EXHIBITOR CONTRACT
FOR
CLARION MERIDIAN HOTEL & CONVENTION CENTER
737 S. MERIDIAN, OKLAHOMA CITY, 73108
PH: 405-942-8511 FAX: 405-946-8357

Listed below are the guidelines to be followed in order to exhibit at the Clarion Meridian Hotel & Convention Center. These guidelines are structured to prevent any miscommunication between the Group, the Convention Center and the Exhibitor. Please fill out the form below and return to your Group to guarantee your exhibit space. It is the responsibility of the Group for all Exhibitors to sign and return this form.

The Hotel does not provide and/or will not be responsible for the following:

1. Placement of display equipment	5. Gas/ Water Supply
2. Guard Services	6. Decorations
3. Shipment of exhibit material	7. Extension Cords/ Powerstrips
4. Cleaning of individual booths	8. Labor for set-up/ Tear-down

The Hotel does not allow the following:

1. No outside food/beverage (e.g. Popcorn, cookies, etc.)	5. No loud music (e.g. CD players, boom boxes, etc.)
2. No live animals (e.g. Birds, fish, etc.)	6. No cloth/skirting to be stapled to tables
3. No open flame displays (e.g. candles, utensils, incense)	7. No confetti, rice or birdseed
4. No attachment of any items to walls or ceilings using pushpins, staples, double stick tape, etc. The only allowable means of attachment of items is masking tape. Use of anything other than masking tape will result in a damage fee.	

Arrangements may be made through the Convention Center, at an additional cost to the Exhibitor, for the following

EXHIBIT SPACE SIZE: 1-6FT TABLE SKIRTED W/ 2 CHAIRS

Additional 6ft table: _____$5.00/ea (if space allows)

Electrical Outlets: _____***$25.00 each***

Anyone requiring more than 4 electrical connections must directly contact the Convention Center to determine pricing.

Phone Lines: ***Extension Line:*** ***$150.00 each_____(access by dialing "8" or "9")***
High Speed Internet : ***$150.00 each_____(wireless internet only available)***

Packages & Deliveries: Any package to the Hotel must arrive no sooner than 3 working days prior to the function date. Any deliveries prior to 72 hours will be subject to storage and handling charge.

It is the responsibility of the Exhibitor to make arrangements for return shipment of packages and parcels. Any boxes left 7 days after the event without prior instructions will be disposed. The Hotel is not responsible for the damage or loss of items that are stored..

This form must be completed and returned to the Group fourteen (14) working days prior to the scheduled events. Exhibitors without a signed contract will be denied access to the Exhibit Area. All charges are the responsibility of the Exhibitor, and are payable to the Clarion Meridian Hotel & Convention Center fourteen (14) working days prior to the scheduled event.

Name & Date of Conference: OROS CONFERENCE (Date) OCTOBER 22-23, 2009

Name of Exhibit Firm:_____

Exhibit Firm's Representative:_____

Exhibit Firm's Phone:_____ **Fax:**_____

Payment for all services is the responsibility of:_____

Payment Method: Check_____ **Credit Card #**_____ **Exp Date:**_____
*****ALL PAYMENTS DUE PRIOR TO DAY OF SETUP******

It is agreed by signing this form you understand and will comply with all the guidelines stated above while exhibiting at the Clarion Meridian Hotel & Convention Center. Failure to comply with any of the above stated guidelines will result in a $250.00 damage fee, payable by the Exhibitor at the time of the event.

_____ _____
Signature of Exhibit Representative **Date**

RETURN THIS FORM TO THE CLARION MERIDIAN CONVENTION CENTER