



**2009 Education Conference & Trade Show
Exhibitor/Sponsor Registration Form
September 23-25, 2009
Renaissance Oklahoma City Hotel
and Cox Convention Center**

*By filling out this application, you agree to abide by the Terms and Conditions which are a party of this contract.
See reverse for a full list of Terms and Conditions.*

Your Information

Contact Person: _____ Cell: _____

Mailing Address: _____

City/State/Zip: _____

Other Information (Published in Conference Materials)

Firm Name: _____

Phone: _____ Fax: _____

Email: _____

Web Address: _____

_____ We wish to reserve an exhibit booth**
_____ exhibit space(s) at \$475 for the first 8x10 booth and \$200 for each additional
8x10 adjoining booth.

_____ Booth Preference #1 Click on REALTOR® MarketPlace Map at
http://www.oklahomarealtors.com/exhibitorregistrationform_2009.asp

_____ Booth Preference #2 *Booth preferences will be granted in the order they are received.*

_____ We wish to support Oklahoma REALTORS® through sponsorship:
\$_____ sponsored item: _____
Contact OAR for Sponsorship Opportunities

_____ Enclosed is our full payment in the amount of \$ _____
_____ Enclosed is our deposit in the amount of \$100 (*Deposit is non-refundable*)
Full payment must be made before August 28, 2009

Payment: _____ Check: Payable to OAR
_____ Charge: _____ Visa _____ MasterCard

Account Number: _____

Name on Card: _____

Exp. Date: _____ Signature: _____

Oklahoma Association of REALTORS®
Attn: Jessica Pratt
9807 N. Broadway Extension
Oklahoma City, OK 73114
405.848.9944 800.375.9944 Fax: 405.848.9947
Email: Jessica@OklahomaRealtors.com

Exhibitor Terms and Conditions

Application and Eligibility: Application for booth space at the Oklahoma Association of REALTORS® (hereinafter "OAR") REALTOR® Marketplace (hereinafter "Marketplace") must be made on the approved printed form provided by OAR and must only be submitted on an original application form. Faxed copies may be submitted to hold booth space, but an original copy must also be submitted. The application must only be submitted by an individual who has the authority to act for the applicant. OAR reserves the absolute right to decline any application for space for any reason. If, in OAR's judgment, the products or services to be shown or demonstrated are not applicable to the real estate business, are inconsistent with the purposes of OAR and the interests and welfare of its members or are unreasonably duplicative of the services or products offered by or available from OAR or any of its affiliated Societies, Institutes or Councils. OAR further reserves the right in its sole discretion to limit the types of companies and products represented at its trade show and accept or reject applications and to assign booth space as it deems appropriate.

Assignment of Booth Space: Booths will be chosen during the registration process on a first-come, first-served basis. OAR reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interests of the Marketplace. Before exercising its discretion, OAR will consult with the exhibitor.

Booth Cost and Deposit: The price for one 8x10 exhibit space will be \$475. Each additional booth space will cost \$200. Booth space will not be held without a completed contract and \$100 non-refundable deposit. Full payment is due August 28, 2009. If full payment is not made by August 28, 2009, OAR reserves the right to resell the exhibit space.

Cancellation of Booth Space: In the event Exhibitor notifies OAR of Exhibitor's intent to repudiate this contract after acceptance but prior to August 28, 2009, OAR will retain the non-refundable deposit. If OAR receives such notice of the Exhibitor's repudiation after August 28, 2009, OAR reserves the right to retain the full exhibit booth price and resell the booth space.

Booth Details: Exhibit booths will be 8x10 to include the following: pipe and drape, 2 - chairs, 1 - 6' skirted table, 1 - wastebasket, 1 - 7" x 40" company sign, electricity and Internet connection.

Installation of Exhibit Booths: The Marketplace will become available for display set-up on Thursday, September 24 from 7:00 - 10:00 a.m. All exhibits must be fully set up and ready to open by 10:00 a.m. on Thursday, September 24.

Dismantling and Removal of Exhibits: The dismantling period is from Noon - 2:00 p.m. on Friday, September 25. All exhibitor display materials left in the hall after 2:00 p.m. on Friday, September 25 (without making prior arrangements with OAR or Event1) will be packed and shipped and applicable service charges will be applied to the Exhibitor. IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE Noon on September 25.

Additional Exhibitor Services: All other services are available to Exhibitors at normal charges, through the official conference contractor. An exhibitor packet will be sent to all exhibitors August 1, 2009.

Insuring the exhibits: Exhibitor is encouraged to insure its exhibits, merchandise and display materials against theft, fire, etc., at their own expense. OAR suggests that the exhibitor contact their insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purpose, or a rider to exhibitor's existing policy covering the same. OAR does not and cannot insure the safety of persons or the protection of property.

Failure to occupy space: Any space not occupied at the Renaissance Tulsa Hotel and Convention Center by the official opening of the REALTOR® Marketplace shall be forfeited by the Exhibitor. Space may be resold, reassigned or used by OAR without refund, unless a special request for delayed occupancy has received prior approval by OAR. Failure to notify OAR of cancellation prior to September 23, 2009, may be cause for denial of exhibit space in future trade expositions. Upon such cancellation, OAR shall retain any deposits previously made.

Liability for Damages or loss of Property: Exhibitor agrees to protect, indemnify and hold harmless OAR and its members, officers, directors and employees, the Renaissance Hotel and Event1 from any and all liabilities, loss, damage or expense including court costs and attorneys fees by reason of any injury or injuries sustained by any persons or property or loss of property or income which might be derived therefrom occurring in or about the trade show premises or entrances thereto or exits therefrom, including that caused by or resulting from breach of the terms and conditions and representation made by Exhibitor written in this contract including violations of the Americans with Disabilities Act. Indemnities shall not be responsible or liable for any injury, loss or damage to any property or person brought in by the Exhibitor or otherwise located in the trade show premises.

Food and Beverage: No food or beverage may be distributed from Exhibitor's space without the prior approval of OAR.

Giveaways: OAR will distribute one Exhibitor promotional item in the official conference tote bag. Prior approval from OAR must be obtained of the giveaway item. All promotional items must be received in the OAR office: 9807 N. Broadway, Oklahoma City, OK 73114 by August 28, 2009. OAR will not return any leftover giveaways. Failure to get your promotional item to the OAR office by August 28, 2009, will result in the item being returned to the Exhibitor at Exhibitor's expense.

Prizes: While exhibitors are welcome to give away prizes to conference attendees directly, OAR will no longer manage the distribution of the list of exhibitor prize winners to conference participants. Exhibitor is solely responsible for the awarding and delivery of all prizes.