

CORPORATE INVITATION TO EXHIBIT



OKLAHOMA MUNICIPAL LEAGUE ANNUAL CONFERENCE & EXPO

September 19-21, 2023

**Oklahoma City Convention Center
100 Mick Cornett Drive
Oklahoma City, OK 73109**

THE CONFERENCE

The OML Annual Conference brings together a statewide audience of over 500 mayors, councilmembers, trustees, city managers, clerks, electrical superintendents, public works directors and other municipal officials representing approximately 165 Oklahoma municipalities. The delegates meet to learn, listen, question and discuss the issues of our cities and towns.

THE EXPO

The 2023 Expo will be held on September 20th and 21st. The Expo provides a unique opportunity for your organization's representatives to meet and interact with municipal officials. These officials are responsible for entering into contracts, making purchasing decisions and soliciting bids for their municipalities. OML's Annual Conference brings municipal leaders together to discuss issues that their communities face. This is your opportunity to show how your products and services can help to fill those gaps.

QUALIFICATIONS FOR EXHIBITING

It is the policy of the Oklahoma Municipal League to limit use of the exhibit spaces to firms whose business is consistent with OML's goals and objectives and which further the purposes of the Annual Conference & Expo. All applications for exhibit space are subject to approval by OML.

BOOTH CHARGES AND SERVICES

Booth Size	Rental Fee
10' x 10'	\$ 700
10' x 20'	\$ 1,000
10' x 30'	\$ 1,200
20' x 20'	\$ 1,600

If you require a larger space than what is listed above, please contact April Bradbury, Expo Coordinator for pricing. Call (405)528-7515, 1(800)324-6651 or email april@oml.org.

All booth spaces must be paid in full by August 25, 2023. In the event an exhibitor cancels prior to August 11, 2023, a full refund will be made. August 12, 2023 through August 24, 2023, 50% of the booth rental will be refunded. On August 25, 2023, no money will be refunded.

Your booth fee provides you with the following:

- 8' high back drapes on pipe
- 3' high divider drapes on pipe
- 1 exhibitor ID sign (24 characters)
- 1 eight foot display table, draped
- 2 folding chairs
- general security guard service
- 2 tickets for the Wednesday lunch, 2 tickets for the Wednesday reception and 2 tickets for the Thursday lunch for each 10' x 10' space rented with a maximum of 10 tickets total, regardless of booth space size.

Arrangements for telephone, electrical & wifi-must be made through the convention center.

Forms will be included in the Exhibitor Service Kit which you will receive once we have your completed exhibit application and signed contract. These materials will also be posted on our website, www.omlconference.org/exhibition.

HOW TO REGISTER FOR BOOTH SPACE

Complete the **2023 Exhibit Space Application Form, Exhibit Space Contract and Exhibitor Guide Information using the conference website at www.omlconference.org/exhibition**. Keep a copy for your records.

For any additional information please contact April Bradbury.

Full payment is required with your Exhibit Space Application. Please make checks payable to Oklahoma Municipal League or you can pay by credit card after completing the Exhibit Space Application online. The cardholder will be emailed a receipt.

All booths will be assigned in order of receipt of Exhibit Space Application **and full payment.** **Please note that Corporate Partners, Sponsors, Affiliate Members, and OMSC Partners receive first option on booth space assignments.**

After receipt of application and payment, we will email confirmation of booth space and the Exhibitor Service Kit. If you have questions, please contact April Bradbury.

SET UP TIME

- **Large Equipment (10 x 20 & larger)**
Monday, September 18, 2023
2:00 p.m. – 5:00 p.m.
- **Standard Set Up**
Tuesday, September 19, 2023
8:00 a.m. – 5:00 p.m.

All vendors must have their booths set up by 5:00 p.m. on Tuesday, September 19, 2023.

EXHIBIT HALL HOURS

- **Wednesday, September 20, 2023**
8:00 a.m. – 6:00 p.m.
- **Thursday, September 21, 2023**
8:30 a.m. – 1:30 p.m.

Show hours listed are tentative and are subject to change without notice.

CONFERENCE THEME CONTEST

The 2023 OML Annual Conference & Expo theme is RODEO. We are excited to see your interpretation of this theme. Grab your boots and spurs and join us for the Municipal Round-Up! Use this theme to decorate your booth showcasing the best Oklahoma has to offer and draw in attendees for games, giveaways and fun activities! The booths will be judged on Thursday morning to see who will win a **FREE 10 x 10 BOOTH SPACE** at the 2024 Annual Conference & Expo in Tulsa. Winners will be selected for their creative approach to integrating the conference theme into their booth design and activities they choose to have for attendees.

SPECIAL EXHIBIT HALL FEATURES

We will have many opportunities for you to interact with the delegates. Special instructions will be provided prior to the opening of the Exhibit Hall. Watch for important details after you register. Some of the special features planned are:

- Lunch in the Exhibit Hall on Wednesday
- Break in the Exhibit Hall on Wednesday
- Reception in the Exhibit Hall on Wednesday Afternoon
- Lunch in the Exhibit Hall on Thursday
- Lounge areas throughout the Exhibit Hall
- Games & Prizes

DELEGATE ROSTER

In order to facilitate the follow-up of leads generated through delegate contact during the Expo, each exhibiting organization will receive an emailed copy of the official roster of delegates to the conference.

All sales, taking of orders for future delivery, displays and distribution of literature will be limited to OML exhibitors and must be conducted in a dignified manner within the confines of leased space.

HOTEL ACCOMMODATIONS

OML has a block of rooms at the Omni which is located at 100 Oklahoma City Blvd, Oklahoma City, OK 73109 and the Fairfield Inn located at 10 SW 4th St, Oklahoma City, OK 73109. The booking link for the host hotel can be found at www.omlconference.org.

DRAWINGS & PROMOTIONAL GIVEAWAYS

Promotional giveaways and drawings are permitted with prior approval of the Oklahoma Municipal League. Announcement of winners will be made each day during Exhibit Hall activities. Delegates are required to be present to win. ***Only municipal officials and employees who are delegates to the conference are eligible to enter drawings held by vendors or OML. Exhibitors are NOT eligible for these drawings.***

FORCE MAJEURE

The Annual Conference & Expo is subject to termination without liability upon the occurrence of any circumstance beyond the control of the Oklahoma Municipal League—such as acts of God, pandemic, war, terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder or curtailment of transportation facilities—to the extent that such circumstance makes it illegal, impossible, excessively difficult or expensive due to unforeseen contingency.

OML EXPO RULES AND REGULATIONS

The OML Expo Rules and Regulations, Exhibit Space Contract and Exhibit Space Application together constitute your firm's agreement to exhibit at the OML Annual Conference & Expo. The **Contract and Application** must be completed by your company's authorized representative and submitted with **full payment** of the exhibit booth fee. It is the responsibility of your company to assign a **Booth Manager** who will be responsible for knowing and abiding by the rules, regulations and policies of the OML Exposition.

CONDUCT OF EXHIBITORS

Exhibitors shall conduct themselves in an ethical and professional manner and at all times conform to the policies of OML. It is the responsibility of the Exhibitor to see that the booth is staffed at all times during exhibit hours and **that all business activities are conducted within the Exhibitor's allotted space**. The primary purpose of the expo is to further the education of municipal officials and to make contacts for future sales.

DISPLAY BOUNDARIES

Exhibit space is sold in 10' x 10' blocks. The standard booth space is one 10' x 10' block (100 square feet). End-cap booths and island booths are created by combinations of 10' x 10' blocks. The actual dimensions of the exhibit space will vary according to the location of space. Exhibitors should take into consideration that even though a booth is sold as 10' x 10', the more accurate measurement for the interior space is 9'6" x 9'6" to allow for drape and vertical supports. No exhibit material may extend beyond the boundaries of the exhibit space.

EQUIPMENT AND FURNISHINGS

Each standard space will have an 8' high back drape and 36" high side dividers. If an Exhibitor is assigned a standard corner booth space, the divider at the end of the exhibit row may be removed. If an Exhibitor selects two standard adjacent booth spaces, the divider between the booth spaces will be removed. No back drape or side dividers will be furnished for island booth spaces. End-cap booth spaces will have a 20' back wall. The center 10' of the back wall will have 8' high back drape. The 5' on either side of the 8' high back drape will have 36" high drape.

DEMONSTRATIONS

All product demonstrations must be within the confines of the exhibit space. Aisles must not be obstructed at any time. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when, if necessary, it must be discontinued.

VISUAL AND SOUND EFFECTS

The use of sound systems or equipment producing sound is a privilege and not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

SUBLETTING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

DISPENSING OF FOOD & BEVERAGES

SMG is the licensed contractor to provide food and beverage service in the Exhibit Hall. **Each Exhibitor is subject to the Exhibit Hall concessionaire's rules and regulations regarding the dispensing of food and beverages.** OML employees have no responsibility or authority to intercede between Exhibitor and concessionaire.

SOCIAL FUNCTIONS & HOSPITALITIES

Social functions sponsored by Exhibitors, OML affiliate members or corporate sponsors, must not be scheduled during exhibit hours, and must not conflict with any OML-sponsored conference activities. Hospitality activities must end by midnight.

INSURANCE

OML, OML employees, the Exhibit Facility and Exhibit Facility Management will not be responsible for damage to the property of Exhibitors due to theft, damage by water, fire, accident or other causes. Insurance, if desired, must be purchased by the Exhibitor.

SECURITY

Security will be provided from 5:00 p.m. on Tuesday, September 19, until 8:00 a.m. on Wednesday, September 20, from 6:00 p.m. Wednesday, September 20 until 9:00 a.m. on Thursday, September 21 and from 1:30 p.m. until 5:00 p.m. on Thursday, September 21. The property of each Exhibitor shall be at all times the responsibility of the Exhibitor. Neither the Oklahoma Municipal League nor the Oklahoma City Convention Center is responsible for any material, articles, or equipment in the exhibits. Small or easily portable articles of value should be properly secured or removed for safekeeping after exhibit hours.

BOOTH BREAKDOWN

Early breakdown on Thursday is prohibited and goes against the expo rules and regulations. Exhibitors should plan on keeping their booth set up until the breakdown time of 1:30 p.m. **For the safety of exhibitors and delegates, there will be absolutely no breakdown allowed while the Exhibit Hall is open to delegates.**

FAILURE TO OBSERVE RULES

Violations of any of these regulations may lead to forfeiture of the right to occupy space in the Expo and forfeiture of all monies paid by the Exhibitor. Show Management may enter and take possession of the space occupied and remove all persons and goods at Exhibitor's risk and the Exhibitor shall pay all expenses and damages which OML may incur thereof.

AUTHORITY OF OML

All points not covered in these Expo Rules and Regulations are subject to the decision of Show Management and the Oklahoma Municipal League, Inc.

USE OF OML LOGO

Any use of the OML Logo or OML Conference Logo must first be approved by Oklahoma Municipal League, Inc.

Oklahoma Municipal League

2023 Conference & Expo Exhibit Space Contract

AGREEMENT, made this _____ day of _____, 2023 by and between _____, herein referred to as "Exhibitor," and the Oklahoma Municipal League, Inc., 201 N.E. 23rd Street, Oklahoma City, Oklahoma 73105-3199, hereinafter referred to as "Management."

PURPOSE AND DEFINITION OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which Management will allow Exhibitor to rent exhibit space at the 2023 Annual Conference & Expo, September 19-21, 2023, Oklahoma City Convention Center, OKC, Oklahoma.

This agreement includes this **Exhibit Space Contract**, the **Exhibit Space Application Form** and the **Expo Rules and Regulations**. These are an integral part of this contract and are incorporated herein for all intents and purposes the same as if fully set out herein.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

- (1) Exhibitor agrees to timely pay all fees, charges and costs as specified in this agreement and to abide by the terms and conditions set out in the **Expo Rules and Regulations**.
- (2) Management agrees to provide the exhibit space as defined in the **Exhibit Space Application Form** and to abide by the terms and conditions contained in the **Expo Rules and Regulations**.
- (3) **Oklahoma Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Oklahoma, and all obligations of the parties created hereunder are performable in Oklahoma City, Oklahoma.
- (4) **Parties Bound.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- (5) **Legal Construction.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, or unenforceable provision had never been contained herein.
- (6) **Prior Agreements Superseded.** This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written oral agreements between the parties respecting the within subject matter.
- (7) **Compliance With Applicable Statutes, Ordinances, and Regulations.** In performing the services required of it under this Agreement, the Exhibitor shall comply with all applicable federal, state, county, and city statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, Exhibitor shall immediately notify Management of that fact and the reasons therefor.
- (8) **Impossibility.** The Annual Conference & Expo is subject to termination without liability upon the occurrence of any circumstance beyond the control of the Oklahoma Municipal League—such as acts of God, pandemic, war, terrorism, government regulations, pandemic, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities—to the extent that such circumstance makes it illegal, impossible, excessively difficult or expensive due to unforeseen contingency.
- (9) If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.
- (10) This Agreement constitutes the sole and only Agreement between the parties hereto in relation to the 2023 Annual Conference & Expo and supersedes any prior understanding or written or oral agreements between the parties respecting the subject matter contained herein.
- (11) By their execution of this Agreement, the respective representatives of the parties hereby expressly represent that they are duly authorized to execute this Agreement on behalf of the party whom they purport to represent.
- (12) The Management at the Oklahoma City Convention Center does not assume any responsibility for destruction, damage or loss of the Exhibitor's property from any cause. The Exhibitor agrees to indemnify and hold harmless Management at the Oklahoma City Convention Center from any liability and expense for any injury, property damage or other loss arising out of the use by the Exhibitor of its exhibit space or activities in connection therewith.

EXECUTED at Oklahoma City, Oklahoma on the day and year first above written:

EXHIBITOR

OML Staff / Management

By: _____

By: _____

Title: _____

Title: _____

2022 EXHIBITORS

Aberdeen Enterprizes II
 ACS Playground Adventures
 AdComp Systems
 Advanced Drainage Systems
 Aguirre & Fields ◆
 Allgeier Martin and Associates Inc
 American Fidelity ● ❖ ⌘ ◆
 American Legal Publishing ⌘
 Apprentice ● ⌘ ◆
 Ardurra
 Arledge & Associates
 Automatic Engineering
 Aviation Planning Group
 BancFirst ❖
 BICI Chemicals
 BKL, Inc.
 Blue Peak ● ⌘ ◆
 BOK Financial ⌘ ◆
 Burns & McDonnell ⌘ ◆
 Buy Board ❖
 Canada Company
 Carrothers Construction Co., LLC
 CerpassRX
 City of Tulsa: Water Works
 CMAO
 Core & Main
 CORE Construction
 Coryell Roofing & Construction
 Cowan Group Engineering ⌘ ◆
 CrafcO, Inc
 Crawford & Associates Inc ⌘
 Cunningham Associates, Inc
 D. A. Davidson & Company ⌘ ◆
 Delta Airport Consultants
 Eales Electronics Corp
 Edwards Equipment ◆
 Emblem Strategies ◆
 Entegrity ⌘
 EnviroTech Services, Inc.
 Filament Essential Services &
 SOCS
 Fortiline Waterworks
 Francis Tuttle
 Freese and Nichols, Inc. ⌘ ◆
 Garver ⌘
 GeekSupport ⌘
 GFL Environmental
 GH2 Architects
 GO Consulting Services
 Gordian ⌘
 GovDeals
 Grand River Dam Authority ⌘
 Granite Telecommunications LLC
 Guernsey ◆
 gWorks
 Half Associates ⌘
 Hawkins
 Haynes Equipment
 i3 Net Data
 ImageNet Consulting
 Industrial Truck Equipment ⌘
 Insurica ◆
 Intermountain Slurry Seal
 J & R Equipment
 Jayhawk Software
 Jensen Tractor ◆
 Johnson Controls ● ⌘
 Keep Oklahoma Beautiful
 Kimley-Horn and Associates, Inc. ◆
 Kinloch Equipment & Supply, Inc
 Kompan Playgrounds ◆
 Kretchmar Distributing
 Landplan Consultants, Inc ⌘
 Layne, A Granite Company
 MakeMyMove
 Master Meter
 McClelland Consulting Engineers Inc.
 Mears Engineers, LLC ⌘
 Mercy Regional EMS ⌘
 Meshek & Associates, LLC ⌘
 Mobility Management Program
 MoS Environmental
 Municipal Code Management ❖
 Municipal Electrical Systems of Oklahoma ⌘
 Municipal Health Solutions
 Musco Sports Lighting
 Myers Engineering
 NFP
 OCEA
 OCI Sales
 ODEQ
 OG&E ● ⌘ ◆
 OK 911 Management Authority
 OK Aeronautics Commission
 OK Airport Operators Association
 OK Asphalt Pavement Association
 OK Association of Regional Councils
 OK Corporation Commission
 OK Dept of Emergency Management
 OK Dept of Transportation
 OK Economic Development Authority
 OK Employer Support of the Guard & Reserve
 OK Lakes & Countries Association
 OK Municipal League
 OK Municipal Power Authority
 OK Natural Gas ◆
 OK Pipeline Awareness
 OK Recycling Association
 OK Rural Water Association ● ⌘
 OK Tourism & Recreation Department
 OK Water & Resource Board
 OKIE Safety
 OkMRF ⌘
 Olsson ● ⌘ ◆
 OMAG ⌘ ◆
 OMCTFOA
 OneNet
 OPEH&W
 Orr Construction ● ⌘
 OSU LTAP
 Paddock Enterprises
 Pafford Medical
 Parkhill - Cardinal Engineering ● ⌘ ◆
 Paycom ● ⌘ ◆
 Perdue Brandon Fielder Collins & Mott ◆
 Play & Park Structures
 Plummer & Associates
 Power Play, LLC
 Public Service Company of OK ◆
 Pumps of Oklahoma
 Purple Wave Auction ◆
 Regional Transportation Planning Organizations
 Renaissance Architecture ● ⌘ ◆
 Republic Services ⌘
 Rose State College ◆
 Schneider Electric ● ⌘ ◆
 Security Lines US
 Smith Roberts Baldischwiler
 Southern Climate Impacts Planning Program
 Southern Tire Mart
 Southwest Envirotx Partners, LLC
 Southwest Trailers ◆
 StanTec
 Summit Utilities
 Sutterfield Technologies
 TechTrol, Inc
 TEKConnectGov
 TeleComp
 Terracon Consultants, Inc.
 The Computing Edge
 The PlayWell Group, Inc. ⌘
 Toter
 Trifecta Communications
 TSET ● ⌘ ◆
 TSW Design
 Tyler Technologies
 UMB Bank
 USDA
 USW Utility Group
 Utility Technology Services ⌘ ◆
 Verizon ● ⌘ ◆
 Video Reality
 VIP Technology Solutions Group
 Walter P Moore
 Waste Connections of Oklahoma, Inc ⌘ ◆
 Worth Hydrochem of Oklahoma
 Zenner USA