

OKLAHOMA  
SCHOOL  
COUNSELOR  
ASSOCIATION

**FALL CONFERENCE**

*Let Your  
Light  
Shine*

**SEPTEMBER 30 THRU OCTOBER 1, 2024**  
**EMBASSY SUITES-NORMAN, OK**

**CALL FOR EXHIBITORS**

Event management support provided by



NATIONAL CENTER for  
**YOUTH ISSUES**

# You're Invited!

The Oklahoma School Counselors Association (OSCA) cordially invites you to join us as an exhibitor for the **2024 Oklahoma School Counselor Association Conference: Let Your Light Shine!** This conference will bring together school counselors from all over the State of Oklahoma looking for information from organizations like yours that can help them to do their jobs better. Insights, inspiration, and effective plans of action from various speakers will be presented during the conference. Don't miss this tremendous exhibiting and networking opportunity!

- Exhibits located in the center of all the activity!
- Special rates on hotel room reservations! (See application for more details)
- Save \$50 if you register by July 15, 2024

See schematic to plan your best location for your table. Please mark your 1st, 2nd, and 3rd choices, and understand these tables will be assigned in the order in which the application and payment are received. **SPACE IS LIMITED – SIGN UP TODAY!!** If you have any questions please call 866-318-6294 or email exhibitors@ncyi.org.

## What Your Organization Receives:

- One 6' x 30" skirted table and two chairs  
(please see floor plan to mark your 1st, 2nd and 3rd choices for table location)
- One full Conference registration per table purchased  
(includes all meals and breaks)

You may add **ONE** additional representative per table for \$75 (food privileges only, conference registration is not included). You may only register 2 people per table.

- Listing in the Conference Participants' Program  
Payment and application must be received by August 30, 2024



## Quality Exhibitor Time!

30 minutes of **EXCLUSIVE** attendee exhibit viewing time between breakout sessions!

## Who Will Attend?

- Elementary School Counselors
- Middle School Counselors
- High School Counselors
- Post-Secondary Ed Counselors
- Administrators
- Career & College Coordinators
- Social Workers
- Counselor Educators

## Exhibitor Agenda

### Set Up

9/30/2024 7:30 a.m. - 9:00 a.m.

### Exhibits Open

9/30/2024 9:00 a.m. – 4:45 p.m.

10/1/2024 7:30 a.m. – 3:00 p.m.

Tear Down, 3:00 p.m. – 4:00 p.m.

## Booth Pricing

Save \$50 if you register by July 15, 2024

### Exhibitor Tables

One Table	\$400
Two Tables	\$650
Three Tables	\$850

You may add **ONE** additional representative per table for \$75 (food privileges only, conference registration is not included). Payment must be included with Exhibitor Application to receive this special price for an additional exhibit staff member.



## Questions??

Call 866-318-6294 or e-mail exhibitors@ncyi.org

**Oklahoma School Counselor Association Conference (OSCA)  
Embassy Suites, Norman, OK • September 30 thru October 1, 2024**

**EXHIBITOR APPLICATION (PLEASE PRINT)**

Application for exhibit space at the 2024 OSCA Conference indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Conference Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by an OSCA authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 8' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Embassy Suites, Norman, OK. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the program) \_\_\_\_\_

Website \_\_\_\_\_

Street Address \_\_\_\_\_

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

Contact Name for Exhibiting Correspondance \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to donate an item for the Door Prize. Item: \_\_\_\_\_

Number of tables purchased _____	
<b>Table #1</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #1 Name of Additional Representative (add \$75) _____	
<b>Table #2</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #2 Name of Additional Representative (add \$75) _____	
<b>Table #3</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #3 Name of Additional Representative (add \$75) _____	

**EXHIBITOR**

**TABLE LOCATIONS:**

(Required. See Floor Plan.) 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Save \$50 if you register by July 15, 2024

**Exhibitor Tables**

One Table	\$400
Two Tables	\$650
Three Tables	\$850

Payment due by August 30, 2024

	Quantity	Amount
Exhibitor Tables		
One additional Representative per table (\$75 each)		
Less the Early Bird Discount (Good through July 15, 2024) -\$50		
<b>TOTAL DUE:</b>		

**METHOD OF PAYMENT**

**CHECK**

Please make check payable to NCYI, and mail it, along with this completed application to:  
NCYI, P.O. Box 22185, Chattanooga, TN 37422-2185

**CREDIT CARD**

Visa  MasterCard  Discover  American Express

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing ZIP \_\_\_\_\_ Expiration \_\_\_\_\_ 3-Digit Sec. Code \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

If you pay by credit card, you may either mail (see address above), fax, or scan/email your completed application to:  
FAX: 423.899.4547 / Scan/Email: [exhibitors@ncyi.org](mailto:exhibitors@ncyi.org)

**REFUND POLICY:**

**See Section 12 on the "Conference Exhibitor Agreement"**

**HOTEL RESERVATION INFORMATION:**

The OSCA Conference will be headquartered at the Embassy Suites, Norman, OK. To make your reservations, visit the conference webpage at [www.ncyonline.org/ok-scac](http://www.ncyonline.org/ok-scac).

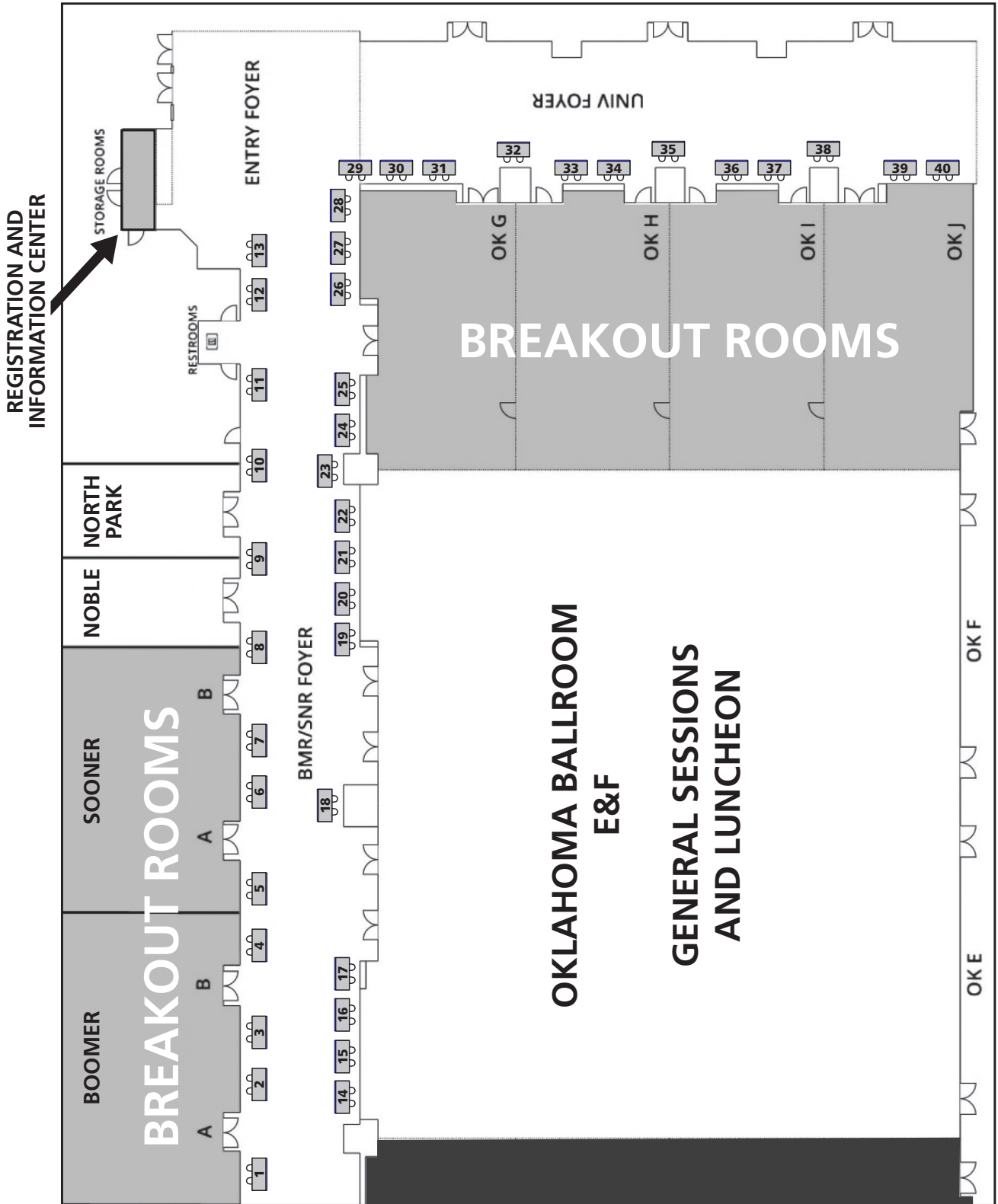
**Questions? Contact NCYI at 866-318-6294**

# Oklahoma School Counselor Association Conference

September 30 thru October 1, 2024 • Embassy Suites, Norman, OK

Please note tables will be assigned in the order they are received and paid for.

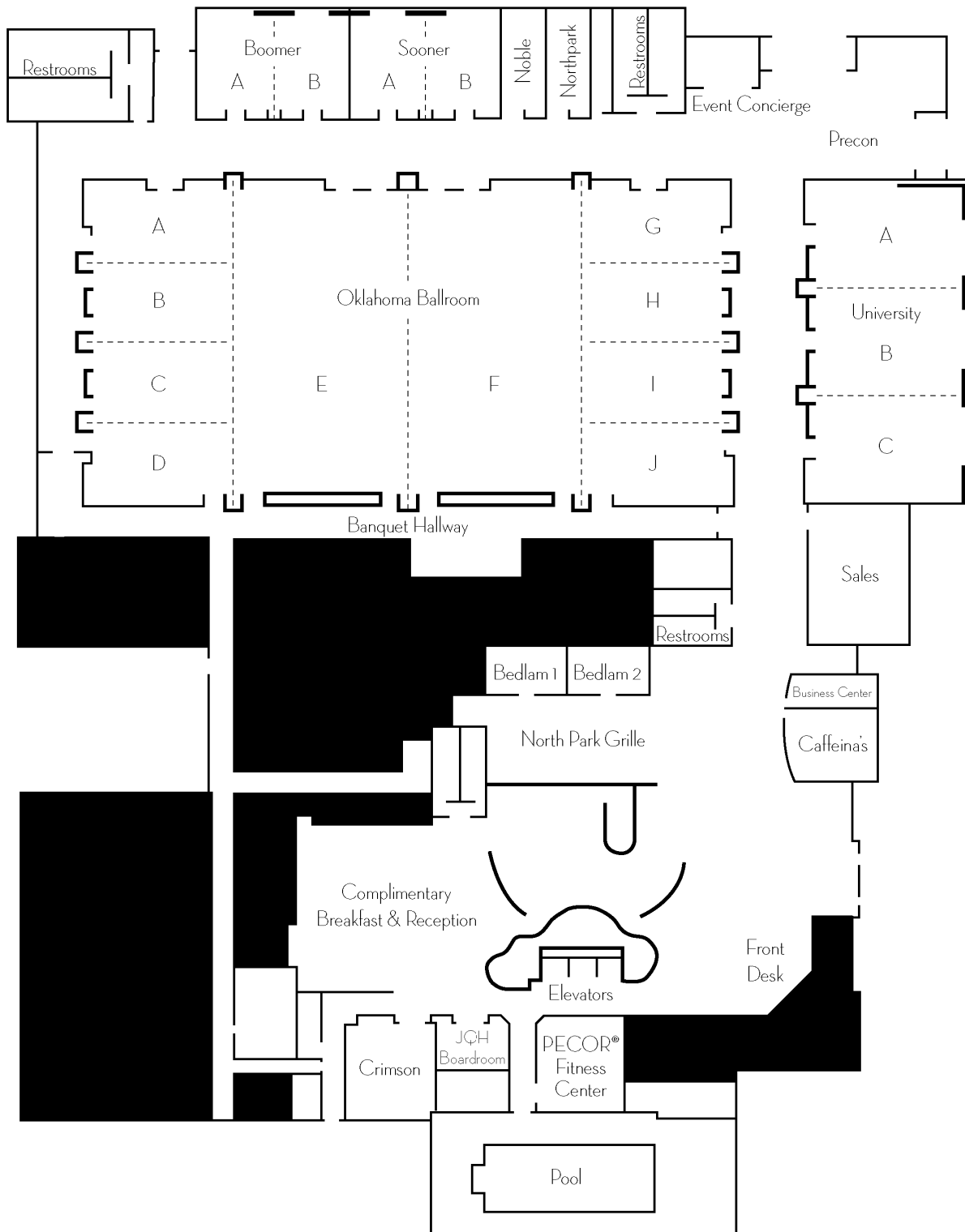
*\*Drawing is not to scale. Position of tables may vary from this drawing somewhat.*



# Oklahoma School Counselor Association Conference

September 30 thru October 1, 2024 • Embassy Suites, Norman, OK

## Top View All Conference and Hotel Areas





**SEPTEMBER 30  
THRU OCTOBER 1, 2024  
EMBASSY SUITES-NORMAN, OK**

# Conference Exhibitor Agreement

## 1. Assigning Tables

Table locations are assigned on a first-come, first served basis. Oklahoma School Counselor Association (OSCA) reserves the right to change location assignments at any time, as it may in its sole discretion seem necessary.

## 2. Exhibitor Agenda

Exhibitor Move-In:  
9/30/2024, 7:30 a.m. – 9:00 a.m.  
Exhibit Hall Open:  
9/30/2024, 9:00 a.m. – 4:45 p.m.  
10/1/2024, 7:30 a.m. – 3:00 p.m.  
Exhibitor Move-Out:  
10/1/2024, 3:00 p.m. – 4:00 p.m.

## 3. Installation & Removal

All exhibits shall be operational through 3:00 p.m., 10/1/2024. Thereafter, packing and removal shall be done as quickly as possible. Exhibitors shall not deface or harm the property in which the exhibits are housed. Nothing shall be tacked, nailed or screwed to walls, floors, columns or other parts of the convention center without the permission of the OSCA and the convention center.

## 4. Storage

Crates, boxes and packing materials shall be stored away from the display area. Packing materials must be kept in the crates and boxes. Materials in violation of this rule will be considered refuse and discarded. Fire regulations must be strictly followed.

## 5. Use and Care of Exhibit Space

No part of an exhibit shall obstruct the view of adjacent exhibits. Exhibits shall not be unduly noisy, glaring or otherwise objectionable. Audiovisual and other sound effects will be permitted only where and when they do not interfere with activities in adjacent tables. The Exhibitor shall maintain his exhibit in good order at his own expense. Exhibitors shall comply with any municipal, state and federal laws, rules and regulations, including, but not limited to, fire and safety codes, building codes, the requirements of the Americans with Disabilities Act and all laws relating to access by disabled persons.

## 6. Prohibited Activities

Except within the rented exhibit area, the following activities are prohibited by any Exhibitor: The sale or any gift of intoxicating beverage. Conducting lotteries, raffles or drawings, except when gratis to persons registering. Drawings that require OSCA conference registrants to be present to win.

Distribution to delegates and visitors of printed matter, samples, souvenirs and the like.

## 7. Subletting Space

Exhibitors may not sublet or assign any part of their exhibit space nor advertise or display goods or services other than their own. Exhibition advertisements and displays must conform to the statement in the Exhibitor's application describing displays.

## 8. Failure to Occupy Space

Unless prior approval for delayed occupancy is received from OSCA, any exhibit table not occupied by 8:00 a.m. on 10/1/2024 will be forfeited by the Exhibitor and may be reassigned or used by OSCA without refund to the Exhibitor.

## 9. Social Functions

Exhibitors may not conduct social functions in the exhibit area or in public areas of the hotel during the conference unless approved by OSCA. Social functions shall be scheduled at a time which will not interfere with OSCA's scheduled conference activities.

## 10. Security

Exhibitors shall exercise reasonable care for the protection of their materials and display in the designated exhibit area. OSCA officers, directors, members and staff are not responsible for the safety of the Exhibitor, his agents or employees, or harm or damage to such persons resulting from theft, fire, accidents or any other cause. Exhibitors are required to provide all insurance and/or policy riders necessary to cover all exhibits.

## 11. Cancellation or Relocation of Conference

If OSCA fails to hold its conference as herein provided, relocates its conference site to another hotel or city or fails to furnish Exhibitor exhibit space as stated herein, it shall refund to Exhibitor in full settlement of any loss of damage suffered or claimed by Exhibitor.

## 12. Cancellation by Exhibitor

If the Exhibitor notifies OSCA in writing by August 30, 2024, that it will not occupy the exhibit space stated herein, the Exhibitor will be liable for 50 percent of the exhibit fee. Exhibitors will be responsible for 100 percent of the exhibit fee if such notice is received after that date.

## 13. Liability and Indemnity

Exhibitor agrees to assume sole responsibility and liability for all damages and injuries arising out of, resulting from or in any manner

connected with its exhibit (including installation and dismantling) that may be suffered by (a) Exhibitor and its employees and representatives (b) other Exhibitors and their employees or representatives, (c) conference participants, guests or visitors, (d) the hotel and the owners, employees and representatives thereof and (e) any other persons lawfully on or about the conference premises.

Exhibitor agrees to indemnify and hold harmless OSCA, its members, directors, officers, employees, agents, affiliates, successors and assigns, from and against any and all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, costs, expenses, including reasonable attorneys' fees or disbursements of any kind or nature whatsoever, which may be imposed on, incurred by, or asserted against OSCA in any way relating to or arising out of this Agreement and/or Exhibitor's use of exhibit spaces at the Conference. The Exhibitor further agrees to obtain, maintain and pay for general insurance coverage in amounts sufficient to insure against liability assumed pursuant to the provisions of this section.

OSCA shall not be liable for failure to deliver exhibit space to an Exhibitor as contracted for herein due to causes beyond OSCA's control. In such event, OSCA will reimburse fees paid hereunder, less expenses incurred by OSCA including advertising, administration and related expenses.

## 14. Violations

In the event of violation of this Agreement, OSCA may evict Exhibitor from the exhibit space and/or have exhibit materials removed. No fees will be returned to Exhibitor and the Exhibitor shall be liable to OSCA for the costs associated with such eviction, less fees paid. In addition to the remedies provided in this Agreement, OSCA shall have and may exercise all other remedies afforded to it by law for costs or damages suffered on account of such violations.

## 15. General Rules

Exhibitors must confine their activities to their contracted space. Exhibitors shall follow all rules and regulations of the conference hotel and OSCA relating to the conference.