



# BLOOM

Oklahoma State Florists' Association Conference

July 21-22, 2018 | ConocoPhillips OSU Alumni Center

The Oklahoma State Florists' Association's 2017 Conference, "Bloom" on July 21- 22<sup>nd</sup> 2018 at the OSU Conoco Phillips OSU Alumni Center 201 ConocoPhillips, Stillwater, OK 74078 is the conference you will not want to miss! The OSFA annual conference and tradeshow will offer attendees valuable opportunities to inspire each other with new ideas, share their successes, and shape the future of our industry through workshops, exhibits, and networking. Don't miss this chance to reach our industry's leaders and decision makers from across Oklahoma.

**Back by Popular Demand! Saturday Welcoming Reception 4:30pm to 6:30pm at the OSU Alumni Center. Enjoy Networking with local florist and showcasing your products or services. Setup will be from 9:00am – 4:00pm Saturday July 21<sup>st</sup> or if you do not want to participate in the welcoming reception setup will be a 7:30am on July 22<sup>nd</sup>**

Our goal is to maximize your value by providing attendees dedicated time to participate in the tradeshow. Attendees will visit the exhibits throughout the conference and will be encouraged to meet with each sponsor and vendor. We also have created sponsorship packages to increase your exposure and value in participating in the conference. You are still able to purchase a single booth, but please consider additional sponsorship opportunities!

OSFA's conference sponsorships are for anyone interested in reaching decision makers who can directly influence the purchase of hundreds of products and services. These leaders come across the state to shorten the buying process by working with you face-to-face, see products and services demonstrated firsthand, and to compare your products and services with other suppliers.

Sponsorships are available for the Saturday evening welcoming reception, morning coffee, luncheon, awards and design competitions. We would appreciate you considering being an OSFA Conference Sponsor. We are looking forward to a dynamic conference and hope that you will be a part of it!

Sincerely,

Oklahoma State Association Officers and Board of Directors



# OSFA Vendor Form: **Bloom**

**OSU Conoco Phillips  
OSU Alumni Center  
201 ConocoPhillips  
Stillwater, OK 74078  
July 21-22, 2018**

**Booth Price \$175.00**

**(Price include an 8ft covered table)**

***(Set up at 9:00 AM to 4:00 PM on July 21<sup>st</sup> or 7:30 AM on July 22<sup>nd</sup> Doors open at 8:30 AM)***

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Booths: \_\_\_\_\_

Electricity:  YES  NO Sales Tax ID \_\_\_\_\_

Do You Plan on Participating in the Welcoming Reception?  Yes  No

### ***Form of Payment Accepted***

Check \_\_\_\_\_ (enclosed) Credit Card: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_ CVC \_\_\_\_\_

Name As It Appeared on the Card \_\_\_\_\_ Signature \_\_\_\_\_

### **Event Center/ Vendor Rules-**

No Glitter, No Loud Music, Limited to an 8ft table, if need more space you must purchase another table. More information see 2018 Exhibitor Information on next page

This application for exhibit space, when executed by Oklahoma State Florists' Association, and full payment together constitute a contract between parties. In applying for exhibit space, we agree to abide by the rules and regulations. Please copy this form and return the original to the address shown above. Keep a copy for your files.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete this form in full and mail a copy of this page along with full payment by July 1, 2018**

Completed vendor forms should be mailed or faxed to:  
Oklahoma State Florists' Association | P.O. Box 549 | Edmond, OK 73083  
osfa1\_org@att.net | P 405-341-2530 | F 405.341-7681 | www.osfa.org

# 2018 Exhibitor Information

## Assignment of exhibit space

Assignment from the exhibit space floor plan will be made according to the date and time the application is received by OSFA. Sponsors of Oklahoma State Florists' Association receive their space preference, if available.

The exhibitor space floor plan is subject to change without notice. Therefore, all assignment of space and the right to reassign exhibit space is expressly reserved by Oklahoma State Florists' Association. Oklahoma State Florists' Association exhibit space layout and assignment will be determined by conference staff at a later date.

## Sponsor and exhibit contract

The enclosed application for exhibit space and the full payment together constitute a contract between parties. Applications and payments are due by July 1, 2018. After that date, application for exhibit space will be accepted if space is available.

Sponsorships are available for morning coffee, luncheon, awards and design competition. Contact Lenzee or Lacey Bilke at (405) 341-2530 for more information.

## Cancellation

Sponsorships cannot be cancelled, but a sponsor can forgo exhibit space, advertisements, conference registration, or any other benefits outlined in the sponsorship package.

## Installation, exhibit hours, and dismantling

Exhibit space is available July 21, 2018, at 9:00 a.m. to 4:00 p.m. Welcoming reception starts at 4:30PM & The Main Programs are on July 22, 2018 if you did not setup the day before you can setup at 7:30a.m on the 22<sup>nd</sup> at the OSU Alumni Center. A booth space Includes 8ft' draped table Exhibits will be setup and open on Sunday, July 22<sup>nd</sup> at 8:30 a.m. and close at the end of the conference on Sunday, July 22<sup>nd</sup>. **Vendors must clean their own space! i.e. throw away trash, collect personal belonging and promotional materials. MUST NOT BREAK DOWN EARLY**

## Venue

The tradeshow will be held at: OSU Alumni Center 201 ConocoPhillips OSU Alumni Center, Stillwater, OK 74078 (405) 744-5368 [www.osualumni.com](http://www.osualumni.com)

## Fire protection

All display material must be flameproof and subject to inspection by the fire department. No flammable fluids or substances may be used or shown in booths.

## Host Hotel

Atherton Hotel. H-103 Student Union, Stillwater, OK 74078 (405) 744-6835 Includes free breakfast. Not required to stay at host hotel.

## Use of exhibit space

• In the event the exhibitor fails to install its display within the time limit set for opening of the conference, or fails to comply with any provisions of this contract concerning the use of display space, Oklahoma State Florists' Association right to take possession, remove exhibitor's possessions from the space, and reassign any part thereof.

• All demonstrations and distribution of circulars and promotion materials must be confined to the limits of the exhibitor's table.  
• No exhibitor shall assign, sublet, or share the space assigned without the written consent of Oklahoma State Florists' Association.

• In the event the exhibitor engages in onsite sales transactions, the exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales.

• Exhibitors must display goods manufactured or handled by them in their regular course of business, unless otherwise approved by Oklahoma State Florists' Association. All sales items must be in good taste.

• Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noisemaking machines must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors or their patrons, and must be approved by Oklahoma State Florists' Association.

• Exhibitors are required to keep their exhibit space neat and orderly at all times and use no glitter in their displays

• Oklahoma State University is a nonsmoking campus. The Oklahoma State Florists' Association is a nonsmoking event. Smoking on the exhibit floor or campus is strictly prohibited.

## Liability

The exhibitor understands and agrees that Oklahoma State Florists' Association, its officers, agents, or employees shall not in any manner be responsible for the loss or damage to any of the goods, ware, chattels, or equipment exhibited upon the exhibitor's allotted space or placed thereon, or while in transit to or from the building.

The exhibit of the exhibitor and all of its personal property situated upon the allotted space remains the sole risk of the exhibitor.

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the hotel, its owners or managers that results from any exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, the event centers, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting in the exhibitor's use of the

property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites that arise from or out of exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof. The exhibitor specifically agrees that it will exhibit in such a manner as not to cause injury to the public, visitors, guests, employees, or any other persons on the premises or any property exhibited thereon. The exhibitor agrees to indemnify and hold harmless

Oklahoma State Florists' Association, its officers, agents, and employees from any claim or claims of any nature whatsoever arising by reason of any damage sustained by any person, or to any property, upon said premises.