

**CORPORATE
INVITATION TO EXHIBIT**



**OKLAHOMA GROUND WATER ASSOCIATION
ANNUAL CONFERENCE & TRADE SHOW**

January 10-11, 2024

Oklahoma State University

Stillwater, OK

THE CONFERENCE

The 2024 Oklahoma Ground Water Association Annual Conference will be held on January 10th and 11th on the campus of Oklahoma State University in Stillwater. The conference brings together over 250 leaders and decision makers in the groundwater industry from across Oklahoma and our neighboring states. Attendees gather to hear from professionals across the groundwater industry who are working to develop new technologies and best practices and leading the way to address some of the most complex challenges facing the industry.

THE TRADE SHOW

The 2024 Oklahoma Ground Water Association Annual Trade Show will be held on January 10th and 11th in Stillwater, in conjunction with the Annual Conference. The Trade Show provides a unique opportunity for your organization's representatives to meet and interact with leaders from across the groundwater industry. Conference attendees are encouraged to visit the exhibit hall during dedicated trade show time blocks to meet with each sponsor and exhibitor. **There will be no educational classes scheduled during these times in order to facilitate maximum exposure for our sponsors and exhibitors.** Sponsorships and exhibitor booths are an ideal opportunity for anyone wanting the chance for face-to-face interaction with key decision makers who directly influence the purchase of hundreds of products and services.

QUALIFICATIONS FOR EXHIBITING

It is the policy of the Oklahoma Ground Water Association to limit use of the exhibit space to companies and organizations whose business and purpose is consistent with the OGWA's mission and objectives, and which advance positive impacts on Oklahoma's groundwater industry. All applications for exhibit space are subject to approval by the OGWA Board of Directors and staff.

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BOOTH CHARGES

Booth Size	Rental Fee
8' x 8'	\$ 500
8' x 16'	\$ 750

If you require a larger space than what is listed above, please contact OGWA Executive Director Josh McClintock for pricing by calling 405-513-2558 or email josh@okgroundwater.org.

All booth reservations must be paid in full by December 15, 2023. In the event an exhibitor cancels prior to November 17, 2023, a full refund will be made. Cancellations received November 18, 2023, through December 14, 2023, will be refunded 50% of the booth rental. Beginning December 15, 2023, no refunds will be issued.

Your booth fee provides you with the following:

- 8' high back drapes on pipe
- 3' high divider drapes on pipe
- 1 exhibitor ID sign
- 1 six foot display table, draped
- 2 folding chairs
- Complimentary electrical and WIFI access
- 2 tickets for lunch on Wednesday during the trade show

REGISTERING FOR BOOTH SPACE

Complete the **2024 Exhibit Space Application form, Exhibit Space Contract and Exhibitor Guide** information using the conference page on our website at www.okgroundwater.org. Keep a copy for your records. For any additional information please contact Josh McClintock.

Full payment is required with your Exhibit Space Application. Please make checks payable to Oklahoma Ground Water Association or OGWA or you can pay by credit card after completing the Exhibit Space Application online. The cardholder will be emailed a receipt.

All booths will be assigned in order of receipt of Exhibit Space Application and full payment. **Please note that Conference Sponsors and Corporate Members receive first option on booth space assignments.** After receipt of application and payment, we will email confirmation of booth space.

SET UP TIME

- **Large Equipment (trucks, trailers, drilling rigs, etc.)**
Tuesday, January 9, 2024
9:00 a.m. – 12:00 p.m.
- **Standard Set Up**
Tuesday, January 9, 2024
12:00 p.m. – 5:00 p.m.

All exhibitors must have their booths set up by 5:00 p.m. on Tuesday, January 9, 2024.

TRADE SHOW HOURS

- **Wednesday, January 10, 2024**
11:00 a.m. – 1:30 p.m.
(Lunch will be served in the exhibit hall beginning at 11:30 a.m.)
- **Wednesday, January 10, 2024**
4:30 p.m. – 6:30 p.m.
(Reception in exhibit hall beginning at 5:00 p.m.)

Show hours listed are tentative and are subject to change without notice.

Oklahoma Ground Water Association



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ATTENDEE ROSTER

In order to facilitate the follow-up of leads generated through contact with conference attendees during the Trade Show, each exhibiting organization will receive an emailed copy of the official roster of attendees to the conference. This will be distributed as soon as possible following the conclusion of the conference.

HOTEL ACCOMMODATIONS

The OGWA has a block of rooms at the **Hampton Inn & Suites Stillwater** which is located at 717 E Hall of Fame Ave., Stillwater, OK 74075. The booking link for the hotel can be found at www.okgroundwater.org.

DRAWINGS & PROMOTIONAL GIVEAWAYS

Promotional giveaways and drawings are permitted with prior approval of the Oklahoma Ground Water Association. Announcement of winners will be made each day during exhibit hall activities. Conference attendees are required to be present to win. ***Only conference attendees are eligible to enter drawings held by vendors or OGWA. Exhibitors are NOT eligible for these drawings.***

FORCE MAJEURE

The Annual Conference & Trade Show is subject to termination without liability upon the occurrence of any circumstance beyond the control of the Oklahoma Ground Water Association — such as acts of God, pandemic, war, terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder or curtailment of transportation facilities — to the extent that such circumstance makes it illegal, impossible, excessively difficult or expensive due to unforeseen contingency.



BENEFITS OF SPONSORSHIP

Sponsorship Level	Gold \$2,000	Silver \$1,500	Bronze \$1,000
▪ Complimentary One-Year Corporate Membership (Includes up to five members of your organization)	Yes		
▪ Recognition During the General Session/Annual Meeting	Yes		
▪ Recognition on Promotional Materials	Yes	Yes	
▪ Link to Your Website on the OGWA Conference Website	Yes	Yes	
▪ Complimentary Booth Space in the Exhibit Hall	8x16	8x8	8x8
▪ Complimentary Conference Registrations	4	3	2
▪ Advertisement in Conference Program	Full Page	Half Page	Quarter Page
▪ Listing in the Conference Program	Yes	Yes	Yes
▪ Priority Placement in the Exhibit Hall	Yes	Yes	Yes
▪ Recognition on the OGWA Conference Website	Yes	Yes	Yes
▪ Sponsor Signage in the Conference Center and Exhibit Hall	Yes	Yes	Yes

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**CONFERENCE
& TRADE SHOW**

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ADDITIONAL SPONSORSHIP OPPORTUNITIES

Event

Exclusive/Partial Sponsorship

Program Sponsor	\$2,500/\$500
Wednesday Coffee & Tea in the Exhibit Hall	\$1,500/\$250
Wednesday Trade Show Lunch in the Exhibit Hall	\$5,000/\$500
Wednesday Trade Show Reception in Exhibit Hall	\$4,000/\$500
Thursday Coffee & Tea	\$1,500/\$250
Thursday Lunch in the Exhibit Hall	\$5,000/\$500

(Tentative pending sponsorships)

OGWA TRADE SHOW RULES AND REGULATIONS

The OGWA Trade Show Rules and Regulations, Exhibit Space Contract and Exhibit Space Application together constitute your firm's agreement to exhibit at the OGWA Annual Conference & Trade Show. The **Contract and Application** must be completed by your organization's authorized representative and submitted with **full payment** of the exhibit booth fee/sponsorship. It is the responsibility of your organization to assign a **Booth Manager** who will be responsible for knowing and abiding by the rules, regulations, and policies of the OGWA Trade Show.

CONDUCT OF EXHIBITORS

Exhibitors shall conduct themselves in an ethical and professional manner and at all times conform to the policies of OGWA. It is the responsibility of the Exhibitor to see that the booth is staffed at all times during exhibit hours and that all business activities are conducted within the Exhibitor's allotted space. The primary purpose of the trade show is to further the education of groundwater industry professionals and to make contacts for future sales.

DISPLAY BOUNDARIES

Exhibit space is sold in 8' x 8' blocks. The standard booth space is one 8' x 8' block (64 square feet). End-cap booths and island booths are created by combinations of 8' x 8' blocks. The actual dimensions of the exhibit space will vary according to the location of space. No exhibit material may extend beyond the boundaries of the exhibit space, unless approved in advance by OGWA.

DEMONSTRATIONS

All product demonstrations must be within the confines of the exhibit space. Aisles must not be obstructed at any time. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when, if necessary, it must be discontinued.

VISUAL AND SOUND EFFECTS

The use of sound systems or equipment producing sound is a privilege and not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

SUBLETTING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

DISPENSING OF FOOD & BEVERAGES

Each Exhibitor is subject to the exhibit hall concessionaire's rules and regulations regarding the dispensing of food and beverages. OGWA employees have no responsibility or authority to intercede between Exhibitor and concessionaire.

SOCIAL FUNCTIONS & HOSPITALITIES

Social functions sponsored by Exhibitors or corporate sponsors must not be scheduled during conference and trade show hours and must not conflict with any OGWA-sponsored conference activities. Hospitality activities must end by midnight.

INSURANCE

OGWA, OGWA employees, the Exhibit Facility and Exhibit Facility Management will not be responsible for damage to the property of Exhibitors due to theft, damage by water, fire, accident, or other causes. Insurance, if desired, must be purchased by the Exhibitor.

SECURITY

The property of each Exhibitor shall be at all times the responsibility of the Exhibitor. Neither the Oklahoma Ground Water Association nor the Wes Watkins Center is responsible for any material, articles, or equipment in the exhibits. Small or easily portable articles of value should be properly secured or removed for safekeeping after exhibit hours.

FAILURE TO OBSERVE RULES

Violations of any of these regulations may lead to forfeiture of the right to occupy space in the Trade Show and forfeiture of all monies paid by the Exhibitor. Show Management may enter and take possession of the space occupied and remove all persons and goods at Exhibitor's risk and the Exhibitor shall pay all expenses and damages which OGWA may incur thereof.

AUTHORITY OF OGWA

All points not covered in these Trade Show Rules and Regulations are subject to the decision of Show Management and the Oklahoma Ground Water Association.

USE OF OGWA/OSU LOGO

Any use of the OGWA Logo, OGWA Conference Logo, or Oklahoma State University logo must first be approved by the Oklahoma Ground Water Association or Oklahoma State University, respectively.

Oklahoma Ground Water Association

2024 Conference & Trade Show Exhibit Space Contract

AGREEMENT, made this _____ day of _____, 2023 by and between _____, herein referred to as "Exhibitor," and the Oklahoma Ground Water Association, Inc., P.O. Box 2864, Edmond, Oklahoma 73083, hereinafter referred to as "Management."

PURPOSE AND DEFINITION OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which Management will allow Exhibitor to rent exhibit space at the 2023 Annual Conference & Trade Show, January 10-11, 2024, Wes Watkins Center for International Trade Development, Oklahoma State University, Stillwater, Oklahoma.

This agreement includes this **Exhibit Space Contract**, the **Exhibit Space Application Form** and the **Exposition Rules and Regulations**. These are an integral part of this contract and are incorporated herein for all intents and purposes the same as if fully set out herein.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

- (1) Exhibitor agrees to timely pay all fees, charges and costs as specified in this agreement and to abide by the terms and conditions set out in the **Exposition Rules and Regulations**.
- (2) Management agrees to provide the exhibit space as defined in the **Exhibit Space Application Form** and to abide by the terms and conditions contained in the **Exposition Rules and Regulations**.
- (3) **Oklahoma Law to Apply**. This Agreement shall be construed under and in accordance with the laws of the State of Oklahoma, and all obligations of the parties created hereunder are performable in Stillwater, Oklahoma.
- (4) **Parties Bound**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- (5) **Legal Construction**. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, or unenforceable provision had never been contained herein.
- (6) **Prior Agreements Superseded**. This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written oral agreements between the parties respecting the within subject matter.
- (7) **Compliance With Applicable Statutes, Ordinances, and Regulations**. In performing the services required of it under this Agreement, the Exhibitor shall comply with all applicable federal, state, county, city, and university statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, Exhibitor shall immediately notify Management of that fact and the reasons therefor.
- (8) **Impossibility**. The Annual Conference & Trade Show is subject to termination without liability upon the occurrence of any circumstance beyond the control of the Oklahoma Ground Water Association — such as acts of God, pandemic, war, terrorism, government regulations, pandemic, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities — to the extent that such circumstance makes it illegal, impossible, excessively difficult or expensive due to unforeseen contingency.
- (9) If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.
- (10) This Agreement constitutes the sole and only Agreement between the parties hereto in relation to the 2023 Annual Conference & Trade Show and supersedes any prior understanding or written or oral agreements between the parties respecting the subject matter contained herein.
- (11) By their execution of this Agreement, the respective representatives of the parties hereby expressly represent that they are duly authorized to execute this Agreement on behalf of the party whom they purport to represent.
- (12) The Management at the Oklahoma Ground Water Association and the Wes Watkins Center for International Trade Development does not assume any responsibility for destruction, damage or loss of the Exhibitor's property from any cause. The Exhibitor agrees to indemnify and hold harmless Management at the Oklahoma Ground Water Association and Wes Watkins Center for International Trade Development from any liability and expense for any injury, property damage or other loss arising out of the use by the Exhibitor of its exhibit space or activities in connection therewith.



2024 Annual Conference and Trade Show Proposal to Provide Continuing Education Training

PRESENTER NAME

ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP

PRIMARY E-MAIL

CONTACT PHONE

PROPOSED COURSE TITLE

The Oklahoma Ground Water Association, in conjunction with the Oklahoma Water Resources Board and the Oklahoma Corporation Commission, is seeking submissions for continuing education offerings at the 2024 OGWA Conference and Trade Show.

These presentations must occur within the 50-minute time slots allocated for general session classes. (Plan on 35-40 minutes for presentation of the topic and allow up to 15 minutes for question and answers after the presentation.)

The deadline for submissions is November 17, 2023. Proposals may be submitted via email to josh@okgroundwater.org. You will be notified no later than December 8th if your submission has been accepted by the OWRB and/or OCC to qualify for continuing education credits and you have been placed on the agenda.

Curriculum proposals should be limited to one to two pages in length and should include specifics about the learning objectives to be covered during the training sessions and their practical application. If you are proposing more than one activity, please complete a separate form for each. Slots will be filled on a first-come, first-serve basis.

SIGNATURE

DATE

2023 OGWA ANNUAL CONFERENCE & TRADE SHOW

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