

EXHIBITOR PROSPECTUS
WORKFORCE OKLAHOMA PARTNERS CONFERENCE
March 31-April 2, 2010
Clarion Meridian Conference Center
Oklahoma City, OK



The Workforce Oklahoma Partners Conference is attended by over 450 individuals from across Oklahoma every year. This is THE educational training event of the year for employees working in the employment and training sector. Participants include individuals from the following:

Workforce Oklahoma Employment and Training Association
Cherokee Nation Employment and Training
International Association of Workforce Professionals
Muscogee Creek Nation Employment and Training
Native American Employment and Training Programs
Oklahoma Department of Career and Technology Education
Oklahoma State Department of Human Services
Oklahoma City Human Resource Society
Oklahoma State Council for Human Resources Management
Oklahoma Department of Rehabilitation Services
Oklahoma State Department of Education
Oklahoma Employment Security Commission
Oklahoma Department of Commerce

The workshop content of this conference focuses on all attendees. To name a few, these include: program supervisors, managers, counselors, workforce specialists, coordinators, case workers, rehabilitation specialists and trainers. Exhibiting at this event gives you the opportunity to bring your products and services to "their front door." Continental breakfast, break times and a reception will also be held in the exhibit area. There will be no excuse for attendees not to visit this information-packed area. Register today and increase the visibility of your organization.

Workforce Oklahoma Partners Conference 2010

Conference Agenda

March 31- April 2, 2010



Wednesday, March 31, 2010

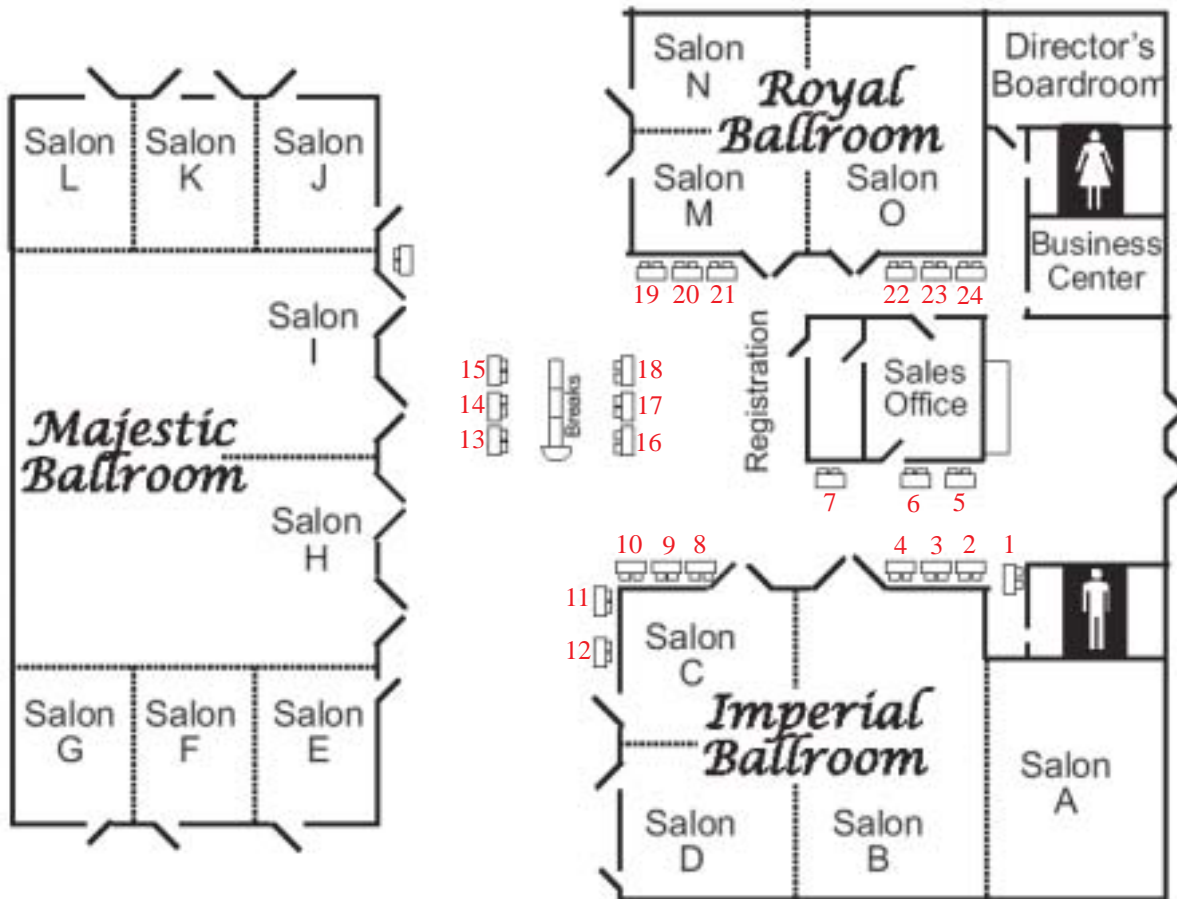
9:00 – 5:30 p.m.	Registration Open
9:00 – Noon	Vendor Move-In
1:00 – 5:30 p.m.	Exhibits Open
1:00 – 2:15 p.m.	Opening General Session
2:15 – 2:30 p.m.	Break
2:30 – 3:30 p.m.	General Session Continues
3:30 – 3:45 p.m.	Break
3:30 – 3:45 p.m.	General Session Continues
4:45 – 5:30 p.m.	Vendor Reception

Thursday, April 1, 2010

7:30 – 5:00 p.m.	Registration Open
7:30 – 8:30 a.m.	Continental Breakfast
8:30 – 4:00 p.m.	Exhibits Open
8:30 – 9:15 a.m.	Plenary Session
9:30 – 10:30 a.m.	Breakouts Round 3
10:30 – 10:45 a.m.	Break
10:45 – 11:45 a.m.	Breakouts Round 4
12 Noon – 1:30 p.m.	General Session Luncheon
1:45 – 2:45 p.m.	Breakouts Round 5
2:45 – 3:00 p.m.	Break
3:00 – 4:00 p.m.	Breakouts Round 6

Friday, April 2, 2010

8:00 – Noon	Registration Open
8:00 – 9:00 a.m.	Continental Breakfast
9:00 – 10:00 a.m.	Breakouts Round 7
10:00 – 10:15 a.m.	Break
10:15 – 11:15 a.m.	Breakouts Round 8
11:30 – 1:00 p.m.	Closing General Session Luncheon
1:00 p.m.	Adjourn



BOOTH PRICING INFORMATION

Booth Price Includes:

An 8' x 10' exhibit space with one six foot skirted table, two chairs, one wastebasket, one vendor identification sign, and two exhibitor badges. Exhibitor badges provide admittance to all workshops and food functions.

- o Booth.....\$260.00
- o My booth will require electricity (one 110 outlet)
- o Additional exhibitor badges \$100 per person

TERMS AND CONDITIONS

Assignment of Booth Space: Booths will be assigned on a first come/first served basis. Confirmation of booth assignment will be sent immediately upon receipt of exhibitor contract. We will honor late applications pending space availability.

Terms: A signed contract and payment in full must be received no later than March 10, 2010. PO's are accepted and can be faxed to 918/227-4027. (WOETA FEI No. 73-1251960) If paying by check, please make checks payable to WOETA (Workforce Oklahoma Employment and Training Association) and mail to:

Workforce Oklahoma Partners Conference
Attn: Harold Craun
5920 Meadowside Lane
Tulsa, OK 74131-4225

Cancellation: A cancellation fee of \$125.00 per booth will be charged to an exhibitor who cancels the registration on or before March 10, 2010. Cancellation after March 10, 2010 obligates the exhibitor to full payment of rental. **CANCELLATION MUST BE IN WRITING.** Please email cancellation notice to hcaun@sbcglobal.net or fax to 918/227-4027.

Set-Up/Dismantle: All exhibitors must be in place and ready for display by 1:00 pm on Wednesday, March 31, 2010. Conference registration begins at 9:00 am. Exhibitor set-up time is Wednesday, March 31, 2010 from 9:00 am until noon. Dismantling of exhibits begins Friday, April 2 at 11:30 pm. A reception will be held in the exhibitor area from 4:45 pm to 5:30 pm. on Wednesday, March 31. Exhibitors are solely responsible for the set-up and dismantling of their displays. Any costs incurred will be the exhibitor's sole responsibility.



Workforce Oklahoma Partners Conference 2010 Exhibitor Contract

We hereby register for exhibit space at the Workforce Oklahoma Partners Conference, March 31- April 2, 2010 at Clarion Meridian Conference Center, Oklahoma City, OK and agree to all of the terms and conditions of this agreement.

Company Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Telephone: _____ Fax: _____

We request not to be located near the following type of exhibitors:

Fees:

- Booth\$260
- My booth requires electricity. (one-110 outlet)
- Additional exhibitor badges\$100 per person

Preferred Location: (List Booth Number. Booths assigned on first come, first serve basis.)

1st _____ 2nd _____ 3rd _____

ID Sign: List your company's name as you want it to appear on printed materials and signage:

On Site Information: Two badges come with the booth. Please list two individuals representing your exhibit. Additional exhibitor badges are \$100 per person. Please include the names for additional badges.

Contact Person: _____ Contact Person: _____

Address: _____ Address: _____

City/State/Zip _____ City/State/Zip _____

Email Address: _____ Email Address: _____

Telephone: _____ Telephone: _____

Payment Information: Payment in full must accompany this application. Make check payable to WOETA. P. O.'s are accepted and can be Faxed to 918/227-4027. (WOETA FEI No. 73-12511960) Mail completed application to Workforce Oklahoma Partners Conference, 5920 Meadows Lane, Tulsa, OK 74131-4225. For more information contact Harold Craun at 918-527-0257. Contract and full payment must be received by March 10, 2010.

We acknowledge that this application form becomes a contract when signed by us and accepted and signed by WOETA. We further understand that rental fee per booth includes only those services as set forth by the exhibit prospectus. WOETA will cancel our application and release the booth space OR we will be charged the increase of \$150 per booth if payment in full does not accompany this application by March 10, 2010.

SIGNATURE/TITLE: _____ DATE: _____