

OGITA

Vendor Registration

2017 Fall Educational Conference
September 28th & 29th, 2017
Midwest City, Oklahoma
Nick Harroz-Midwest City Community Center

Link to Registration:

All vendors must register for sponsorship, exhibitor, or presenter slots via the OGITA Eventbrite page, located here:

<https://www.eventbrite.com/e/2017-ogita-annual-fall-educational-conference-vendor-registration-registration-35972163710>

Sponsor/Exhibitor/Presenter Information:

The Oklahoma Government Information Technology Association (OGITA) is having their ninth annual educational conference on September 28th & 29th, 2017. As is our tradition, the conference will be hosted in an OGITA member city so that the host city can highlight their technology innovations, and share their successes with the group. This year, The City of Midwest City has graciously offered to host the conference at the Nick Harroz-Midwest City Community Center at 200 N Midwest Blvd, Midwest City, OK 74074.

OGITA expects our conference to be an educational experience where attendees can network with peers while having the opportunity to learn about emerging technologies. In previous years, the vendor exhibition hall has sold out, so please sign up for space early as it is limited. OGITA is opening the conference to exhibitors and sponsors so please sign up using our Eventbrite sign-up form, which can be found at the following link:

<http://www.ogita.org/index.php/Conference>

Vendors are required to sign up for a booth space, presentation slot, or sponsorship option. As has been the case in previous years, OGITA has had a strong network of valuable partners willing to help make our conference a success, and we're looking forward to an increase in space (we will be able to accommodate 30 booths). Even then, booth space and presentation times are limited, as always, so please register as soon as possible.

Presenter and Exhibitor Options:

Exhibitor Booth Space: \$350.00 if paid before September 15th, \$450.00 for late registration, 30 booths available.

- Exhibit hall is limited to 30 tables.
- Each booth space is 10' by 10'.
- Curtains and piping will be provided. (10'x8' of the booth is enclosed by pipe and draping on 3 sides, with opening towards the main aisles.)
- 6' Table and two chairs provided.
- Vendor must notify the conference management if electric service is needed at the booth 48hours prior to the conference.
- A separate door prize is required, to be given away at the end of the conference by the OGITA Conference Committee, with special recognition of the exhibitor.
- Wi-fi will be available

Conference Presenter add-on: \$150.00 **Exhibitor Booth Space is required** (Number of presentation slots TBD based on number of vendor submissions).

- Presenters will be selected solely at the discretion of the Presentation Selection Committee and/or OGITA Officers and will be based on products or topics currently of interest by the OGITA membership. Vendors wanting to present at a session will be required to submit a brief synopsis of their presentation, for review by the selection committee. Please email your synopsis to ogita@ogita.org as soon as possible.
- Entitles presenter to one 45-minute presentation slot.
- A separate door prize is required, to be given away at the end of the conference by the OGITA Conference Committee, with special recognition of the presenter. Additional door prizes may be awarded by the presenter at the end of their presentation.
- Wi-fi will be available

Sponsorship Options:

Breakfast Sponsorship: Thursday & Friday; \$250 Each Day, 2 Slots available

Entitles vendor or organization to sponsor breakfast on either Thursday or Friday of the conference. Includes all sponsorship benefits listed below.

Lunch Sponsor: Thursday & Friday; \$500 Each Day, 2 Slots available

Entitles vendor or organization to sponsor lunch on either Thursday or Friday of the conference. In addition to a 10-minute presentation during the lunch hour if the sponsor chooses, this includes all of the sponsorship benefits listed below.

Pre-Conference Reception @ S&B Burgers: Wednesday Night, \$350, 1 Slot Available

Entitles vendor or organization to sponsor the pre-conference reception on Wednesday, September 27th, from 5:30 P.M. to 7:00 P.M. This year's pre-conference reception will be held at S&B Burgers at 1909 S. Douglas Blvd, Midwest City, OK 73130 and will be held in a private meeting room or area. This reception is usually attended by conference attendees that have arrived early and plan to stay overnight at the conference hotel. Includes all sponsorship benefits listed below.

Conference Mixer @ Sheraton Hotel Lobby: Thursday Night, \$500, 2 Slots Available

Entitles vendor or organization to sponsor the conference mixer and social event on Thursday, September 28th, from 5:30 P.M. to 10:00 P.M. This year's pre-conference reception will be held at the Sheraton official conference hotel in a private room. Traditionally, the Thursday night social is always well attended by the members of OGITA and is an excellent opportunity for casual networking and discussion. Two sponsorship requests will be selected for this night, or vendors may elect to request to sponsor the entire event (select 2 tickets during registration on the website). Includes all sponsorship benefits listed below.

Your Swag, Our Bag Sponsorship \$100, multiple available

Entitles vendor to have an OGITA Conference bag pre-stuffed with their literature. These bags will be handed out to every attendee upon registration. This is a discount or alternate option intended for vendors that cannot send representatives or select another option. Vendors should expect to prepare literature for receipt by the OGITA Conference committee at least 1 week prior to the conference. No booth required.

Presenter and Exhibitor Benefits and Responsibilities:

- **Separate registration:** Exhibition booths and presentation slots must be reserved and paid for separately. Each registration (booth and presenter slot) requires 1 door prize each.
- **Booth amenities:** All booths will be 10'x10' feet and surrounded on 3 sides with pipe and drape. Pipe and drape will cover 10' x 8' of the booth space, and the 2 extra feet are available for larger signage or display. A 6' table with a cover and two chairs will be provided by the Community Center. Power is available but vendors needing power should notify the conference committee and conference center staff in advance. Wi-fi is available in the exhibition hall.

- **Hours:** All vendor exhibits must be open for display on Thursday by 9:00am. Vendor exhibits are limited to one day to help vendors minimize travel costs and to allow for sufficient time for OGITA membership to conduct other business and focus on peer-to-peer education and discussions.
- **Wednesday afternoon booth Early setup:** Early vendor setup will be available from 1:00PM to 4:30PM on Wednesday to allow for vendor setup of their booth space in advance of Thursday's show.
- **Thursday morning setup and exhibition hall opening:** The exhibit area will be open at 7:30AM Thursday (the first day of the conference) for vendor setup and the exhibit hall will be open to attendees at 9:00AM on Thursday.
- **Selection:** Exhibit space will be selected primarily on a first-come, first-served basis, though the Conference Committee or OGITA Officers reserve the right to decline requests for presentations or booths based on space, time, availability, and content. Vendors that have been yearly sponsors at previous OGITA conferences, are given priority if vendor requests exceed the number of spaces available at the conference.
- **Door prizes:** Each vendor is required to bring a door prize with a minimum value of \$25. All Presenters and Exhibitors are expected to provide at least one door prize that will be given away in drawings at scheduled times during the conference. If a vendor elects to exhibit at a booth and present during a session, please bring 2 door prizes. If presenters bring more than one door prize, they may raffle them off at the end of their presentation directly to the attendees. Please come prepared to turn it in when you first come to sign in. Door prizes should not be discounts off purchases, nor for items that require the purchase of an additional license or annual fee. Door prizes are due upon registration.
- **Booth Crawl:** The OGITA Conference committee, as in previous years, will commit attendees to a vendor "Booth Crawl". The booth crawl is designed to allow dedicated time for each attendee to visit each booth during the conference, so that every vendor and attendee will have face to face contact for at least 3 minutes during the conference. The "booth crawl" will be timed, and attendees will be expected to visit each booth and receive a stamp to qualify for grand prize drawings. The OGITA Conference Committee will also "pair up" vendors and attendees at the beginning of the booth crawl, and provide a Vendors should be prepared for this "Booth Crawl" session with handouts and other material and have the appropriate staff available to talk with attendees.
- **Audio/Visual:** Extra audio/visual expenses in either booths or the presentation room are the responsibility of the exhibitor or presenter, but OGITA will provide standard equipment such as projector, screen, speakers, power, etc. for the presentations in the main meeting rooms. Presenters should expect to bring their own laptops. A variety of adapters for connecting to the equipment will be made available by OGITA or the center itself. Exhibitors should expect to bring all their own equipment.