

OKLAHOMA OSTEOPATHIC ASSOCIATION PRESENTS...



PQRI, MEDICAL HOMES, & PRACTICE REDESIGN

THE 112TH OOA ANNUAL CONVENTION EXHIBITOR PROSPECTUS

MAY 3-MAY 6, 2012

EMBASSY SUITES
2501 CONFERENCE DRIVE
NORMAN, OKLAHOMA 73069
(405) 364-8040

LAYNE E. SUBERA, DO, FACOFP, GENERAL CONVENTION CHAIR
BRET S. LANGERMAN, DO CONVENTION PROGRAM CHAIR

YOU ARE INVITED TO EXHIBIT...

At the Oklahoma Osteopathic Association's 2012 Annual Convention May 3-6, 2012 at the Embassy Suites in Norman, Oklahoma. The members and staff of the Oklahoma Osteopathic Association appreciate and recognize the valuable support exhibit companies provide at our educational programs. We strive to make every effort to see that company representatives receive courteous attention and many excellent opportunities to meet with physicians in both educational and social settings. This annual meeting attracts members of the osteopathic profession and a variety of other healthcare professionals who are interested in discovering how your products and services will advance and improve their work. Plan to bring your latest pharmaceutical, healthcare technology, and physician recruitment products and services to our annual meeting.

Sign up to exhibit today!

WHAT IS THE OOA?

The Oklahoma Osteopathic Association (OOA) is the premier professional association for osteopathic physicians in Oklahoma. The OOA provides the highest quality education, leadership, and legislative representation to the osteopathic community throughout the state of Oklahoma.

WHO ATTENDS THE OOA ANNUAL CONVENTION?

Osteopathic physicians, interns, residents, fellows, students and other health care professionals throughout the state of Oklahoma are expected to participate in 2012. Over 400 healthcare professionals attended the OOA's 2011 Annual Convention. Attendees reviewed the exhibitor's products and services to make recommendations and purchases for all aspects of their medical practices and personal lives.

WHO EXHIBITS AT THE OOA ANNUAL CONVENTION?

All firms who offer equipment, products and services to providers of osteopathic medicine including:

- Pharmaceutical Companies
- Vaccine Providers
- Medical Laboratories
- Medical Textbook Publishers
- Medical Equipment Manufacturers
- Financial Institutions
- Home Health and Hospice Agencies
- Software Providers
- Academic Institutions
- Government Agencies
- Insurance Companies

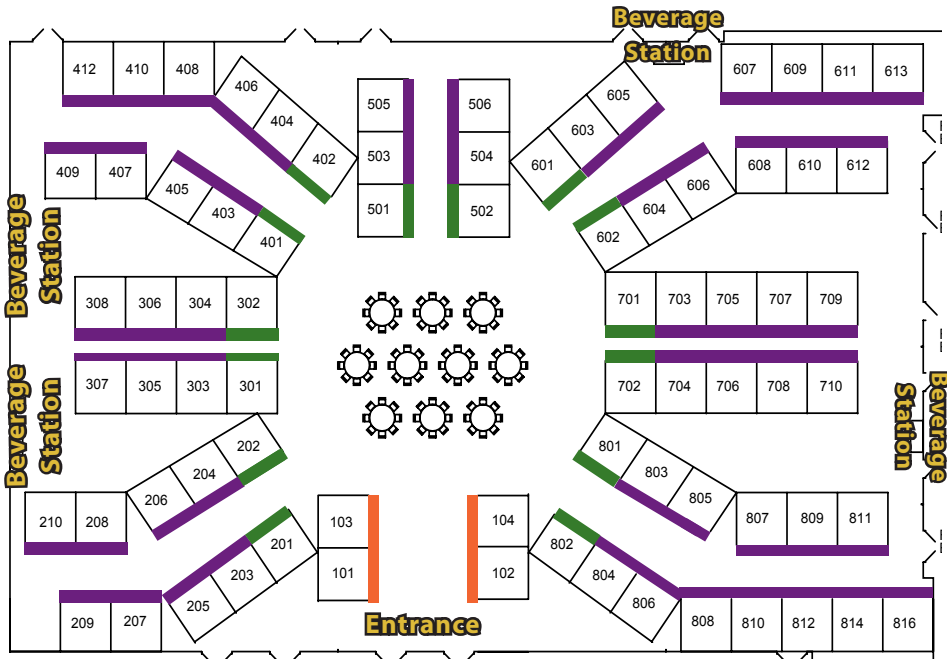


EXHIBIT HOURS

Set Up: Wednesday, May 2, 2012

Noon - 6:00 pm

Exhibits Open:

Thursday, May 3, 2012

11:30 am - 5:00 pm

Thursday includes: Lunch and drawings for everyone in the Exhibit Hall from Noon - 2:00 pm and drawings from 4:00 - 5:00 pm.

Friday, May 4, 2012

9:00 am - Noon and 2:00 - 6:00pm

Friday includes: Continental Breakfast for Exhibitors from 8:00 - 9:00 am and two drawings for all convention attendees with Exhibitors in the Exhibit Hall: 11:00 am - Noon and 5:00 - 6:00 pm.

EXHIBIT HALL

The Exhibit hall will be located in the Oklahoma Ballroom, which is carpeted.

BOOTH INFORMATION

Below are the prices for each 10' x 10'

Booth prices are based on location in the Exhibit Hall. Multiple booths may be purchased to increase booth size.

(4) Main Entrance Premium - \$1,700 each

(14) Aisle Corner - \$1,500 each

(59) Standard - \$1,200 each

One half of the exhibit fee is required with the application. Space must be paid in full by February 1, 2012. If balance is not paid by said date, the OOA retains the right to reassign the space. No refunds will be made after February 1, 2012.

Make checks payable to:

the Oklahoma Osteopathic Association
taxpayer ID number 73-0757525, and mail to 4848 N. Lincoln Boulevard, Oklahoma City, OK 73105-3335. Credit cards are acceptable.

BOOTH INCLUSIONS

Each 10' x10' Booth includes:

- Company Identification Sign
- (1) 8' Draped Table and (2) Chairs
- Wastebasket
- Draped Backdrop and Side Rails
- Personnel Badges
- General Security
- Electronic Attendee Mailing List
- Thursday Lunch and Friday Continental Breakfast

BOOTH ASSIGNMENTS

Requests for booth locations will be handled on a first-come, first-served basis. No booth will be assigned without a signed application and one-half deposit or full payment. OOA reserves the right to determine final exhibit booth assignments.



OKLAHOMA OSTEOPATHIC ASSOCIATION
ADVOCACY AND WELL BEING

OFFICIAL EXHIBITOR CONTRACTOR

Conventions & More
350 S. Vermont Avenue
Oklahoma City, OK 73108
405-949-5525
Fax 405-949-5557

Conventions & More has been selected to serve as the Official Service Contractor for your decorating needs at the Oklahoma Osteopathic Association's 2012 Annual Convention. They are available for all of your exhibit needs, including: freight handling (inbound and outbound shipping arrangements); extra chairs, extra tables, etc.

All freight will be received at the Conventions & More warehouse and transported to the conference center. After the show, a Conventions & More representative will assist with return shipping arrangements. We ask that you notify Conventions & More ahead of time if freight will be shipped to them. Exhibitors are responsible for all freight, drayage, and labor charges. The Embassy Suites Conference Center will NOT accept freight for OOA convention vendors.

Each confirmed exhibitor will receive an exhibitor services/customer service kit on ordering additional booth supplies. All electrical, phone, and internet requests will be handled by Jessica Henning at jessica.henning@jqh.com or lany at lany@okosteo.org. Electricity fee is \$20/day wireless internet is \$30/day. These fees include taxes.

All exhibits must be confirmed and paid in full by February 1, 2012. All exhibitor orders must be paid in full prior to move in on Wednesday, May 2, 2012.

REGISTRATION

All company representatives of paid vendors are required to register with the Oklahoma Osteopathic Association. Company representatives will receive badges at the registration desk, and only those registered company representatives with badges will be permitted to enter the exhibit hall.

SET UP/DISMANTLE

Wednesday, May 2, 2012

Noon – 6:00 pm
Access to Exhibit Hall

Thursday, May 3, 2012

11:00 am
Exhibits must be Installed

Friday, May 4, 2012

6:00 pm
Dismantling Begins

10:00 pm
Exhibits MUST BE Removed

No dismantled or packing before
6:00 pm

ADVERTISING

The perfect accompaniment to your exhibit space at the 112th Annual Convention is advertising in the pre and post issues of the Oklahoma D.O. Journal, as well as in the OOA Convention Program. Advertising along with your Exhibit Booth will provide additional name recognition before, during, and after the convention. Discounts are available to those exhibitors advertising in all three publications.

For more information on this advertising opportunity, contact: Julie Gaines at 405-528-4848, 1-800-522-8379 or by email at Julie@okosteo.org.

For your convenience, a copy of the OOA Convention Advertising Agreement follows the Exhibit Space

HOTEL ACCOMODATIONS

The Embassy Suites Norman Hotel & Conference Center offers the following accommodations:

- Spacious two-room suites with refrigerator, microwave, and sleeper sofa
- Complimentary cooked-to-order breakfast with suite
- High-speed Internet access (wired & wireless)
- Complimentary 24-hour Business Center
- Indoor heated swimming pool & whirlpool
- Precor Fitness Center
- On-Site Restaurant
- Complimentary Self Parking
- Pets Allowed

HOTEL POLICIES

Check-In – 3:00 pm
Check-Out – 12:00 noon

DIRECTIONS TO HOTEL

From Oklahoma City – Take I-35 south to Norman, Exit at Tecumseh Road. Turn left on W Tecumseh Road. Turn right on 24th Ave NW. Turn left on Conference Drive.

From Dallas – Take I-35 North. Exit Robinson Street and turn left. Turn left on 24th Ave. Turn right on Conference Drive.

TO APPLY FOR EXHIBIT SPACE

Complete and return the Exhibit Space Application/Contract that follows on the next two pages, with ½ exhibit fee or full payment and mail to:

Lany Milner, Exhibits Manager
Oklahoma Osteopathic Association
4848 N Lincoln Blvd.
Oklahoma City, OK 73105
405-528-4848 800-522-8379
Fax: 405-528-6102
Email: lany@okosteo.org

2012 EXHIBIT RULES AND REGULATIONS

Application for Space: Application for space shall be made in writing on the official application form.

Payment: One half deposit or full payment is required with the contract. Booth confirmation will NOT be made without a signed application and one-half deposit payment or full payment.

Exhibit Fees:

Exhibit fee of \$1,200 for Standard Booth includes: One 8' draped table; two chairs; wastebasket; draped backdrop and side rails; company identification sign; personnel badges; and general security.

Exhibit fee of \$1,500 for Aisle Corner Booth includes: One 8' draped table; two chairs; wastebasket; draped backdrop and side rails; company identification sign; personnel badges; and general security.

Exhibit fee of \$1,700 for Main Entrance Premium Booth includes: Two 8' draped tables; four chairs; wastebasket; draped backdrop and side rails; company identification sign; personnel badges; and general security.

Exhibit Cancellation: Exhibit space cancellations made after February 1, 2012, will not be eligible for refunds.

Assignment of Space: Exhibit space is assigned on a first-come, first-served basis. The OOA will attempt to honor all requests for exhibit space. Notwithstanding the above, the OOA reserves the right to change location assignments at any time it may deem necessary.

Electricity and Internet: Electricity is \$20 per day and Wireless internet is \$30 per day. Price is all inclusive. If you wish to order, please contact Jessica Henning at Jessica.Henning@jqh.com or Lany Milner at lany@okosteo.org.

Hotel Accommodations: Embassy Suites Norman will serve as the OOA's headquarters property. Sleeping rooms will not be limited to anyone. Reservation information will be available online at www.okosteo.org.

Security: Peripheral general security service is provided by the OOA. However, it is the responsibility of each exhibitor to protect displayed material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display – even temporarily.

Company Representatives: All employees or representatives of paid exhibiting companies must be fully identified by the official OOA badge. Companies should notify the OOA office of representatives' names prior to April 17, 2012, and badges MUST be picked up at the OOA Registration Desk to obtain

admittance to the Exhibit Hall.

Construction of Exhibits: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. Nothing shall be displayed higher than the back wall of the booth (8 feet high). Exhibitors wishing to use other than standard booth equipment must submit a detailed sketch of the proposed layout at least 45 days prior to exhibition and must receive written approval from the OOA.

Refusal of Exhibits: The OOA reserves the right to decline or prohibit any exhibit or any part of any exhibit, which, in its judgment, is not in keeping with the character of the exhibition.

Compliance: The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that the OOA may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

Responsibility: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the hotel premises, and shall indemnify, defend, and hold harmless the OOA, the hotel, its owners, affiliated companies, agents, and employees from any and all such losses, damages and claims. The exhibitor agrees to hold harmless the OOA and Embassy Suites Norman from any losses, claims and expenses (including attorney's fees) arising from damage to property or injury to exhibitors, by reason of exhibitor's use of the exhibition facilities.

Publications: Exhibiting companies will be acknowledged in the Official Convention Program, *the Oklahoma D.O.*, and by announcement throughout the convention.

For more information on convention advertising opportunities and rate information, contact: Julie Gaines at 405.528.4848, 800.522.8379, or e-mail Julie@okosteo.org. A copy of the OOA Convention Advertising Agreement is on the last page of this document and can also be found on the OOA website under "Publications" at www.okosteo.org.

EXHIBIT SPACE CONTRACT

Oklahoma Osteopathic Association's
112th Annual Convention
Embassy Suites Norman
May 3-6, 2012

Please Print or Type (Name of Company & Mailing Address)

Company _____

Contact Name _____

Street Address _____

City _____ State _____ Zip _____

Cell/Office Phones _____ Fax _____ E-mail _____

The undersigned hereby authorizes the OOA to reserve exhibit space for use by above company. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to the OOA. The undersigned acknowledges that booth space cancellations made after February 1, 2012 will not be eligible for refunds.

Authorized Signature

Date

Print Name/Title

Choice of Booth Locations
(List all Booth Numbers)

1st Choice _____

2nd Choice _____

3rd Choice _____

Number of Spaces: _____

Cost Per Space: _____

Total Due: _____

If paying with credit card, this form may be faxed to (405) 528-6102.

Visa MasterCard American Express Discover Check

Account # _____

Exp. Date _____

Zip Code _____

Signature _____

Exhibitor Fees

- **\$1,200 for each 10'x10' Standard Booth**
- **\$1,500 for each 10'x10' Aisle Corner Booth**
(200, 201, 300, 301, 400, 401, 500, 501, 600, 601, 700, 701, 800, 801)
- **\$1,700 for each 10'x10' Main Entrance Premium Booth**
(100, 101, 103, 104)

Mail one copy of this contract with payment to:
Lany Milner, Exhibits Manager
Oklahoma Osteopathic Association
4848 North Lincoln Boulevard
Oklahoma City, OK 73105-3335
405.528.4848 800.522.8379 Fax: 405.528.6102

Payment:
Enclose one copy of the completed contract and payment (one-half deposit or full payment) to reserve exhibit space for the OOA Annual Convention. The OOA's taxpayer ID number is 73-0757525. **Booth confirmation will not be made without signed application and payment.**