



## 2026 Exhibit Booth Rules & Regulations

### **SPONSORSHIP/PURPOSE**

Connect is sponsored by the Oklahoma Hospital Association, a not-for-profit corporation. The purpose of Connect is to provide educational opportunities to personnel of healthcare 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 OKLAHOMA CITY CONVENTION CENTER, OKLAHOMA CITY**

The Exhibit Hall will be open to Connect attendees on Wednesday, Sept. 30, 2026 from 5:00-6:00 p.m. and Thursday, Oct. 1, 2026 from 7:30-8:30 a.m. and 11:15 a.m.-1:15 p.m.

A complimentary cocktail reception on Wednesday, Sept. 30, 2026, as well as breakfast and lunch on Thursday, Oct. 1, 2026 will be provided for all attendees.

### Show location:

Oklahoma City Convention Center  
Oklahoma City, OK

### **GENERAL**

The word "Association" shall mean the Oklahoma Hospital Association, its officers, committees, agents or employees acting for it in the management of Connect. 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 Exhibit Hall at Connect it considers to be in direct competition

with it or its subsidiaries. The acceptance of a booth contract for the Exhibit Hall at Connect 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 Connect. This regulation applies to displays, literature, advertising novelties, souvenirs, conduct of representatives, etc.

Admission to the Exhibit Hall 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 Connect.**

### **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 Blvd., Oklahoma City, OK, 73105-5200. Contracts sent with check payment should be mailed to the attention of Foundation for a Healthy Oklahoma, PO Box 270055 Oklahoma City, OK 73137-0055. No telephone reservations will be accepted.

All trade show booths are 10' by 10', excluding booths 111, 133, 412, and 434 which are 10' by 20' (double booths).

### **BOOTH RENTAL FEE**

See Floor Plan in the Exhibitor Prospectus for booth locations. Space assignment shall not be less than one booth or multiples of that size.

Fee schedule is as follows:

#### **Prior to 8-1-26**

\$1,499 - Exhibit Booth

\$2,998 - Double Booths

#### **After 8-1-25**

\$1,599 - Exhibit Booth

\$3,198 - Double Booths

### **ASSIGNMENT OF SPACE**

Assignment of booths is made on the basis of criteria established solely by the Association. The criteria includes 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 July 2026. 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: Foundation for a Healthy Oklahoma.

## REFUNDS FOR CANCELLATION

If written notice of space cancellation is received before Aug. 1<sup>st</sup>, 2026, a full refund less a \$200 administrative fee will be made.

If written notice of cancellation is received for any booth space after Aug. 1<sup>st</sup>, 2026, 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 back drape 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 and two folding chairs.**

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 Omni 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, Sept. 30, 2026 12:00-4:00 p.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.

## DISMANTLING AND REMOVAL OF EXHIBITS

**All exhibits must remain intact until after exhibit closing at 1:30 p.m. on Thursday, Oct. 1, 2026, and may not be dismantled or removed before that hour. This regulation will be enforced. Please inform your on-site representatives.**

All exhibits must be dismantled, packed and ready for removal by 5:00 p.m., Thursday, Oct. 1, 2026. **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.

**Back drape 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 the booth(s) during the hours designated as official exhibit hours.

For individuals assisting with booth set up only, and are not registered representatives to attend the event, your exhibiting company will receive **two** exhibit hall set up badges. These badges may be obtained from the registration desk and will only grant access to the exhibit hall during designated set up times.

**Set up:** Wednesday, Sept. 30<sup>th</sup> from 12:00 p.m.-4:00 p.m.

## EXHIBITOR REPRESENTATIVES

**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 *four* 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 Exhibit Hall and whenever the exhibitor is in the Exhibit Hall.

## CONDUCT OF EXHIBITORS

The purpose of the Exhibit Hall at Connect is to educate persons employed in the healthcare 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 healthcare 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. 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 Connect 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, unless such loss or damage was caused by the Association,

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, personal injury or death to any party by reason of exhibitor's actions at Connect and the exhibitor agrees to defend, indemnify and hold the Association, its subcontractors, and the Oklahoma City Convention Center harmless from all liability which might ensue arising out of the exhibitor's actions at Connect.

## **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 Oklahoma City 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 Oklahoma City 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 at Connect.

### **PROPERTY DAMAGE**

The Association, subcontractors or Oklahoma City 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 Connect 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 CONNECT**

If, for any reason, the Association is prevented from holding Connect, 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.

*(5/21/26)*