

Building Bridges for Children
 Oklahoma CASA Association
 2010 Exhibitor Registration
 April 2, 2010
 Biltmore Hotel



Please fill out the form below and return to the Oklahoma CASA Association by March 19th to guarantee your exhibit space.

Exhibitor _____

Exhibitor Representative _____

Exhibitor Address _____

Exhibitor Phone _____ Email _____

Check the one that applies: Non-Profit Organization For Profit Organization

Payment method: Check (enclosed)

To use credit card for registration, register and pay online at www.oklahomacasa.org through PayPal.

Prices

Non-Profit Booth: \$40
 For Profit Booth: \$75 (for first table)
 Extra Tables: \$30 _____ (number)

Check which extras your booth requires:

Electrical Outlet: \$25
 Phone line \$150
 Internet \$200

Please make checks payable to the Oklahoma CASA Assoc. Deadline to register is March 19. Vender booth registration is non-refundable. Tables will be available for set up after 7am on Friday, April 2nd. Tables are limited to the first 20-25 who register. For any questions, please contact Jennifer Hunter at (405) 524-8999 or Email jennifer@oklahomacasa.org.

Please mail or fax this completed form to:

Oklahoma CASA Association
 P.O. Box 54946
 Oklahoma City, OK 73154

Hotel Guidelines

Listed below are the guidelines to be followed in order to exhibit at the Biltmore Hotel, 401 S. Meridian, OKC. These guidelines are structured to prevent any miscommunication between the OCASAA, the Convention Center and the Exhibitor. It is the responsibility of the Group for all Exhibitors to review this form.

The Hotel does not provide and/or will not be responsible for the following:

1. Placement of display equipment	5. Gas/Water supply
2. Guard Services	6. Decorations
3. Storage/Shipment of exhibit material	7. Extension cords/power strips
4. Cleaning of individual booths	8. Labor for set-up/tear-down

The Hotel does not allow the following:

1. No open flame displays (e.g. candles, incense)	4. No cloth/skirting to be stapled to tables
2. No loud music	5. No confetti, rice or birdseed
3. No attachment of any items to walls or ceilings using pushpins, staples, double stick tape, etc. The only allowable means of attachment of items is masking tape. Use of anything other than masking tape will result in a damage fee.	