



OKLAHOMA DEMOCRATIC PARTY

**2017 STATE CONVENTION
PROSPECTUS FOR
EXHIBITORS, ADVERTISERS,
AND SPONSORS**

**FRIDAY & SATURDAY
MAY 19-20, 2017**

**TOWER HOTEL
OKLAHOMA CITY, OK**

WWW.OKDEMOCRATS.ORG

CONTACT: ANGELA ALLMOND, COMMUNICATIONS DIRECTOR

EMAIL: ANGELA@OKDEMOCRATS.ORG

OFFICE: (405) 427-3366 DIRECT: (405) 536-2417

Oklahoma Democrats and You

Dear Prospective Participant,

The 2017 Annual Oklahoma Democratic Party State Convention will be held May 19-20, 2017 at the Tower Hotel, Oklahoma City, OK.

Over 700 Democratic leaders from across the state will gather in Oklahoma City to learn about the activities and accomplishments of Oklahoma Democrats, elect State Party Officers, statewide Affirmative Action Officers, and set the direction of the Party for the upcoming year. We will also come to celebrate their accomplishments, share ideas with other leaders, and learn about programs and issues that affect Oklahoma Democrats.

During our Convention, participants will have the opportunity to visit the exhibit hall to find the best resources to help them achieve their goals. Attendees will have the opportunity to explore an assortment of program providers and informational booths that will give leaders a chance to compare resources and engage in Democratically- supported activist opportunities.

We are pleased to invite your firm or organization to take advantage of this opportunity to meet and speak with leaders from across the state. Details and contact information are on the following pages.

Sincerely,

MaryJac Rauh
Convention Chair

Angela Allmond
ODP Communications Director

Instructions

Please read the following information before proceeding. All items listed must be completed for your sponsorship, advertisement, or vendor request can be processed.

Please contact Angela Allmond, ODP Communications Director if you have any questions regarding this packet.

Office: (405) 427-3366

Direct: (405) 536-2417

Fax: (405) 427-1310

Exhibitors

- A listing of what each booth will be provided with is listed under Booth Information on page 3.

Exhibitors must complete and return the following information for your request to be processed:

- Exhibitor Commitment Form (page 4)
- Screening Form and Rules and Regulations (page 6)
- Payment Form (page 7)
- Optional: Advertising Commitment Form (page 5) if you want to place an advertisement in the convention program.
- Payment for all costs. Checks may be made payable to Oklahoma Democratic Party or you may provide your credit card information on the payment form. Credit card payments will be processed within 72 hours of receipt.

Advertisers

Advertisers must complete and return the following information for your request to be processed:

- Advertising Commitment Form (page 5)
- Screening Form and Rules and Regulations (page 6)
- Payment Form (page 7)
- Optional: Exhibitor Commitment Form (page 4) if you want to also have a vendor/exhibitor booth at convention.
- Payment for all costs. Checks may be made payable to Oklahoma Democratic Party or you may provide your credit card information on the payment form. Credit card payments will be processed within 72 hours of receipt.
- Artwork - Deadline for artwork submission is **Wednesday, May 3, 2017 at 5:00 PM**. Artwork received after this deadline cannot be guaranteed to be printed in the program and advertising costs WILL NOT be refunded.

Sponsors

Sponsors must complete and return the following information:

- Sponsorship Payment Form (page 9)
- Optional: Exhibitor Commitment Form (page 4) if you wish to also have a vendor/exhibitor booth and/or Advertising Commitment Form if your sponsorship level does not include one.
- Payment for all costs. Checks may be made payable to Oklahoma Democratic Party. If you wish to pay by credit card please call our office directly. Credit card payments for sponsorships will be processed immediately.
- Artwork - Deadline for artwork submission is **Wednesday, May 3, 2017 at 5:00 PM**. Artwork received after this deadline cannot be guaranteed to be printed in the program and advertising costs WILL NOT be refunded. We will contact you directly to make arrangements for the appropriate ad; however sizes are listed on the Advertising Commitment Form (page 5) for easy reference.

Convention and Booth Information

Convention Schedule (tentative and subject to change):

Friday, May 19, 2017

- Vendor Exhibit Hall Set-up begins at 9:00 AM outside Grand Ballroom Salons A-H
- ODP Training classes begin 10:00 AM for convention attendees. *See website for training schedule
- Vendors must complete set-up NO LATER THAN 12:00 PM on Friday.
- Exhibit Hall is open from 12:00 PM - 7:00 PM on Friday.
- Credentials opens at 4 PM in the First Floor Boardroom
- Reception and dinner begins at 6:00 PM and 7:00 PM respectively.
- Security is not provided Friday night and we highly recommend that valuable items be secured Friday night. Please plan to cover any items left out in your booth space overnight.

Saturday, May 20, 2017

- Credentials opens at 8 AM in the First Floor Boardroom
- Exhibit Hall is open from 8:00 AM - 5:00 PM. Vendors MUST BE open for business NO LATER than 7:45 AM.
- Convention begins at 10AM
- Convention Lunch will be at approximately 12:00 PM (noon).
- Convention General Session and/or Congressional District Caucuses resumes at 1:00 PM and runs until business is finished.
- Vendors must be packed up NO LATER than 5:00 PM.

Booth Information

The price of each booth includes:

- ONE (1) 6-foot skirted table for standard booths and TWO (2) chairs.
- A single-line sign with name and booth number (does not need to be displayed during convention if you have your own signage).
- There WILL NOT be pipe and drape behind or between booths. You are welcome to bring pegboard, signage, etc., to place behind or between booths.

Assignments

All booths, advertising, and other items will be accepted on a first-come, first-served basis.

Exhibitor Commitment Form

Exhibitor and Booth Information

Please list your company information with the name and contact information of the person handling the entire set-up arrangements. **Please print clearly!**

Section 1 - Exhibitor Information

Organization Name: _____

Email Address: _____

Website Address: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Number of Exhibitor Badges required: _____

Section 2 - Booth Selection Information

Have you exhibited at Oklahoma Democratic Party State Convention before? _____ Yes _____ No

Preferred booth location (select up to 3): 1. _____ 2. _____ 3. _____

Will you require other accommodations? If yes, please describe:

Description	Cost	Quantity	Subtotal
For-Profit Organization	\$50 / each		
Candidate	\$50 / each		
Not-For or Non-Profit Organization	No Cost		
TOTAL DUE for booth space:			

Section 3 - Optional Add-Ons

Do you have information or samples you would like to include in Attendee Grab-Bags?* _____ Yes _____ No
If yes, please provide at least 700 of each item to be placed.

Do you want to advertise in the Convention Program? _____ Yes _____ No
If yes, please also complete Advertiser's form. Discount does not apply to covers or business card sized ads.

Advertising Commitment Form

- Convention program ads must be submitted by May 3th to ensure inclusion in the publication.
- Full payment and signed screening form must accompany this application in order to be processed.
- Payment may be made by credit card, check, or money order.

Advertising in the 2017 Convention Program - All advertisements are same for full color or black and white.		
Description	Size	Cost
Back Cover	8.25" H x 10.75" W	\$675
Inside Back Cover	8.25" H x 10.75" W	\$575
Inside Front Cover	8.25" H x 10.75" W	\$575
Full Page	8.25" H x 10.75" W	\$475
Half-Page Wide	4" H x 10.75" W	\$350
Half-Page Tall	8.25" H x 5.25" W	\$350
Quarter Page	4" H x 5.25" W	\$275

Section 1 - Advertiser Information

Organization Name: _____

Email Address: _____

Website Address: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

**Full payment of both advertising and exhibitor cost, Advertising Commitment Form, Exhibitor Commitment Form, Screening Form, and Payment Form must accompany this application in order to be processed.*

Section 2 - Advertisement Selection Information

Description	Regular / Vendor Rate	Quantity	Subtotal
TOTAL AMOUNT DUE:			

If you need assistance with design for your advertisement, please contact us and we can provide you with a list of possible designers to assist you.

Screening Form

Rules and Regulations

This form will be utilized in the process of approval and inclusion in the exhibition. Completion of the form does not denote approval. Each organization's products and/or services should be appropriately related to the activities of the Oklahoma Democratic Party and/or their auxiliary organizations. Any company or organization whose products, services, or materials are in direct opposition to the Oklahoma Democratic Party's mission will not be approved. Companies wishing to participate may be required to submit materials for further review but should submit materials on request only.

Read and check all boxes prior to signing. Questions about this form? Please email them to Angela@okdemocrats.org.

- We understand that our organization must abide by the Rules and Regulations.
- We understand that our organization cannot be involved in the following and non-disclosure of involvement will likely result in rejection of application: Tobacco / Firearms / Alcohol / Adult Content
- We understand that our organization's materials must be consistent with Oklahoma Democratic Party's mission, position statements, resolutions and policies, and that any organization whose products, services, or materials are not consistent with the Oklahoma Democratic Party's mission, position statements, resolutions, or policies will not be permitted to exhibit or advertise.
- We understand that our organization's products and/or services are not sponsored, supported, or endorsed by the Oklahoma Democratic Party or another organization.
- We understand that our organization's products must be physically safe for people to handle (if applicable.)
- We understand that our organization is subject to final approval upon exhibition opening and may be evicted from its rented space and further participation with the Oklahoma Democratic Party for not adhering to the above statements.
- We understand that prior consent is required to sell anything using the ODP or Oklahoma Democratic Party logo or name during the Convention. We understand that consent must be given in writing prior to the event, and further understand that a portion of the profits from said sales will be remitted to the Oklahoma Democratic Party within 10 days following the close of the convention.
- We understand that the acronyms "ODP," "DNC" or the names "Oklahoma Democratic Party," or "Democratic National Committee" cannot be utilized in any exhibitor's or advertiser's materials without express written permission for the specific use. The Oklahoma Democratic Party and the Democratic National Committee trademark these names.
- Restrictions in operation of exhibits:** The Oklahoma Democratic Party reserves the right to restrict, at its sole discretion, exhibits that, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any part of or all of an exhibit that in the opinion of the Oklahoma Democratic party may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conducted, printed matter, or anything of a character that the Oklahoma Democratic Party determines is objectionable to the exhibition. In the event of such restriction or eviction, the Oklahoma Democratic Party is not liable for any refunds of rentals or other exhibit expenses.
- We understand that our organization is subject to final approval upon exhibition opening and may be evicted from its rented space and further participation with ODP for not adhering to the above statements.

I, _____, the undersigned, understand that this form is an integral part of the application/contract for exhibit and advertising space at the 2017 Oklahoma Democratic Party Annual State Convention to be held May 19-20 2017.

Signature: _____ Title: _____

Organization Name: _____ Date: _____

Payment Form

This form **MUST** accompany your Exhibitor Commitment and/or Advertising Commitment and Screening Forms in order to be processed.

Please select one: _____ Exhibitor/Vendor _____ Advertiser _____ Exhibitor AND Advertiser

Organization Name: _____

Email Address: _____

Contact Person: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax (optional): _____

Description	Subtotal
Booth Cost (see Exhibitor Commitment Form)	
Vendor/Exhibitor Add-on Advertisement Cost (see Advertising Commitment Form)	
Advertising Cost for non-Vendors/Exhibitors (see Advertising Commitment Form)	
TOTAL DUE:	

Your contract and payment can be mailed, faxed, or e-mailed to:

Oklahoma Democratic Party, 3700 N Classen Blvd, Ste 100 Oklahoma City, OK 73118 **Make checks out to: Oklahoma Democratic Party**
Office: (405) 427-3366 | Toll Free: (800) 547-5600 | Fax: (405) 427-1310 | Email: Angela@okdemocrats.org

Card Number: _____ Exp Date: _____

Name on Card: _____ Security Code: _____

The undersigned desires to participate in the 2016 Convention of the Oklahoma Democratic Party to be held at the Tower Hotel, Oklahoma City, OK, subject to the terms and condition set forth in the enclosed Agreements and "Rules and Regulations," which together constitute the full agreement ("contract") between the Exhibitor or Advertiser and the Oklahoma Democratic Party as though repeated herein in full preceding the signature of the undersigned.

This agreement does not constitute a partnership or joint venture or principal-agent relationship between Oklahoma Democratic Party (ODP) and advertiser. All advertisements are subject to approval by ODP officers and staff and may be rejected for any reason. By signing below, you confirm that your company fully understands and agrees to abide by all Rules and Regulations as well as ODP's policies. Any violation of the rules may result in forfeiture of advertising rights without any refund of fees, at the sole discretion of ODP. No cancellation of this advertising commitment is allowed once signed and submitted.

This contract is not binding until and unless accepted and signed both on behalf of the exhibitor and on behalf of the Oklahoma Democratic Party. When so accepted and signed, it shall constitute a binding contract upon the applicant and the Oklahoma Democratic Party. Changes may not be made to this contract unless in writing and signed by both parties.

Please return one signed copy of this exhibitor contract with your payment to the above. This will constitute an acceptance of the contract by the Exhibitor and/or Advertiser. In witness whereof, the Applicant has caused this contract to be executed by an individual or by an office, agent, or representative duly authorized to execute the same.

Signature _____

Title _____ Date _____

Organization _____

Sponsorship Options and Benefits

Please Note: Sponsorship level pricing is tentative and subject to change. Please call to confirm.

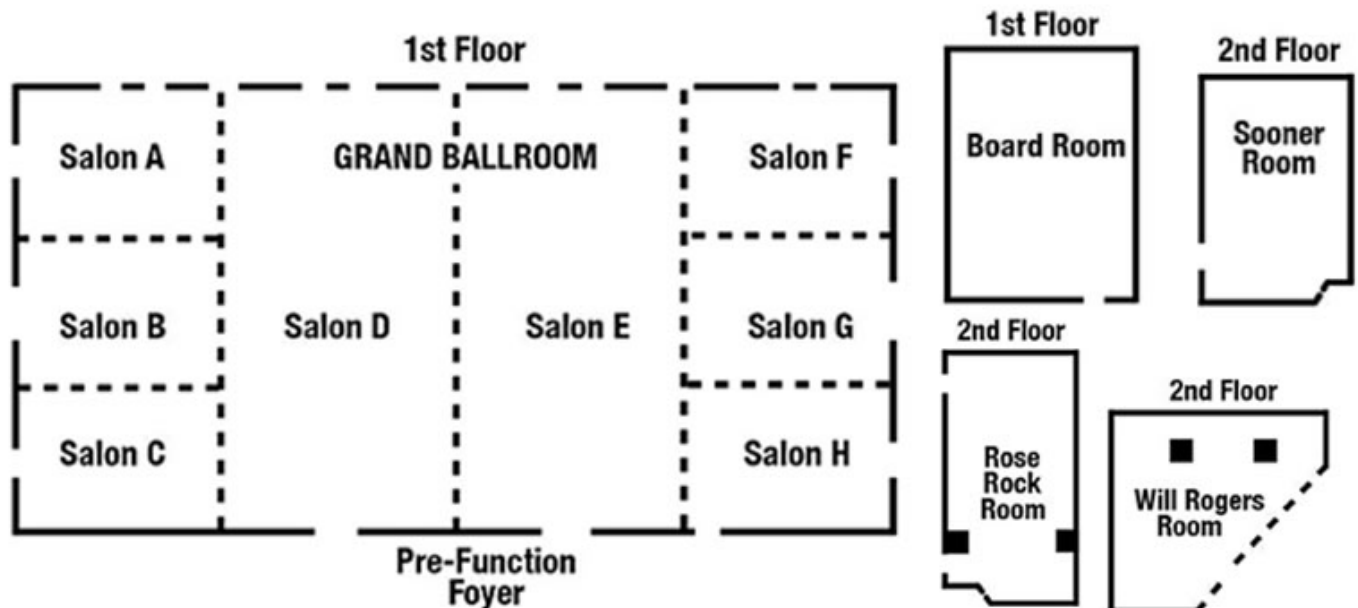
Convention Sponsor \$20,000

2 Tables (20 tickets) at Carl Albert Dinner	Ten (10) Tickets to Chairman's Reception
Recognition in Convention Program	Recognition on Convention Signage
Tote Bag Flier Insert (you provide artwork)	

<i>Carl Albert Dinner Table Sponsors</i>	Platinum	Gold	Silver
Included Benefit	\$5,000	\$2,500	\$1,000
Table(s) at Carl Albert Dinner	✓ 1	✓ 1	✓ 1
Tickets to Chairman's Reception (\$100 value each)	4	2	1
Category recognition in convention program	✓	✓	✓
Category recognition on convention signage	✓	✓	✓
Ad in Convention Program	Full Page	1/2 Page	1/4 Page

Additional Sponsorship Opportunities:

Convention Welcome Bags - No cost to insert but you must provide at least 700 items for bags. Inserts can be brochures, fliers, cards, logo merchandise (i.e. pens, pencils, buttons, notepads, sticker, magnets, etc.), tee shirts, bumper stickers, or coupons. Please call regarding any other items, particularly food products.



Sponsorship Payment Form

Section 1 - Sponsorship Levels

Please indicate desired sponsorship level below. Check all that apply.

- Convention Sponsor \$20,000
- Carl Albert Table Sponsor Platinum \$5,000
- Carl Albert Table Sponsor Gold \$2,500
- Carl Albert Table Sponsor Silver \$1,000
- Convention Welcome Bags

Section 2 - Add-on Options

Please see Sponsorship Options and Benefits page for level-specific options.

Additional Carl Albert Dinner Tickets: Qty: _____ x \$75 = _____

Additional Chairman's Reception Tickets: Qty: _____ x \$100 = _____

Convention Lunch Tickets: Qty: _____ x \$25 = _____

TOTAL Sponsorship Amount Due: \$ _____

TOTAL Add-on Options Amount Due: \$ _____

TOTAL Amount to remit: \$ _____

Section 3 - Sponsor Information

1. Contributor's Name		Phone Number	
2. Address		City	State Zip
3. Occupation and Employer		Office Phone	
4. Contribution	Description (In-kind Only)	Amount or Fair Market Value	
Signature of Contributor (if contributor is a committee, signature of treasurer)		Date	