

# 2018 Exhibit Booth Rules and Regulations

## SPONSORSHIP/PURPOSE

The Annual Convention and Trade Show are sponsored by the Oklahoma Hospital Association, a not-for-profit corporation. The purpose of the Annual Convention and Trade Show is to provide educational opportunities to personnel of health care related organizations; to offer a forum for the exchange of current information on health-related issues, services, skills and technology; and to promote effective two-way communications between the providers of health care and the suppliers of related products and/or services.

## EXHIBIT DATES & TIMES/COX CONVENTION CENTER, OKLAHOMA CITY

The exhibit area will be open to Annual Convention and Trade Show attendees on Thursday, December 6, 2018. Show hours will be 10:30 a.m. to 2:30 p.m.

A complimentary lunch will be provided for all attendees.

Show location: Cox Convention Center  
One Myriad Gardens  
Oklahoma City, OK 73102

## GENERAL

The word "Association" shall mean the Oklahoma Hospital Association, its officers, committees, agents or employees acting for it in the management of the Annual Convention and Trade Show.

The Association shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not governed by the regulations shall be subject to the final

judgment and decision of the Association. These regulations may be amended at any time upon written notice by the Association to those who may be affected by them. The OHA Exhibit Booth Application and Contract, when properly executed, shall be a binding agreement.

## ELIGIBILITY

The Association expressly reserves the right to exclude any company from participation in the Annual Convention and Trade Show it considers to be in direct competition with it or its subsidiaries. The acceptance of a booth contract for the Annual Convention and Trade Show does not carry the Association's endorsement of the products and/or services of the exhibiting company. Exhibitors and their conduct are subject to the approval of the Association.

The Association reserves the right to require modification of any exhibit which, in its opinion, is not in character with the Annual Convention and Trade Show. This regulation applies to displays, literature, advertising novelties, souvenirs, conduct of representatives, etc.

Admission to the exhibits is limited to registered individuals representing companies that have contracted and paid for booth space. **Representatives from non-exhibiting companies will not be permitted access to the Annual Convention & Trade Show.**

## APPLICATION FOR EXHIBIT SPACE

Application for space must be submitted on the OHA Exhibit Booth Application and Contract form. Upon completion, return the contract to the Oklahoma Hospital Association, 4000 Lincoln Boulevard, Oklahoma City, Oklahoma 73105-5200. No telephone reservations will be accepted. Applications must be received by July 1, 2018 to ensure inclusion in the OHA Convention Preview.

All trade show booths are ten feet by ten feet.

## BOOTH RENTAL FEE

Prime booths have been determined. See Floor plan in the Exhibitor Prospectus for locations. Space assignment shall not be less than one booth or multiples of that size. Fee schedule is as follows:

*Prior to 9-1-18:*  
\$999—Prime Booth  
\$899—All other Booths


*After 9-1-18:*  
\$1,099—Prime Booth  
\$999—All other Booths

*After 10-1-18:*  
\$1,199—Prime Booth  
\$1,099—All other Booths

## ASSIGNMENT OF SPACE

Assignment of booths is made on the basis of criteria established solely by the Association. The criteria include: date of receipt of OHA Exhibit Booth Application and Contract form with full payment and the dispersion of similar exhibits. The general layout of the exhibit hall is included in the prospectus; however, the Association reserves the right to rearrange the floor plan and may relocate any exhibit with the understanding that the exhibitor shall be notified prior to such relocation. Assignment information will be sent to exhibitors in August 2018. A copy of the agreement will be returned to the exhibitor and serve as record of space assignment.



## PAYMENT

Full payment for exhibit space rental is required with the return of the OHA Exhibit Booth Application and Contract form. 

Booth space will not be assigned nor will exhibitors be allowed to occupy assigned space until all monies due the Association are paid in full.

Make checks payable to: Oklahoma Hospital Education & Research Institute.

## REFUNDS FOR CANCELLATION

If written notice of space cancellation is received by the Association on or before June 15, 2018, a full refund less a \$150 administrative fee will be made with the exception of prime booths. **No refund will be given for prime booth rentals.** If written notice of cancellation is received for any booth space after June 15, 2018, no refund will be made and any outstanding balance will be due the Association.   


Any space not occupied one hour prior to the start of the show, shall revert to the Association without obligation on the part of the Association for any refund whatsoever.

## SUBLETTING OF SPACE

Exhibitors may not assign, sublet, or in any other manner transfer any part of space assigned to them, and may not advertise or display products and/or services, other than those manufactured or sold by them in the regular course of their business.

**Only one company name will be printed on the booth identification sign.**

## **BOOTH EQUIPMENT (PROVIDED BY THE OKLAHOMA HOSPITAL ASSOCIATION)**

Standard booth equipment consisting of an 8' high backdrap with 3' high side dividers; and one Identification sign to include company name and booth number (limit of 24 characters) will be furnished. The following furniture will be provided **without additional cost when requested on the contract: one 6' skirted table, two folding chairs, and a wastebasket.**

Contractor services will be provided by the company chosen by the Association. Complete information, instructions and schedule of prices regarding shipping and drayage labor for erecting and dismantling, furniture, electrical needs, etc., will be forwarded by the decorating company after space has been confirmed. This includes any booth equipment not included in the above paragraph.

## **BOOTH EQUIPMENT AND SERVICES AVAILABLE FROM DECORATING COMPANY**

Payment for services provided to the exhibitors by the decorating company is the responsibility of the company requesting the service.

## **EXHIBITOR HOUSING**

Hotel information will be forwarded to all exhibitors after exhibit space has been confirmed. The Renaissance Oklahoma City Hotel will serve as the convention hotel.

## **DELIVERY OF EXHIBIT MATERIAL**

Each exhibitor will be responsible for the delivery of his equipment and/or display material to the exhibit hall and for removal of it from the exhibit hall. The Association shall control all traffic into and out of the exhibit areas to minimize delays and tie-ups.

## **INSTALLATION OF EXHIBITS**

The exhibit hall will be open for installation of exhibits on Wednesday, December 5, 2:00 p.m. to 5:00 p.m. and Thursday, December 6, 7:30 a.m. to 9:30 a.m.

Exhibits must be in completed form one hour prior to the opening of the show.

## **COMBUSTIBLE MATERIALS**

No combustible materials such as crepe paper, tissue paper, cardboard or corrugated paper shall be used. All muslin, velvet, silk or any other decorations must be able to stand a flameproof test before being taken into the exhibit area.

**All exhibits must remain intact until after exhibit closing at 2:30 p.m. on Thursday, December 6, 2018, and may not be dismantled or removed before that hour. This regulation will be enforced. Please inform your on site representatives.**

## **DISMANTLING AND REMOVAL OF EXHIBITS**

All exhibits must be dismantled, packed and ready for removal by 5:00 p.m., Thursday, December 6, 2018. Exhibitors are responsible for making arrangements for prompt pickup of all outbound shipments.

## **BOOTH CONSTRUCTION AND ARRANGEMENT**

All exposed parts of display must be finished so as not to be objectionable to the Association. All exhibits must conform to the size of the space, and must not be of such a character or arrangement to obstruct the view or interfere with other exhibits.

**Backdrap and side divider walls are not to be moved by the exhibitor.** Exhibitors may not place anything in the aisles during open hours of the exhibit.

Each exhibitor must name one person to be the contact person for installation, operation and removal of the exhibit. Such person shall be authorized to enter into service contracts as may be necessary, for which the exhibitor



shall be responsible. Each exhibitor must have a person in his booth(s) during the hours designated as official exhibit hours.

## EXHIBITOR REPRESENTATIVES

Two representatives per booth are included in the price of each booth. Any additional representatives are required to pay \$20.00 each.

**No more than four representatives for each booth will be allowed in the exhibit hall at any one time. Badges are personal and not transferable.**

No more than six representatives may be registered for one booth.

Representatives are defined as individuals who receive commission, brokerage or salary from the exhibiting firm. The official registration badge must be worn for entrance into the trade show and whenever the exhibitor is in the exhibit hall.

## CONDUCT OF EXHIBITORS

The purpose of the Oklahoma Hospital Association trade show is to educate persons employed in the health care field in the utilization and development of new products, equipment and/or services. This does not preclude the stimulation by exhibitors of interest in and demand for such products and/or services on the exhibit floor; however, **ACTUAL SELLING OR ORDER-TAKING IS EXPRESSLY PROHIBITED.**

All business activities of the exhibitor must be within the exhibitor's allocated exhibit space. In keeping with the nature of a health care professional meeting, undignified promotional methods and/or materials considered to be objectionable by the Association are expressly prohibited.

Advance request must be made for the distribution of refreshments or other products for consumption on the premises, not manufactured by or specifically related to the sales activities of the exhibitor.

If food products are permitted to be served, the preparation of such foods cannot cause odors considered to be offensive or objectionable to other exhibitors or registrants. In no event shall foodstuffs or beverages of any kind be served in individual servings larger than a bite-size sample of food

or four ounces of liquid, respectively.

Advertising material of the exhibitor may only be distributed within the booth assigned to the exhibitor and may not be distributed elsewhere in the convention facilities.

Social functions sponsored by exhibitors must be scheduled at a time or place where they will not conflict with official convention activities scheduled by the Association.

## SECURITY

General, overall, 24-hour guard service will be provided by the Association, including the installation and dismantling periods. The Association is not responsible for loss or damage to the exhibit for any cause and urges the exhibitor to exercise precautions to discourage damage or loss to the exhibit.

Theft and fire insurance floater policies are highly recommended. **Small or easily portable articles of value should be properly secured or removed after exhibit hours, and placed in safekeeping.** The Oklahoma Hospital Association's insurance policies do not provide any coverage for the protection of exhibitor's property.

The exhibitor assumes all responsibility for property damage, loss by, or for any cause, personal injury or death to any party by reason of exhibitor's actions in the Annual Convention and Trade Show and the exhibitor agrees to defend, indemnify and hold the Association, its subcontractors, and the Cox Convention Center harmless from all liability which might ensue from any cause whatsoever arising out of the exhibitor's actions in the Annual Convention and Trade Show.



## **LIABILITY**

Exhibitors shall obey all federal, state and municipal laws and ordinances applicable to their own exhibits and the conduct of their activities therein and on the premises of the Cox Convention Center. It is recommended that each exhibitor is covered by public liability insurance in the amount of \$1,000,000 for injury to each person and \$1,000,000 for each occurrence and \$100,000 property damage, to protect against possible claims arising out of the operation of his booth.

The exhibitor expressly understands and agrees that the foregoing limitation of liability clauses apply not only during the exhibit hours, but also for the period extending from the commencement of installation until the final removal of all the exhibitor's property and personnel from the Cox Convention Center and to any latent or contingent damage, injuries or liability arising or discovered at a later date as the result of or arising out of exhibitor's actions in the Annual Convention and Trade Show.

## **PROPERTY DAMAGE**

The Association, subcontractors or Cox Convention Center will not be responsible to any degree for any ill effects caused any person or group of persons in attendance prior to, during and after the close of the Annual Convention and Trade Show for any sample drugs, medicines, foodstuffs or beverages taken orally or by other means given them by an exhibitor representative.

## **SPECIAL VISUAL AND SOUND EFFECTS**

Audio-visual equipment and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the Association, do not interfere with the activities of neighboring exhibitors. Audio-visual effects of purely entertainment character without educational or informative value will not be permitted.

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment or for damages caused by exhibitor's actions. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

## **CANCELLATION OF ANNUAL CONVENTION AND TRADE SHOW**

If, for any reason, the Association is prevented from holding the Annual Convention and Trade Show, the Association shall not be held liable for any expenses incurred by the exhibitor except for the refund of money previously paid to the Association.

## **RULES AS A PART OF CONTRACT**

These rules and regulations are to be considered as a part of all exhibitor contracts. The Association reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

## 2018 OHA EXHIBIT BOOTH APPLICATION AND CONTRACT

**Instructions:** Complete this form with your company information as you want it to appear in all convention materials. Return the contract with your payment to the Oklahoma Hospital Association.

COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_

**Company Description:** (To be used on the mobile app.) Please print using 25 words or less.

\_\_\_\_\_

**Business Category:** Please circle the category below which best fits your company.

Architects/Construction    Engineering/Plant Operations    Staffing    Consulting    Laboratory    Insurance/Benefits    Communications  
 Health Care Provider    Finance    Technology    Education    Medical Equipment    Furnishings    Associations  
 Other: \_\_\_\_\_

Number of Booth(s) requested \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Booth Location Preference (if available): \_\_\_\_\_

Main Competitor(s) \_\_\_\_\_

Company representatives (2 at no charge)

\_\_\_\_\_

Additional representatives (up to 4) @ \$20 each \$ \_\_\_\_\_

\_\_\_\_\_

**A maximum of six representatives will be allowed to register for each booth.**

Mobile App Announcement(\$1,500) \$ \_\_\_\_\_

Mobile App Banner Ad (\$300) \$ \_\_\_\_\_

Marketing Material in Attendee Packet (\$250) \$ \_\_\_\_\_

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

**Fees Prior to 9-1-18:**

\_\_\_\_\_ \$999 Prime Booth  
 \_\_\_\_\_ \$899 All other Booths

**After 9-1-18:**

\_\_\_\_\_ \$1,099 Prime Booth  
 \_\_\_\_\_ \$999 All other Booths

**After 10-1-18:**

\_\_\_\_\_ \$1,199 Prime Booth  
 \_\_\_\_\_ \$1,099 All other Booths  
 \_\_\_\_\_ \$1,500 Mobile App Announce  
 \_\_\_\_\_ \$300 Mobile App Banner Ad  
 \_\_\_\_\_ \$250 Marketing Material in packets (materials due Nov. 9)

**Agreement:** The undersigned hereby makes application for exhibit space at the 2018 Oklahoma Hospital Association Convention and Trade Show on Dec. 6, 2018. Approval of this application by the Oklahoma Hospital Association constitutes a binding agreement between the Oklahoma Hospital Association and the exhibitor. Booth space is not reserved until full payment is received.

No refunds will be issued for prime booths. Refunds are not available on any cancellations received after June 15, 2018.

**Contact Person (please print)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

The following equipment is available at no additional charge. Please check those you require.

\_\_\_\_\_ 6' skirted table    \_\_\_\_\_ 2 chairs

Aisles will be carpeted. Information on ordering booth carpet and other equipment will be sent after booth assignments are made.

**Payment Method (Booths will not be assigned until full payment is received.)**

\_\_\_\_\_ Check Enclosed (payable to Oklahoma Hospital Education & Research Institute or OHERI)

\_\_\_\_\_ MasterCard    \_\_\_\_\_ Visa    \_\_\_\_\_ Amex    \_\_\_\_\_ Discover    Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount Authorized: \_\_\_\_\_

Credit Card Billing Address (including zip code): \_\_\_\_\_

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

0218

**Mail all contracts accompanied by a check to:**  
 OHERI, Dept. #96-0298, Oklahoma City, OK, 73196-0298.

**Send all contracts with credit card payment to:**  
 OHERI, 4000 Lincoln Blvd., Oklahoma City, OK, 73105, fax to (405) 424-4507.

## **Carter, Karen**

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**From:** Shelly Bush <bush@okoha.com>  
**Sent:** Friday, April 13, 2018 9:56 AM  
**To:** Carter, Karen  
**Subject:** RE: Exhibitor - Promotional Item for Conference Bags

Karen,

Yes, we will accept a purchase order for payment with the contract. Please include a copy when you send the booth contract.

Thank you for checking.

## **Shelly Bush**

Oklahoma Hospital Association

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**From:** Carter, Karen <[karen@onenet.net](mailto:karen@onenet.net)>  
**Sent:** Thursday, April 12, 2018 9:02 AM  
**To:** Shelly Bush <[bush@okoha.com](mailto:bush@okoha.com)>  
**Subject:** Exhibitor - Promotional Item for Conference Bags

Hi Shelly, OneNet would like to be an exhibitor at the 2018 conference. I am sending the contract up to legal for approval. We would also like to place a flyer in the registration packets.

Our agency will have to issue a purchase order and send payment once the conference is over. I would appreciate it if you could send me an email stating whether or not OHA will accept a PO for payment with the contract.