

SEPTEMBER 24-25

2018
OKLAHOMA LITERACY
COALITION
CONFERENCE

NCED
2801 EAST STATE HIGHWAY 9
NORMAN, OK 73071



Exhibitor Registration

September 24-25, 2018

National Center for Employee Development (NCED) Conference Center and Hotel

2801 East Highway 9

Norman, Oklahoma 73071

Set-up: September 24, 7:00-8:00 am

Tear-down: September 25, 4:15 pm

The Oklahoma Literacy Coalition Conference is the premier educational event in Oklahoma for individuals involved in working with adult literacy. Attendees will include literacy tutors, adult education teachers, literacy council program administrators, adult learning center administrators, workforce professionals, state agency professionals, and adult learners.

The conference will feature general and concurrent sessions on topics such as:

- Dyslexia
- Strategies for Teaching Reading, Writing, and Math
- English Language Learner Strategies and Resources
- Grant Writing
- Technology in the Classroom
- High School Equivalency Testing
- Learning Styles
- U.S. Citizenship and Naturalization Process
- And More!

PLEASE READ THIS CONTRACT CAREFULLY

Exhibitor Policies

1. The exhibitor agrees to make no claim, for any reason whatsoever, against the conference sponsors or other contractors for loss, theft, damage, or destruction of goods, or for any injury to self or employees, nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or from removal of the exhibit, or for failure to hold the conference as scheduled.
2. The exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. The necessary fire precautions will be the responsibility of the exhibitor. Absolutely no burning candles or like substances may be used.
3. All vendors must stay within the exhibit booth space. Absolutely no additional tables may be brought in to the conference center by the exhibitor. Additional tables must be purchased. There will be NO items in the aisles or across the aisles along the walls. If a vendor wants additional exhibit space, the vendor must purchase additional exhibit space.
4. Each organization is responsible for moving their goods into and out of the exhibit facility. Set up is scheduled for **September 24, 7:00am–8:00am**.
5. Each organization is responsible for its own audiovisual equipment and necessary electrical devices. Audiovisual presentations shall be adjusted to a low volume.
6. During the assigned exhibit set-up time, a representative of the company shall check in with the Exhibitor Information Desk. A conference representative will be available for assistance during exhibitor move-in, the conference, and during vendor move-out.
7. The exhibitor is financially responsible for damages caused to the equipment and/or materials belonging to the conference center. Items may NOT be taped or pinned to curtain drapes or walls provided by the convention facility.
8. Your Exhibitor Agreement and full payment are required to secure your exhibit space. Full payment is required before the conference begins. All exhibitors are required to pay full price. Purchase orders are acceptable.
9. Exhibitor freight may be shipped to the conference facility. Vendors wishing to ship materials to NCED prior to the conference need to contact Laura Taylor: info@okliteracycoalition.okpls.org
10. All property of the exhibitor remains under the custody and control of the exhibit. Exhibitors should not leave merchandise unattended during show hours and especially during move in and move out times. It is suggested that you contact your insurance agent regarding your coverage. The Oklahoma Literacy Coalition and the NCED Conference and Hotel Center are not responsible for loss.

2018 Oklahoma Literacy Coalition Exhibitor Agreement

We hereby register for exhibit space at the Oklahoma Literacy Coalition Conference to be held September 24-25, 2018 at the National Center for Employee Development (NCED) Conference Center and Hotel, Norman, Oklahoma, and agree to all of the terms and conditions of this agreement.

Exhibitor Information

Company name:

Name of representative:

Address:

City/State/Zip:

Email address:

Cell phone:

Exhibitor Rental Fees

One exhibit space includes one skirted 5' X 2' table, 2 chairs, and free Wi-Fi. The price for one exhibit space also includes AM and PM break service and one lunch ticket (per day). Prices are for both days of the conference.

Please check the items requested for your exhibit area:

For profit exhibit space: \$200

Nonprofit exhibit space: \$100

One additional table for: \$50

Additional lunch ticket: \$15/each Quantity:

Payment Information

Payment in full must accompany this application. Purchase orders are accepted. Please make checks and/or POs payable to the Oklahoma Literacy Coalition (EIN 73-1290748).

Mailing Address:

Oklahoma Literacy Coalition

5830 NW Expressway, #196

OKC, Oklahoma 73132

or info@okliteracycoalition.okpls.org

Exhibitor Agreement and full payment must be received by August 31, 2018.

SIGNATURE/TITLE:

DATE: