

EXHIBITOR/SPONSOR
PROSPECTUS



OKLAHOMA
WORKS

OKLAHOMA WORKS CONFERENCE

April 20 – 22, 2016

Renaissance Oklahoma City Convention Center Hotel by Marriott

OKLAHOMA WORKS

The Oklahoma Works Conference is attended by over 350 individuals from across Oklahoma every year. This is the educational training event of the year for employees working in the employment and training sector. Participants include individuals from the following:

Federal Reserve Bank of Kansas City, Oklahoma City Branch

Oklahoma Department of Career and Technology Education

Oklahoma Department of Human Services

Oklahoma Department of Rehabilitation Services

Oklahoma Employment Security Commission

Oklahoma Office of Workforce Development

Oklahoma State Regents for Higher Education

Workforce Oklahoma Employment and Training Association

Tribal Native American Programs

WIOA Title I, Adult Dislocated Worker and Adult, Dislocated Worker and Youth



The workshop content of this conference focuses on all attendees. To name a few, these include: program supervisors, managers, counselors, workforce specialists, coordinators, case workers, rehabilitation specialists and trainers. Exhibiting at this event gives you the opportunity to bring your products and services to “their front door.” Continental breakfast and break times will also be held in the exhibit area. Register today and increase the visibility of your organization.

HOTEL AND PARKING INFORMATION

RENAISSANCE OKLAHOMA CITY

CONVENTION CENTER HOTEL BY MARRIOTT

10 North Broadway Avenue, Oklahoma City, OK 73102

PHONE 405-228-8000 / FAX 405-228-8079

To obtain the special group rate of \$130 per night for a double room, please say that you are with Oklahoma Works Conference. Call the hotel directly at 405-228-8000. All hotel room rates are subject to applicable state and local taxes (currently 13.875%). These rooms are available for reservations made by **Friday, April 1, 2016**. Rooms and discounted rates may not be available after this date. The Renaissance will accept purchase orders, but they must be guaranteed with a credit card for reservations. Purchase orders will need to be sent directly to accounting and must clearly note the expected information. The POs will need to be on file prior to the event.

If you must cancel your reservation(s), it must be done 48 hours prior to arrival or cancellation charge of the first night plus tax will be applied.

Valet parking is available for a discounted value of \$20 for overnight parking, or \$15 for daily parking for members of your group who are not staying at the hotel. The hotel is connected to a public parking facility via skywalk; the hotel does not have control over public parking rates.

BOOTH INFORMATION

Exhibits will be in the pre-function area near the main session and break-out rooms. Booth price is \$275.00 which includes an 8'x 8' exhibit space with one six-foot skirted table, two chairs, one wastebasket and two exhibitor badges. Exhibitor badges provide admittance to the exhibit hall and breaks only.

SPONSORSHIPS

Sponsorships are also available. Each sponsorship package will include: Exhibitor packet, ad in the event program, recognition in Conference powerpoint scrolls and on the web.

Bronze Sponsorship: \$375 and the ad is 1/4 page

Silver Sponsorship: \$500 and the ad is 1/2 page

Gold Sponsorship: \$750 and include is a full page ad

TERMS AND CONDITIONS

Assignment of Booth Space: Booths will be assigned on a first come/first served basis and will be assigned with the best interests of the exhibitor and the conference in mind.

Terms: A signed contract and payment in full must be received no later than April 1st prior to the conference. POs are accepted and can be emailed to Kerry Manning: kmanning@swb-ok.com (WOETA FEI No. 73-1251960) If paying by check, please make checks payable to WOETA (Workforce Oklahoma Employment and Training Association) and mail to:

Oklahoma Works Conference
Attn: Kerry Manning
Southern Workforce Board
PO Box 744, Durant, OK 74701

Cancellation: A cancellation fee of \$125.00 per booth will be charged to an exhibitor who cancels the registration on or before April 11, 2016. Cancellation after April 15, 2016 obligates the exhibitor to full payment of rental. **CANCELLATION MUST BE IN WRITING.** Please email cancellation notice to kmanning@swb-ok.com.

Set-Up/Dismantle: Conference registration begins at 9:00 am. Exhibitor set-up time is Wednesday, April 20TH, 2016 from 9:00 am until noon. Exhibitors are solely responsible for the set-up and dismantling of their displays. Any costs incurred will be the exhibitor's sole responsibility. If you elect to leave early please do so at the conclusion of the program on Thursday, April 21ST. **NO SECURITY PROVIDED.**

OKLAHOMA WORKS CONFERENCE 2016 EXHIBITOR CONTRACT



We hereby register for exhibit space at the Oklahoma Works Conference, April 20-22, 2016 at the Renaissance Oklahoma City Convention Center Hotel by Marriott, 10 N. Broadway Ave, Oklahoma City, OK 74102, and agree to all of the terms and conditions of this agreement.

COMPANY NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

FEES

- Exhibitor Booth – \$275
- Bronze Sponsorship and Booth – \$375 (includes 1/4 page ad)
- Silver Sponsorship and Booth – \$500 (includes 1/2 page ad)
- Gold Sponsorship and Booth – \$750 (includes full page ad)

ON-SITE INFORMATION

Two badges come with the booth. Please list two individuals representing your exhibit.

CONTACT PERSON

CONTACT PERSON

ADDRESS

ADDRESS

CITY/STATE/ZIP

CITY/STATE/ZIP

EMAIL

EMAIL

PHONE

PHONE

PAYMENT INFORMATION

Payment in full must accompany this application. Make check payable to WOETA. POs are accepted and can be emailed to kmanning@swb-ok.com (WOETA FEI NO. 73-1251960). Mail completed application to **Oklahoma Works Conference, PO Box 744 Durant, OK 74701**. Contract and full payment must be received by Tuesday, April 1, 2016.

For more information, contact Cody Cox at 405-229-2439 or Kathy Quinn at 405-225-9171. This application form becomes a contract when signed by us and accepted and signed by WOETA. We further understand that rental fee per booth includes only those services as set forth by the exhibitor prospectus. WOETA will cancel our application and release the booth space OR we will be charged the increase of \$125 per booth if payment in full does not accompany this application by Friday, April 1, 2016.

SIGNATURE / TITLE