



February 5, 2008

Ladies and Gentlemen:

Please join us for the 7th Annual Oklahoma Sustainability Network Conference in downtown Norman, OK, on Friday and Saturday, March 28-29, 2008. You are invited to set up a display table to share information about your business or organization. This yearly conference, with expected attendance of 400-500 people over two days, attracts a broad range of attendees from government, business, non-profits and the general public.

Please find an information sheet and an application form attached. If you have any questions, do not hesitate to contact me at (405) 702-5166 or Susie.Shields@deq.state.ok.us. Exhibit reservations will be accepted through Friday, March 14, 2008. Table assignments will be made in order of receipt with full payment or completed purchase order. Watch for more information about the conference at www.oksustainability.org.

There will be a main exhibitor area at the Santa Fe Depot (aka Performing Arts Center) at 200 S. Jones St., with around 36 exhibit spaces available indoors and 8-10 spaces outdoors. If you are interested in an exhibit space in the same building as one of the tracks, there are two or three spaces available for each track area. Please indicate your first, second and third choices on the attached exhibit form. The exhibits in the track areas may not receive as much traffic as the Depot exhibits, although the keynotes will be held at Andrews Park with most people attending.

Exhibitors provide a connection to businesses and organizations that are making a difference in Oklahoma and are an important component of the conference. We look forward to seeing you next month!

Sincerely,

Susie Shields
OSN Conference 2008
Exhibits Coordinator
Susie.shields@deq.state.ok.us
405.702.5166

Oklahoma Sustainability Network 2008 Conference Exhibit Information

Friday and Saturday, March 28-29, 2008
Downtown Area of Norman, Oklahoma
Main Exhibit Area is the Performing Arts Center/The Depot

Exhibit Locations	CONFERENCE SPONSORS at the \$500 and above level will be given top priority exhibit locations. Exhibitors who are not sponsoring will be assigned priorities as indicated on their registration form on a first come, first served basis. Your exhibit is not considered final until we have received the payment or purchase order number.
Cost	Exhibit space for government or business is \$100 for one day and \$150 for two days. Exhibit space for non-profits is \$40 for one day and \$60 for two days. Exhibit fee includes one conference registration. No lunch is provided with any registrations this year. <i>Please indicate category on application form (government, business, or non-profit).</i>
Deadline	Deadline for reserving exhibit space (with payment or P.O. included) is March 14, 2008. Applications received after that date will be accepted if space is available, but will be subject to a \$50 late fee . Refunds cannot be made if requested after March 21, 2008.
Exhibit Equipment	One 6-ft table and two chairs will be provided. No conference decorators will be used, so you will need to bring your own table cover.
Electricity	You must specify on the application if you need electricity. Electricity will not be made available the day of the show unless previously arranged.
Installation	Exhibitors may set-up between 7:00 and 8:00 a.m. Friday and/or Saturday morning, March 28-29. Exhibits must be set-up no later than 8:00 a.m. when registration begins.
Exhibit Hours	March 28-29: 8:00 a.m. – 4:00 p.m.
Dismantle	4:00-5:00 p.m. Friday or Saturday
Parking	Parking instructions will be sent to all registered exhibitors via email one week in advance of the event.
Directions	Directions to the conference exhibit unloading area will be sent to all registered exhibitors via email one week in advance of the event.
Additional Registrations	Exhibit cost includes conference registration for one person. For additional conference registration information, visit the OSN website at www.oksustainability.org . Registrations for additional people helping with the exhibit each require a separate individual registration and conference registration fee.
Questions	Contact Susie Shields, Oklahoma Department of Environmental Quality, at (405) 702-5166 or susie.shields@deq.state.ok.us

Oklahoma Sustainability Network 2008 Conference Exhibit Application

Friday and Saturday, March 28-29, 2008

Downtown Area of Norman, Oklahoma

Main Exhibit Area is the Performing Arts Center (aka The Santa Fe Depot)

(Other exhibit areas are in a variety of locations along with specific conference tracks – see list below)

Please type or print the following information (all items requested are required):

Name of Business/Organization: _____ AC/Phone: _____

Please check one: Business Non-Profit Government agency Other: _____

Mailing address: _____ City, State, Zip: _____

Email: _____

Name for exhibitor badge (one only): _____

Additional name(s) for the exhibit. **Please include individual registration forms (online) and payment for each,** but list names here as well. _____

Exhibit will consist of one 6 ft. table, two chairs and electricity (if requested, limited availability). **Conference decorators will not be used.** You are welcome to provide your own table cover.

I will need electricity: yes no I will exhibit: Both days Friday only Saturday only

RATES (circle your rate)	
SPONSOR	\$500 free
Business/Government	
One-day	\$100
Two-day	\$150
Nonprofit	
One-day	\$40
Two day	\$60

LOCATION DESIRED (Please select 1st, 2nd, 3rd choices)	
Santa Fe Depot (main exhibit area)	_____ Interior or _____ Exterior
_____	Norman Chamber of Commerce (<i>Getting Around Lite</i> track)
_____	Republic Bank (<i>Around the Kitchen Table</i> track)
_____	Main Site Art Gallery (<i>Human to Human & Sharing Space</i> tracks)
_____	Norman Municipal Complex (<i>Powering Up & On the Porch</i> tracks)
_____	Norman Public Library (<i>Powering Down & Green with Spirit</i> tracks)
_____	Andrews Park-outdoors (<i>Growing Up Green</i> track & keynote speakers)

A check or purchase order must be enclosed with each application and it must be received by Friday, March 14th, 2008. Applications received after that date will be accepted if space is available, but will be subject to a \$50 late fee. Table assignments will be made in order of receipt with full payment or completed purchase order. **Conference sponsors at the \$500 or above level will be given top priority.** Confirmation will be sent via email following receipt of complete application and details of set-up will sent via email the week before the conference.

HERE ARE THE STEPS TO GETTING YOUR EXHIBIT REGISTERED:

- (1) Make checks or purchase orders payable to: OSN, EIN# 41-203-0911**
- (2) Complete and return this form (or the form in the brochure) with payment or P.O. # to: OSN Conference, c/o Sarah Kaplan, 132 W. Main St., Norman, OK 73069**
- (3) A copy of the exhibitor information on this form, or the online form, must also be sent via email to Exhibits Coordinator: Susie.Shields@deq.state.ok.us**

The authorized representative of the above mentioned organization, on behalf of this organization, agrees to abide by all exhibit terms, conditions and policies set forth by OSN.

Name: _____ Title: _____

Signature: _____ Date: _____