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## Oklahoma Association of Fire Equipment Dealers Conference Sept 17, 2015

### *Everything you need.....*

....to tentatively reserve exhibit space at the Second Annual OAFED Conference in Oklahoma City, OK. Exhibits will be open Thursday, September 17, 2015. Listed below are features designed to increase the success of your organization's exhibit. With an anticipated 100+ attendees, the OAFED Conference is the only educational conference in Oklahoma for companies involved in the fire extinguisher industry.

### **OAFED offers:**

- **Exhibiting Area** in close proximity to conference events.
- **Opportunities** to bring your organization's name and message to the attention of the attendees.
- **Workshop Presentation Opportunities**. Registered exhibitors are invited to submit a *Call for Presenters* proposal to fill one of several workshop slots reserved for exhibitors. Please see attached information.
- **Sponsorship Opportunities**. Exhibitors can gain additional exposure by sponsoring an Annual Conference event (such as Exhibitor/Attendee Networking Reception) or product (such as door prizes, conference goodie bags, pens and other items for the attendee goodie bags). See Vendor information sheet for further details.

## **Who Attends?**

We are hoping to attract 100-200 fire extinguisher industry professionals. Participants look for exhibitors who represent a wide variety of products and services to support the business and educational needs of their business.

Please communicate your company's participation in the OAFED conference with your customers.

## **Details:**

The OAFED Conference will be held September 17, 2015 at the Wyndham Garden Oklahoma City Airport, 2101 South Meridian Ave, Oklahoma City, OK 73108. We love having our vendors at our conference, so to make the most of your time; we have changed the schedule to provide more one on one time for you & your potential clients to engage. You will have from noon on Thursday, September 17 until 5 p.m. to display your products and information. We will not have a session from noon until 3 p.m. so that the attendees will have the opportunity to spend time with the vendors. We realize that this is a short time frame; we did it to keep you all from sitting around waiting for the breaks to get time with the attendees. We scheduled a session from 3 – 5 for a couple of reasons, but of course the attendees will have the opportunity to continue to visit with the vendors during that time. We want to keep the attendees at the conference & interacting with our vendors as much as possible. One way we would like to do this is to have some fantastic door prizes to be given away at strategic times during the conference.

One of the recommendations from last year's surveys was pre-printed name badges. We agree this is a brilliant idea. In order to accomplish this, we **MUST** have the names of all vendors who will be present, so **PLEASE** fill out and submit the attached registration form to let us know who will be in attendance from your company.

Vendor pre-registration is **REQUIRED**. The change of venue has resulted in an increase in the cost to hold the conference. We have tried to keep the expenses to a minimum. To help cover the expense, we are charging a nominal booth fee of \$50 for OAFED associate members (\$100 for non-OAFED associate members) which includes a lunch ticket for one person. Additional lunch tickets are \$25.00 each. The OAFED membership term is *January 1 to December 31* of each year no matter when membership dues are paid.

## **Move-In and Out Plan**

**Move-in** –Wyndham Garden, Thursday, Sept 17, 2015, 8:00 a.m.-noon. There will be a table inside to check in and answer any questions.

**Move Out-** We have the vendor area until the end of the conference on Friday at 12:00 p.m., so you are more than welcome to leave your display for the entire conference.

You are entitled to an approximately 10 x 10 area. Please refer to the next page for details. If you do not need tables, please specify space only. All information must be received by May 30 to guarantee your space. Please mark any requests and we will do our best to accommodate your needs.

***“PROMOTING EXCELLENCE IN THE FIRE EQUIPMENT INDUSTRY”***

Again this year we are planning to have a hospitality gathering on Thursday night, from 6:00 p.m. – 9:00 p.m. We invite you to join us for an evening filled with food & beverage and an opportunity to meet with industry peers.

OAFED will be offering lunch on Thursday. Your vendor fee of \$50 for OAFED associate members (\$100 for non-OAFED associate members) includes lunch for the first person with your company. Additional lunch tickets are \$25.00.

**Accommodations:**

Wyndham Garden Oklahoma City Airport, 2101 South Meridian Ave, Oklahoma City, OK 73108, (405) 685-4000. Book by September 3, 2015 to receive the OAFED special rate of \$92 for a standard suite. Please make sure to advise the reservation agent that you are attending the OAFED Conference to receive the special rate. Hotel will provide up to (2) full breakfast buffet coupons per occupied room per night.

**Shipping:**

If you need to ship materials for the conference ahead of time, please ship them to the hotel - Wyndham Garden Oklahoma City Airport, 2101 South Meridian Ave, Oklahoma City, OK 73108, (405) 685-4000. Please make sure that your shipments are clearly marked with your company name and contact information and that the shipment is for the OAFED Conference.

# Oklahoma Association of Fire Equipment Dealers Conference

## September 17, 2015

### Vendor/Exhibitor Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

Vendor/Exhibitor Representatives Attending: \_\_\_\_\_

Type of product(s)/services represented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Tables Requested? \_\_\_\_\_ Electrical needed?  Yes  No

Space only, we don't need tables

Will your company present a class? Yes \_\_\_ No \_\_\_ See *Call for Presenters*

*Application.*

Will your company donate/provide goodie bags for the participants? \_\_\_ Yes \_\_\_ No

(Estimated attendance 100+) Please send to Amy Bruecks no later than August 20, 2015

Will your company donate/provide items for participant goodie bags? \_\_\_ Yes \_\_\_ No

(Estimated attendance 100+) Please send to Amy Bruecks no later than August 20, 2015

Will your company donate door prizes? \_\_\_\_\_

(Examples: gift cards, t-shirts, hats, products, etc)

EVENT FEES:	QTY	AMOUNT	TOTAL
<input type="checkbox"/> <b>Associate Member Booth fee</b> – includes one lunch ticket for Thursday		\$50.00	\$
<input type="checkbox"/> <b>Associate NON MEMBER Booth fee</b> – includes one lunch ticket for Thursday		\$100.00	\$
<input type="checkbox"/> We would like to sponsor door prize drawings	X	\$150.00	\$
<input type="checkbox"/> We would like to sponsor the <b>Thursday</b> morning <u>coffee break</u>	X	\$300.00	\$
<input type="checkbox"/> We would like to sponsor the <b>Thursday</b> afternoon <u>break</u>	X	\$300.00	\$
<input type="checkbox"/> We would like to sponsor the <b>Friday</b> morning <u>coffee break</u>	X	\$300.00	\$
<input type="checkbox"/> I would like to sponsor \$100 toward the <b>Thursday</b> evening <u>networking reception</u>	X	\$100.00	\$
<input type="checkbox"/> Additional lunch tickets for Thursday	X	\$25.00	\$
<input type="checkbox"/> I would like to support OAFED by becoming an associate member or I would like to renew our Annual OAFED membership	X	\$50.00	\$

TOTAL DUE \$ \_\_\_\_\_

PAYMENT INFORMATION					
<input type="checkbox"/> Check enclosed (Make checks payable to OAFED)					
Please Select Credit Card:		<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard	
				<input type="checkbox"/> American Express	
Credit Card#			Exp. Date		CW#
Name on Card:					
Billing Address:					
Authorized Signature:					

Please return this form ASAP by FAX to (405) 236-5429 or EMAIL amy@citycarbonic.com (credit card payments only). Mail to: City Carbonic, C/O OAFED, 406 S.W. 4<sup>th</sup> Street, Oklahoma City, OK 73109. After May 30, vendors will be accepted space permitting.

If you have any questions, please contact an OAFED officer. You can also visit our website [www.oafed.org](http://www.oafed.org) for additional details. We look forward to a successful convention. Thank you for your support.

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***“PROMOTING EXCELLENCE IN THE FIRE EQUIPMENT INDUSTRY”***