



173d Airborne Brigade Association



May 17- 21, 2017 Oklahoma City, Oklahoma
Hosted by Oklahoma Chapter 18
Conference HQ: Sheraton Oklahoma City Downtown Hotel

Thank you for your interest in exhibiting at the 173d Airborne Brigade Association's 2017 Annual Reunion to be held at the Sheraton Oklahoma City Downtown Hotel from Wednesday May 17, 2017 to Sunday May 21, 2017. Vendor set-ups begin on Tuesday May 16, 2017. The exhibit area opens on Wednesday May 17, 2017.

If you are interested in exhibiting at the 173d Airborne Brigade Association's 2017 Annual Reunion, please mail your completed application form with your payment to:

173d Airborne Brigade Association
C/O Jerry L Cooper CPA, Assistant Treasurer
4004 Sheffield Avenue
Muskogee, OK 74403-8557

You may also complete the application and pay online, at the link below:

<http://skysoldier.net/Vendor-Room-Information>

The Sheraton Oklahoma City Downtown Hotel is the largest hotel in Oklahoma City with plenty of rental space. Early Registration is encouraged. Registrations after May 1, 2017 incur a \$100 late fee.

If you have any questions about the Exhibitor Packet or the 173d Airborne Brigade Association's 2017 Annual Reunion, please contact Don Walton at:

Walton.don@ecewb.com

I hope to see you at our 173d Airborne Brigade Association's 2017 Annual Reunion.

Jerry L Cooper CPA,
Assistant Treasurer and Assistant Coordinator for 2017 Oklahoma Reunion

Attachments

1. Exhibitor Information
2. Schedule of Rental Fees
3. Hours for Vendors Room
4. Application and Contract



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EXHIBITOR INFORMATION:

The 2017 Annual Reunion for the 173d Airborne Brigade Association (173d ABA) will be held at the Sheraton Oklahoma City Downtown Hotel located at 1 North Broadway Avenue, which is the largest hotel in Oklahoma City, Oklahoma. The Vendors area will be on the 2nd floor in the **Plaza Ballroom**.

Commercial firms, government agencies, 173d ABA Chapters and Members, military veterans organizations and others are invited to market and/or sell their products and services, or display materials and information, which could benefit 173d ABA Members.

Over 800 attendees are expected at our 173d ABA 2017 Annual Reunion. This event is a great opportunity to reach an exciting segment of the population with your information products and services.

Exhibitor set-up is Tuesday May 16, 2017 from 12:00- 7:00 PM. Tear down is Saturday May 21, 2017. Each exhibit consists of a 10' x 10' space, one table, 2 chairs and an identification sign. A table and 2 chairs are included or you may bring your own if you prefer. Additional tables and chairs are available. Electrical "drops" must be arranged in advance. For an additional charge the hotel can supply tablecloths, skirts, and drapes. For assistance with any questions, contact Don Walton at walton.don@ecewb.com .

Special equipment can be arranged with the Sheraton Oklahoma City Downtown Hotel. Exhibitors are responsible for any expense associated with any other needs. Set-up and teardown are the responsibility of the Exhibitor.

The Exhibitor Fee Schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire 173d ABA 2017 Annual Reunion. Space is available on a first come, first served basis. Early Registration is encouraged. Registrations after May 1, 2017 incur a \$100 late fee.

Each Exhibitor must complete and submit an application packet for space to be allocated. Exhibitors and their staff must be registered and wear their conference badge at all times.

Exhibitors May Contract For More Than One Space.



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SPECIAL INSTRUCTION:

The Sheraton Oklahoma City Downtown Hotel will store your packages prior to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following:

1. Your organization name and/or name of the event
2. Hold for arrival 00/00/00
3. The name of your organization's on-site Contact
4. C/O Sheraton Oklahoma City Downtown Hotel
1 North Broadway,
Oklahoma City, OK 73102

Packages will be accepted up to three days prior to your scheduled event. Please advise your hotel contact of any special arrangements or requirements concerning your materials. The Hotel is not responsible for perishable items. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas.

SHERATON OKLAHOMA CITY DOWNTOWN HOTEL PACKAGE HANDLING FEES FOR INCOMING AND OUTGOING PACKAGES:

Note: 173d ABA Chapter 18 is not responsible for errors. Prices may change without advance notice.

- \$3 per Box/Item or \$1 per pound



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Schedule of Vendor Room Fees for 2017 Reunion

1. One Free Table for the following entities:

- a. Veterans Group
- b. Government Entities
- c. Nonprofit Groups

2. \$200 per Table for the following entities (Each Additional Table is \$100):

- a. 173d Airborne Brigade Association Chapters
- b. 173^d Airborne Brigade Association Members
- c. Charitable Organizations (501c3)

3. \$300 per Table for the following entities (Each Additional Table is \$100):

- a. Commercial Vendors

Notes:

1. Two Chairs are included in the First Table rented. Additional chairs are \$12 each.
2. There is a \$100 (per Table) Late Fee after May 1, 2017



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Vendors Room Schedule

Day	Date	Open	Close	Comment
Tuesday	May 16, 2017	12:00 PM	6:00 PM	Set-up
Wednesday	May 17, 2017	9:00 AM	6:00 PM	
Thursday	May 18, 2017	9:00 AM	6:00 PM	
Friday	May 19, 2017	9:00 AM	6:00 PM	
Saturday	May 20, 2017	9:00 AM	1:00 PM	
Saturday	May 20, 2017	1:00 PM	6:00 PM	Teardown



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CONTRACT FOR EXHIBIT SPACE

Firm/Organization:			Date:	
Contact Name:		Email Address:		
Telephone No.:		Fax No:		
Address:		City:		State:
				Zip:
Dates Requested : <input type="checkbox"/> Wed May 17 <input type="checkbox"/> Thur May 18 <input type="checkbox"/> Fri May 19 <input type="checkbox"/> Sat May 20				Number of Exhibit Spaces Requested:
Exhibitor Type (Check One): <input type="checkbox"/> Free: Veterans Groups (501c19) and Government & Non-Profit Entities (Non-Sales) <input type="checkbox"/> \$200 : 173d ABA Chapters/173d ABA Members and Charitable Organization (501c3) (Revenue Producing) <input type="checkbox"/> \$300: Commercial Vendors Marketing (Sales/Profit)				
Describe the nature of the products, services, and/or information you wish to exhibit. (At no time will products that 173d ABA Chapter 18 deems inappropriate be allowed to be displayed or sold.):				

Vendor Type	Number	Rental Fee	Total
Veterans Groups and Govt & Non-profit Entities			
173d ABA Chapters/Members & Charitable Organizations			
Commercial Vendors			
Additional Tables (First Table Included)			
Additional Chairs (First Two Chairs Included)			
Late Fee after May 1, 2017 (\$100 per Table)			
Total Rental Fees			

- Check enclosed (Payable to 173d Airborne Brigade Association)
- Money order enclosed (Payable to 173d Airborne Brigade Association)
- Online Payment: PayPal (MasterCard-Visa- Discover-American Express)

Online Payments can be made at: <http://skysoldier.net/Vendor-Room-Information>

Make all checks payable to 173d Airborne Brigade Association and mail to:

173d Airborne Brigade Association
 C/O Jerry L Cooper CPA, Assistant Treasurer
 4004 Sheffield Avenue
 Muskogee, OK 74403-8557

If the number of spaces you have requested cannot be confirmed, you will be notified by email or letter and the appropriate refund will be forwarded to you.

Please review the following terms and conditions and then sign the following agreement. These terms are printed on the next two pages, and are a formal part of this agreement.



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EXHIBITOR AGREEMENT

1. Contract.

This application for exhibit space constitutes a valid and binding contract when (a) the applicant (Exhibitor) executes it and pays 173d Airborne Brigade Association (173d ABA), Oklahoma Chapter 18 (173d ABA Chapter 18) in advance for exhibit space as set forth in the attached rate schedule, and (b) 173d ABA Chapter 18 provides the Exhibitor with written acceptance of the application and notification that 173d ABA Chapter 18 has reserved space(s) for the Exhibitor at the 173d Airborne Brigade Association's 2017 Annual Reunion.

2. Exhibit Space Reserved.

173d ABA Chapter 18's reservation of space for the Exhibitor at the 173d ABA 2017 Annual Reunion shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from 173d ABA Chapter 18, (a) sublet, license, assign the exhibit space to another organization or individual, or (b) permit another organization or individual to use the exhibit space.

3. Product Restrictions.

- a. The Exhibitor agree not to display or sell any items that 173d ABA Chapter 18 deems inappropriate. 173d ABA Chapter 18 will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, 173d ABA Chapter 18 will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately. The fees will not be refunded.
- b. Exhibitors agree not to sell product with graphics, text, words or words to the effect 173d Airborne Brigade Association (or 173d ABA) 2017 Annual Reunion in Oklahoma City, Oklahoma (OK) without authorization (licenses) from 173d ABA Chapter 18. Exhibitors who violate this restriction will be asked to remove the non-licensed products from the Sheraton Downtown Oklahoma City Hotel. All funds collected from sales of non-licensed products *shall* be forfeited and shall become the property of 173d ABA Chapter 18. If further violations occur, 173d ABA Chapter 18 will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately. The fees will not be refunded.

4. Nature of Exhibits.

Exhibits are limited to those detailed on the attached application form. The Exhibitor agrees not to display, sell, market and/or distribute items that 173d ABA Chapter 18 considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of the 173d Airborne Brigade Association, whether or not indicated on the application form.

5. Exhibits and Public Policy.

While participating as an Exhibitor at the 173d ABA 2017 Annual Reunion. The Exhibitor is accountable for knowledge of all local pertinent laws, ordinance and regulations pertaining to health, fire prevention, public safety, city/state business fees, and sales/use taxes. Compliance with such laws is the sole responsibility of the Exhibitor. 173d ABA Chapter 18 and service contractors are not responsible for compliance with legal requirements concerning an Exhibitor's space, materials, and operation. If the Exhibitor has questions regarding laws, ordinances, and regulations related to exhibiting and selling in the city of Oklahoma City, Oklahoma, the Exhibitor should contact the appropriate *city, county, or state agencies.*

6. Exhibits and Hotel Policy.

The Exhibitor agrees to protect, save and hold Sheraton Downtown Oklahoma City Hotel, 173d ABA Chapter 18, and all their agents and employees (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor



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or those holding under the Exhibitor. Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Indemnities against any losses, costs, damages, liability or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury, or other occurrence, to any person(s), including Exhibitor, its agent, employees and business invites, which arise from or out of the exhibit premises, or hotel related.

7. Security and Insurance.

The Exhibitor understands and agrees that all the Exhibitor's property is under his/her custody and control, whether in transit to, within, or from the confines of the Sheraton Downtown Oklahoma City Hotel and is subject to the rules and regulations of the exhibit area, the 173d ABA 2017 Annual Reunion. The Exhibitor may wish to consider carrying appropriate insurance to cover the Exhibitor's property against damage and loss, and public liability insurance against injury to an individual and the property of others. The Exhibitor shall take all precautions to see that the Exhibitor's materials, products, and equipment are secured at all times.

8. Losses and Damage.

The Exhibitor agrees that 173d ABA Chapter 18 is not liable for any damage loss or liability of any kind, or for any damage or injury to person or property during the term of this agreement from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the Exhibitor or any other person. The Exhibitor will defend, indemnify, and hold harmless 173d ABA Chapter 18 from any liability on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by an Exhibitor or its employees or representatives.

9. Demonstrations.

No demonstrations or solicitations shall be permitted outside of Exhibitor's assigned space. The Exhibitor may not place signs or placards anywhere, or on anyone, outside of Exhibitor's assigned exhibit space, without 173d ABA Chapter 18's written approval.

10. Management.

The Exhibitor agrees (a) that the rules, and regulations of 173d ABA 2017 Annual Reunion management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulation; (c) that 173d ABA 2017 Annual Reunion management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, 173d ABA Chapter 18 "authorization " or 173d ABA Chapter 18 "approval" means authorization or approval by the 173d ABA 2017 Annual Reunion management.

11. Acceptance.

As an Exhibitor at the 173d ABA 2017 Annual Reunion, I agree to abide by all rules and regulations governing the exhibit area and the 173d ABA 2017 Annual Reunion. Acceptance of this application by 173d ABA Chapter 18 and notification that 173d ABA Chapter 18 has reserved space(s) for the Exhibitor at the 173d ABA 2017 Annual Reunion constitutes a contract between the Exhibitor and SFA88 for exhibit space at the 173d ABA 2017 Annual Reunion.

Signature of Exhibitor: _____ Date: _____

Signature of 173d ABA Chapter 18: _____ Date: _____