



Oklahoma  
Brownfields  
CONFERENCE  
2010

APRIL 28-29, 2010  
OKLAHOMA CITY

SPONSOR & EXHIBITOR PROSPECTUS

# WHY SPONSOR & EXHIBIT

## WHO WE ARE

The Oklahoma Brownfields Conference combines exceptional educational programs with premium networking opportunities. Your organization's support creates many avenues for recognition and demonstrates your company's dedication to revitalizing the environmental, economical, and social aspects of Oklahoma through redevelopment of environmentally stigmatized or impaired properties. The conference is sponsored annually by the Oklahoma Department of Environmental Quality and through conference sponsorships.

## REACH THE DECISION MAKERS

Don't miss this chance to reach more than 250 leaders and decision makers from across Oklahoma and beyond who work in revitalization and redevelopment of property. Attendees visit the exhibit area throughout the conference and are encouraged to meet with each vendor and sponsor.

Sponsorships are for anyone who wants to reach key decision makers who directly can influence the purchase of hundreds of products and services. These leaders come from across the state to:

- shorten the buying process by working with you face-to-face,
- see products and services demonstrated firsthand, and
- compare your products and services with other suppliers.



## SPONSORSHIP LEVELS

Exhibiting, advertising, and sponsorship packages are available to help you make the right number of impressions in this lucrative market.

### Signature Conference Sponsor—more than \$5,000

- Opportunity for logo-branded materials and giveaways
- Opportunity for exclusive promotional materials and communications
- Eight (8) conference registrations
- Receive all benefits of a Platinum Level Sponsor

### Platinum Level—\$2,500

- Premium location of logo on conference program
- Premium location ad on conference Web site
- One full page ad in conference program
- Recognition on promotional materials and conference communications
- Platinum sponsor signage at the event
- Four (4) conference registrations
- Exhibit booth at the conference (optional)
- Electronic copy of the conference attendees list
- Inclusion in the Brownfields Virtual Tradeshow prior to the conference

### Gold Level—\$2,000

- One full page ad in conference program
- Recognition on promotional materials
- Gold listing in conference program
- Gold sponsorship signage at event
- Two (2) conference registrations
- Exhibit booth at conference (optional)
- Electronic copy of the conference attendees list
- Inclusion in the Brownfields Virtual Tradeshow prior to the conference

### Silver Level—\$1,500

- One half page ad in conference program
- Silver listing in the conference program
- Silver sponsorship signage at event
- One (1) conference registration
- Exhibit booth at conference (optional)
- Electronic copy of the conference attendees list
- Inclusion in the Brownfields Virtual Tradeshow prior to the conference

### Bronze Level—\$1,000

- Bronze listing in the conference program
- Bronze sponsorship signage at event
- One (1) conference registration
- Exhibit booth at conference (optional)
- Electronic copy of the conference attendees list
- Inclusion in the Brownfields Virtual Tradeshow prior to the conference

# SPONSOR APPLICATION

Complete this form in full and mail a copy of this page along with full payment to:

Oklahoma Brownfields Conference  
P.O. Box 75003  
Oklahoma City, OK 73147  
F 405.605.0491  
conference@oklahomabrownfields.com

Additional questions and sponsorship inquiries:  
Lloyd Kirk  
P 405.702.5117  
E lloyd.kirk@deq.ok.gov

## EXHIBITOR INFORMATION

Company Name \_\_\_\_\_  
Key Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Web Site URL \_\_\_\_\_

Name Badge Information:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Do you plan to hold a drawing?  Yes  No

Please list top prize(s): \_\_\_\_\_

Description of company's products or services (23 words or less) to appear in conference program. Must be received no later than April 1, 2010, for inclusion in the program. \_\_\_\_\_

## SPONSORSHIP LEVELS

- Signature Conference Sponsor @ more than \$5,000  
 Platinum Level Sponsor @ \$2,500  
 Gold Level Sponsor @ \$2,000  
 Silver Level Sponsor @ \$1,500  
 Bronze Level Sponsor @ \$1,000

Will you be exhibiting?  Yes  No

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

## PAYMENT

Check (enclosed)      Credit Card:  Visa    MasterCard    American Express  
Card Number \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_ CVC \_\_\_\_\_  
Name as it appears on card \_\_\_\_\_ Signature \_\_\_\_\_

This application for exhibit space, when executed by Oklahoma Brownfields Conference, 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: \_\_\_\_\_

For Oklahoma Brownfields Conference use only.

PAID \$ \_\_\_\_\_ Confirmation \_\_\_\_/\_\_\_\_/\_\_\_\_ Virtual Tradeshow \_\_\_\_/\_\_\_\_/\_\_\_\_ Exhibit Assignment \_\_\_\_/\_\_\_\_/\_\_\_\_

# 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 Oklahoma Brownfields Conference. Signature, platinum, and gold level sponsors of Oklahoma Brownfields Conference 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 Brownfields Conference. Oklahoma Brownfields Conference exhibit space layout and assignment will be determined by conference staff at a later date.

## SPONSOR AND EXHIBIT CONTRACT

The enclosed application for sponsorship/exhibit space and the full payment together constitute a contract between parties. Applications and payments are due by March 15, 2010. After that date, application for exhibit space will be accepted if space is available.

## CANCELLATION

Sponsorships can not 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 April 28–29, 2010, at the Skirvin Hilton Hotel in Oklahoma City and includes a 8' x 6' exhibit space, 6' draped table, and two chairs. Exhibits will setup and open on Wednesday, April 28 and close at the end of the conference on Thursday, April 29. Exhibitor hours will be sent with booth space confirmation.

## BROWNFIELDS EXHIBITOR SERVICES

Furniture, labor, drayage, electrical outlets, and other furnishings will be available from the official decorator, factor 110. Complete details will be forwarded to each exhibitor following confirmation and assignment of booth space.

## HOTEL ACCOMMODATIONS

Exhibitors will be sent hotel reservation information with their exhibit confirmation. The conference hotel is:

Skirvin Hilton Hotel  
One Park Ave  
Oklahoma City, OK 73102  
P 405.272.3040

## 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.

## 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 Brownfields Conference or its designated decorating company, factor 110, shall have the 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 booth.
- No exhibitor shall assign, sublet, or share the space assigned without the written consent of Oklahoma Brownfields Conference.
- In the event the exhibitor engages in on-site 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 Brownfields Conference. 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 therefrom will not annoy or disturb adjacent exhibitors or their patrons, and must be approved by Oklahoma Brownfields Conference.
- Exhibitors are required to keep their exhibit space neat and orderly at all times.
- The Oklahoma Brownfields Conference is a nonsmoking event. Smoking on the exhibit floor is strictly prohibited.

## LIABILITY

The exhibitor understands and agrees that Oklahoma Brownfields Conference, 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 hotel, 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 Brownfields Conference, 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.