000**

Sponsor Logo at Reception Bars and Tables

**Shuttle Sponsor (Limit 4)** \_\_\_\_\_ **\$ 3,000**

Sponsor Logo on Digital Media

**Kick-Off Party Food Sponsor (Limit 1)** \_\_\_\_\_ **\$15,000**

Sponsor Logo Signage at Party Venue and on All Kick-Off Party Printed Materials

**Kick-Off Party Beverage Sponsor (Limit 1)** \_\_\_\_\_ **\$15,000**

Sponsor Logo Signage at Party Venue and on All Kick-Off Party Printed Materials

**Conference Lanyards w/ Company Logo (Limit 1)** \_\_\_\_\_ **\$ SOLD**

**Custom Logo Hotel Keycards (Limit 1)** \_\_\_\_\_ **\$ SOLD**

**Mobile App Sponsor (Limit 1)** \_\_\_\_\_ **\$ SOLD**

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**All badge holders will register through the event website this year.**

Further information will be sent to the primary contact via email, or it can be found at:

[www.event1inc.swoogo.com/OIGA2023](http://www.event1inc.swoogo.com/OIGA2023) in the Exhibitor Information section.

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 Attendee Badges FREE	100 - Allotted Attendee Badges FREE	20 - Allotted Attendee Badges FREE	50 - Allotted Attendee Badges FREE	10 - Allotted Attendee 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 Attendee Badges @ \$60 each	8 - Additional Attendee Badges @ \$60 each	8 - Additional Attendee Badges @ \$60 each	8 - Additional Attendee Badges @ \$60 each	8 - Additional Attendee 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 Attendee Badges @ \$250 each	Full Price Attendee Badges @ \$250 each	Full Price Attendee Badges @ \$250 each	Full Price Attendee Badges @ \$250 each	Full Price Attendee 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 Attendee Badges FREE	5 - Allotted Attendee Badges FREE	2 - Allotted Attendee Badges FREE	5 - Allotted Attendee Badges FREE	2 - Allotted Attendee Badges FREE
2 - Additional Exhibitor 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 Attendee Badges @ \$60 each	5 - Additional Attendee Badges @ \$60 each	2 - Additional Attendee Badges @ \$60 each	5 - Additional Attendee Badges @ \$60 each	2 - Additional Attendee Badges @ \$60 each

**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 Attendee badges have access only during open hours.**

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The 28th 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 Cox Business Center, Tulsa, 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 2023

Tuesday, Aug 15 \_\_\_\_\_ 12:00pm - 6:00pm

Wednesday, Aug 16 \_\_\_\_\_ 12:00pm - 3:00pm

All exhibits must be in place by 10:00 AM Aug 15 and must remain open during show hours both days. Under no circumstances may dismantling occur before 3:00pm on Wednesday, Aug 16. 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. The 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. at [www.event1inc.net](http://www.event1inc.net).

### Space Assignments

OIGA reserves the right to move space assignment after the contract has been signed if management feels it is necessary. Any exhibitors affected 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 a day starting on Aug 14, 2023. 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 1, 2023. If an exhibitor wishes to cancel all or part of the exhibit space before May 1, 2023 this can only be accepted in writing and only 50% of the total cost of the space will be refunded. After May 1, 2023 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, material handling/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 Cox Business Center, Tulsa, Oklahoma.

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

[sheila.lee@event1inc.net](mailto:sheila.lee@event1inc.net)

# OIGA Sponsorship Opportunities

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## COMPANY LOGO & ARTWORK SUBMISSION INFORMATION

### ALL ARTWORK

(Company Logos & Print Ads)

**MUST BE SUBMITTED BY:**

***July 1, 2023***

#### LOGO GUIDELINES

- Must be full CMYK Color
- 300 dpi or Vector Files
- .PDF, .EPS, .TIFF Formats Only

#### AD GUIDELINES

- Full Page: 8.5" x 11"
- Half Page: 8.5" x 5.5"
- 1/8" Bleed
- 300 dpi
- .PDF, .EPS, .TIFF Formats Only

#### WEB LOGO GUIDELINES

- 195 pixels wide x 75 pixels high
- 72 dpi
- RGB Color
- .JPEG or .GIF

Email ALL Logos & Ads to: [sheila.lee@event1inc.net](mailto:sheila.lee@event1inc.net), or  
upload your artwork at [www.event1inc.swoogo.com/oiga2023](http://www.event1inc.swoogo.com/oiga2023).

**Note: No artwork/logos will be used from previous years.  
PLEASE submit your logo even if it has not changed.**

Please Don't Forget:

**A company description MUST be submitted  
for the Digital Trade Show Guide to  
[sheila.lee@event1inc.net](mailto:sheila.lee@event1inc.net) by July 1, 2023.**

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

918-245-8006 | [sheila.lee@event1inc.net](mailto:sheila.lee@event1inc.net)