

EXHIBITOR PROSPECTUS

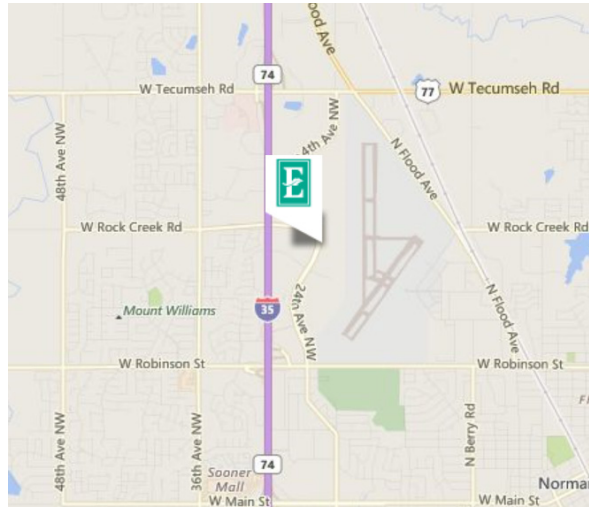
February 25-27, 2018



ASPHALT CONFERENCE SPONSORSHIP PROGRAM

February 25-27, 2018

Embassy Suites
2501 Conference Drive
Norman, OK 73069
(405) 364-8040



HOTEL ACCOMMODATIONS

Overnight accommodations are available at the Embassy Suites Hotel & Conference Center. Exhibitors should make hotel reservations directly with the hotel. The hotel is connected to the Conference Center and everything will be under one roof.

To get the OAPA special room rate at Embassy Suites, please indicate you are with OAPA. You can make your reservation online or by calling 866-577-1273. The room rate is \$114. The cut-off date for the special OAPA rate is February 11, 2018.



EXHIBITOR SCHEDULE

SUNDAY, FEBRUARY 25, 2018

- 2:00 p.m. - 5:00 p.m. • Exhibitors Move-in and Set-up
- Heavy Equipment Delivery

MONDAY, FEBRUARY 26, 2018

- 7:00 a.m. - 8:00 a.m. • Exhibit Hall Open • Breakfast Inside Exhibit Hall
- 10:00 a.m. - 10:30 a.m. • Morning Break in Exhibit Hall
- 12:00 p.m. - 1:30 p.m. • Awards Lunch; Exhibit Hall Open
- 3:30 p.m. - 4:00 p.m. • Afternoon Break in Exhibit Hall
- 5:00 p.m. - 6:00 p.m. • Cocktail Reception in Exhibit Hall

TUESDAY, FEBRUARY 27, 2018

- 7:00 a.m. - 8:30 a.m. • Exhibit Hall Open • Breakfast inside Exhibit Hall
- 10:00 a.m. - 10:30 a.m. • Morning Break in Exhibit Hall
- 12:00 p.m. - 1:30 p.m. • Lunch in Exhibit Hall
- 3:00 p.m. - 3:30 p.m. • Afternoon Break in Exhibit Hall
- 3:30 p.m. - 5:00 p.m. • Exhibitors Move-Out

HEAVY EQUIPMENT SHOWCASE



This year, we are able to offer outdoor space to showcase your heavy equipment. The parking lot is just to the east of the Conference Center entrance. Outdoor exhibit space will be offered at no additional cost to your indoor booth cost, for exhibit space sized 18 ft x 20 ft or smaller. If larger space is required, it will be charged at \$1 per square foot utilized.

If you only wish to utilize the outdoor exhibit space and do not wish to set up an indoor booth, the outdoor exhibit space is the same price as the indoor booth (\$650 for members, \$850 for non-members) for an 18 ft x 20 ft exhibit space. If larger space is required, it will be charged at \$1 per square foot utilized.

DETAILS

NEW THIS YEAR!



Do you want to participate as a sponsor but don't want to set up an exhibit booth? New this year, we've got several sponsorship opportunities available! Sponsors will receive print recognition in the program, on the OAPA website, and featured signage throughout the event. Sponsors also receive free registration. The number of free registrations will be based on the sponsorship level. If you have any questions about sponsorships, please contact Nicole Smith.

Each sponsorship is a sole sponsorship for that particular event.

SPONSORSHIP OPPORTUNITIES

KEYNOTE SPEAKER SPONSOR - *sold*

LUNCH SPONSOR - \$3,000 (2 available)
3 free registrations

RECEPTION SPONSOR - \$2000 (1 available)
2 free registrations

SPEAKER SPONSOR - \$1500 (2 available)
2 free registrations

GENERAL SESSION SPONSOR - \$1000 (2 available)
2 free registrations

BREAK SPONSOR - \$1000 (4 available)
2 free registrations

BREAKOUT SESSION SPONSOR - \$500 (6 available)
1 free registration

TO RESERVE YOUR SPONSORSHIP:

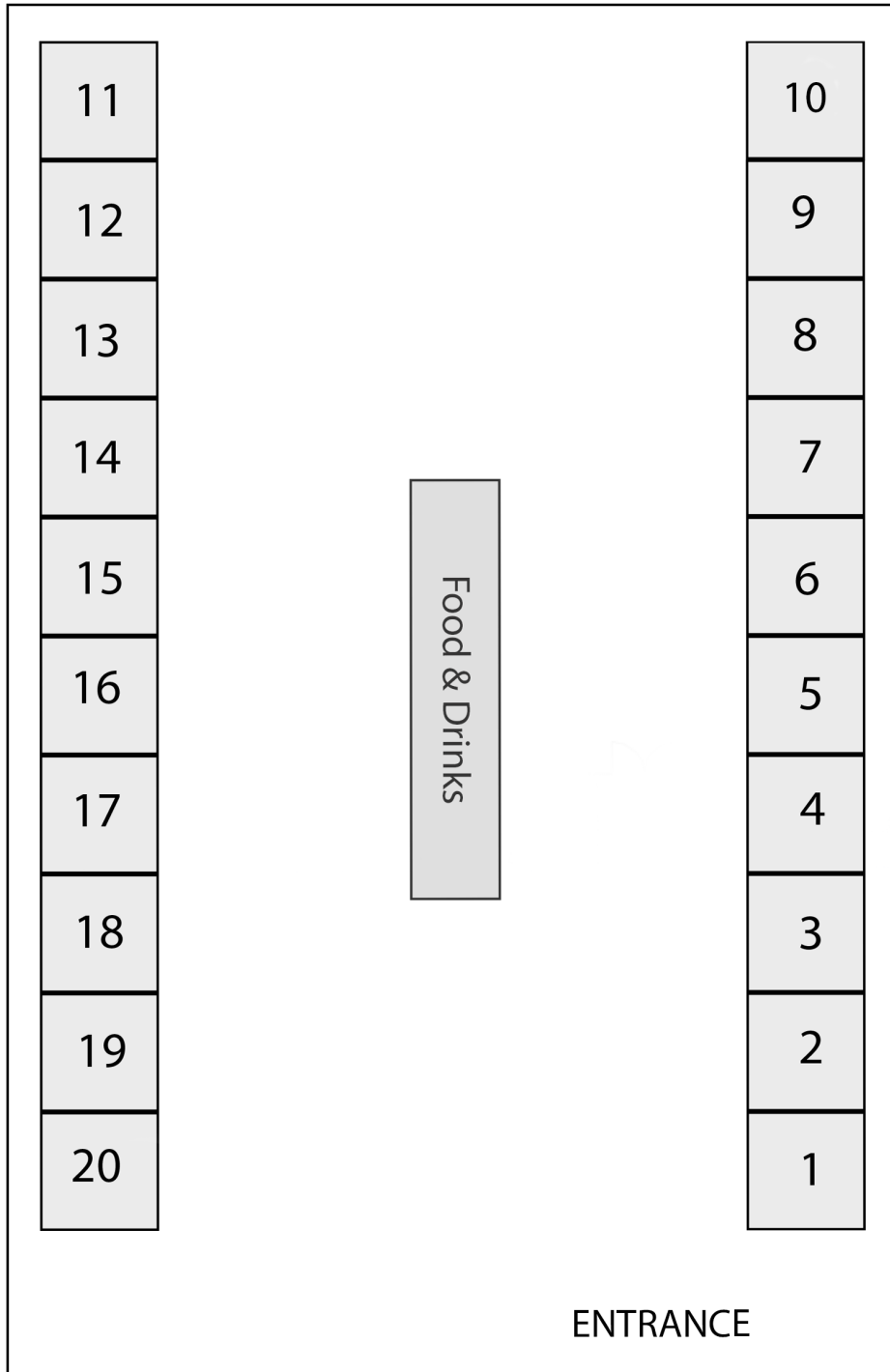


To reserve your sponsorship, please contact Nicole Smith at (405) 524-7675 or nsmith@okhotmix.com. You will be billed for your sponsorship once it has been reserved.

SPONSORSHIPS


EXHIBIT HALL LAYOUT *Meals served in Exhibit Hall!*

LAYOUT



All booths will open into the main area, with food and drinks in the middle, to maximize exposure.

REGISTRATION

 **All exhibit representatives need to register prior to the show.** Representatives will be provided a name badge bearing their name and the company they represent. Registration will be located at the entrance of the Conference Center.

MUSIC PROHIBITED

All exhibitors are hereby notified that playing of music, whether live or recorded, is absolutely prohibited in the Exhibit Hall. We are forced to make this ruling to comply with ASCAP and BMI regulations regarding payment of royalties to music publishers.

PROMOTION OF EXHIBITS

Attention will be called to the exhibits through special announcements in OAPA communications and publications. The meeting agenda provides many opportunities for Conference attendees to visit with exhibitors. All meals, excluding the Awards Luncheon, will be held in the Exhibit Hall. Also, the Exhibit Hall will host the Reception on Monday Afternoon.

PAYMENT FOR SPACE

PAYMENT IN FULL MUST ACCOMPANY ALL CONTRACTS.

Mail your contract with payment to:
Oklahoma Asphalt Pavement Association
3500 N Lincoln Blvd
Oklahoma City, OK 73105

If you have questions about OAPA Asphalt Conference exhibits, please contact Nicole Smith at (405)524-7675 or nsmith@okhotmix.com

BOOTH PRICES

ALL BOOTHS ARE \$650 for members • \$850 for non-members

Booth payment includes a 10 ft x 10 ft booth, pipe and drape, 6 foot table and two chairs. **If you require more than 10 feet for your exhibit, you will be required to reserve more than one booth.** Booth payment also includes Conference Registration for two (2) Exhibitor Personnel. (Registration includes Asphalt Conference Registration and all meals.)

If more exhibit personnel name badges are required than the two (2) per booth included with booth payment, additional Exhibitor name badges must be purchased as needed at a price of \$125 per additional name tag. (This fee includes all meals.) 

CONTRACT POLICY

All applicants for exhibit space will be required to execute the formal contract provided by the Oklahoma Asphalt Pavement Association.

ELECTRICITY, INTERNET, DRYAGE & STORAGE

Electricity will be available for your booths; however, you will need your own extension cord. If you have questions about internet, additional booth equipment or storage, contact Embassy Suites at (405) 364-8040.

RULES AS PART OF THE CONTRACT

These rules and regulations are to be considered as a part of all exhibit space contracts. OAPA reserves the right to interpret them as well as make decisions on all points the rules and regulations do not cover. Decisions of OAPA are final.

LIABILITY AND SECURITY

Each exhibitor must make provisions for the safeguarding of goods, materials, equipment and display. The Association does not guarantee against theft, loss, or any form of damage, nor against personal injury to employees or agents of exhibitors. By signing the contract for booth space, it is expressly understood and agreed between the exhibitor and the Oklahoma Asphalt Pavement Association that the Association is under no liability for loss of or damage to goods or property of the exhibitor. The exhibitor releases the Oklahoma Asphalt Pavement Association and agrees to indemnify it against all claims.

THE FINE PRINT

EXHIBIT CONTRACT

Exhibit Hall Open February 26-27, 2018 • Embassy Suites Hotel & Conference Center • Norman, Oklahoma

Company Name (please print): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Please list the name, address and phone number of the person in charge of the booth:

BOOTH PREFERENCES

Every attempt to honor booth location preferences will be made. However, by listing a preference here, no specific location is guaranteed. Booths are assigned in the order in which they are received WITH FULL PAYMENT.

Adjacent to: _____

Remote from: _____

Please reserve _____ exhibit booth(s) at the 2017 Oklahoma Asphalt Pavement Association Conference. Listed below are our preferred booth locations to be considered for booth assignments. However, it is understood that by listing our preferences, we are not guaranteed a preferred location.

1st 2nd 3rd 4th 5th 6th 7th

OUTDOOR EXHIBIT SPACE

Please indicate if you wish to utilize the outdoor exhibit space.

YES NO

Exhibit space size required _____

(You are allowed up to 18 ft x 20 ft at no additional charge. The price is \$1 per square foot utilized, over 360 square feet.)

EXHIBITOR PERSONNEL

Please list all company representatives who will be staffing your booth during the meeting. Please print clearly. This list will be used to prepare name badges.

ATTENTION: Two (2) name badges are issued per booth purchased. Name badges are required to enter the Exhibit Hall. Additional name badges may be purchased for \$125 each. Price includes all meals. If you need more lines for badges, please attach an additional sheet.

Badge #1: _____ Badge #4: _____

Badge #2: _____ Badge #5: _____

Badge #3: _____ Badge #6: _____

TOTAL BOOTH PAYMENT

Number of booths purchased _____ x \$650 or \$850 = _____
+
Extra name badges _____ x \$125 = _____
(Two provided with each booth purchased)
+
Additional Outdoor Exhibit Sq Footage _____ x \$1 = _____
(Greater than 360 sq feet)
TOTAL: _____

PAYMENT

CHECK: Please enclose a check, made payable to the Oklahoma Asphalt Pavement Association, for the full payment amount.

Amount of check \$ _____

Signature of Authorized Representative _____

Name (please print) _____ Title _____

CREDIT CARD: Please charge my payment in full to the credit card listed below.

Visa MasterCard American Express Discover Amount \$ _____

Signature of Authorized Card Holder _____

Name appearing on the card (please print) _____

Card Number _____ Card Expiration Date _____

CVC Code _____

PLEASE MAIL ORIGINAL CONTRACT AND PAYMENT TO:



Oklahoma Asphalt Pavement Association
3500 N. Lincoln Blvd.
Oklahoma City, OK 73105

AGREEMENT

We agree to comply with all the rules and provisions listed in the Exhibitor Prospectus. We understand that failure to comply with these rules and provisions will result in a cancellation of this contract without refund. This becomes a contract when signed by the Oklahoma Asphalt Pavement Association.

Signature of Authorized Company Representative _____ Date _____

OAPA OFFICE USE ONLY

Booth assignment # _____

Payment Record - Check/CC# _____ Date _____

Type of Credit Card _____ Expiration Date _____ Amount _____

Assigned Booth Cost \$ _____

Balance Due \$ _____

Contract accepted by: _____

(Oklahoma Asphalt Pavement Association)