Exhibit Options: Please check all that apply

Exhibit Cost:  □ $500 (one 6-foot table)  □ $750 (two 6-foot tables)  □ $1,000 (three 6-foot tables)
Exhibit Days:  □ Friday, June 8  □ Saturday, June 9
Exhibit Set-Up Date/Time:  □ 1–5 p.m., Thursday, June 7  □ After 7 a.m., Friday, June 8

Exhibitor Information: Please type or print

Contact Name: ____________________________________________________________
Company: ______________________________________________________________
Mailing Address: __________________________________________________________
E-mail: _________________________________________________________________
City: ____________________________________________________________________ State: ___________________ Zip: ________________
Cell/Office Phone: (_____) __________________________ Fax: (_____) ____________________

Names for exhibitor badge(s). (For additional badges, please e-mail us at beverly.minock@okstate.edu.)
1. ____________________  2. ____________________  3. ____________________  4. ____________________

Exhibitor Agreement:

This application constitutes an understanding and agreement to comply with the OSU-COM exhibit guidelines as stated in this prospectus.

Name: ____________________________ Company: ____________________________
Signature: __________________________ Date: ____________________________

Please keep a copy of this form for your files.
Questions: 1-800-274-1972 or beverly.minock@okstate.edu

Submit to: OSU-COM CME Office with form of payment by May 25 to secure your exhibit space.
FAX: 918-561-1433  Mail: OSU-COM
CME Office
1111 W. 17th St.
Tulsa, OK 74107-1898

Exhibit space will not be reserved until signed application and payment are received.
Cancellations made after June 1, 2018 will not be eligible for a refund.

Exhibit Fee: Payment Information

Credit card:  □ Visa  □ MasterCard   □ Check # __________ in the amount of: $______________
Make checks payable to OSU-COM,
Federal Tax ID #73-1383996.

Amount: $ ___________  Credit card number: __________________________
Exp. date: ___________  Security code (3 digits) : ______________
Conference Information

• The objective of the 21st Annual Emergency Medicine Review is to enhance the knowledge of physicians and other healthcare providers, thereby improving patient care outcomes in the emergency department as well as in the private office setting.

• In June 2017, 285 physicians and other health care professionals from 12 states attended the 20th Emergency Medicine Review conference. Forty percent of the physicians were in family practice and thirty-five percent of the physicians were in emergency medicine. Seventy-six percent of our conference attendees were from Oklahoma. Twenty-four percent of our conference attendees were from out-of-state.

Exhibit Information

Exhibitors will be located in the Promenade Ballroom Foyer. This area is just outside the main conference room. Meal functions and refreshments are located in these areas to facilitate circulation around the exhibits. Drawings or giveaways are highly encouraged to increase visitations to your exhibit booth.

• The cost of each exhibit table is $500 which consists of 6-foot table, skirted with two chairs and an electrical outlet. Additional tables are available at the discounted price of $250 each.

• All exhibitors will be recognized in the program syllabus if signed application and payment are received by May 25, 2018.

• Two representatives of the exhibiting company are invited to attend all meal functions.

• Two parking passes per day will be in each exhibitors packet.

Exhibit Schedule

• Exhibits can be set up in the Promenade Ballroom Foyer on Thursday, June 7 from 1-5 p.m. or Friday, June 8 after 7 a.m. Exhibits should be dismantled by 6 p.m. on Saturday, June 9.

• Upon arrival, check in at the CME Registration Desk to receive your exhibitor packet.

• The Exhibit Hall is open during conference hours. Actual time is allotted during the program for participants to visit the Exhibit Hall: 7–8 a.m. Friday and Saturday, 10–10:15 a.m., Friday and Saturday, 12:15–1:15 p.m. Friday and Saturday, 3:15–3:30 p.m. Friday and Saturday.

Exhibit Guidelines

As a courtesy to those exhibiting and attending, we ask the following guidelines be observed in the exhibit hall.

• Exhibit tables are available on a first-come, first-served basis.

• Exhibitors should wear the name badge provided in their exhibitor packet at all times in the exhibit hall.

• Exhibitors will be responsible for setting up and dismantling their own exhibits.

• The hotel and the OSU-COM CME Office are not responsible for any items left unattended.

• The Hyatt Regency Tulsa is unable to store display material. All items must be removed from the exhibit area at the conclusion of the conference.

• The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the hotel premises, and shall indemnify, defend and hold harmless OSU-COM, the hotel, its owners, affiliated companies, agents and employees from any and all such losses, damages and claims. The exhibitor agrees to hold harmless OSU-COM and Hyatt Regency Tulsa from any losses, claims and expenses (including attorney’s fees) arising from damage to property or injury to exhibitors by reason of exhibitor’s use of exhibition facilities.

Hotel Information and Unloading Instructions

Hyatt Regency Tulsa
100 East Second Street, Downtown Tulsa

Unloading
All vendor/exhibitor loading and unloading of equipment must be done through hotel loading docks located on the north side of the hotel off of 2nd Street. Loading or unloading through the main entrance of the hotel is prohibited.

Reservations
Toll Free: 888-421-1442
Local Phone: 402-592-6464

Online reservations available at
https://aws.passkey.com/e/49534776

In order to receive our special meeting rate of $109 per night (+ tax) for single room hotel reservations should be made no later than May 25 at 11:59 p.m., CT.