



Oklahoma Emergency Management Association

Aug. 20, 2009

Subject: OEMA Fall Conference and Trade Show

Dear Vendor,

It is time once again for the **Oklahoma Emergency Management Conference and Trade Show** to be held at the *Tulsa Renaissance Hotel, 6808 South 107th East Avenue Tulsa, Oklahoma*. The trade show will **open at Noon on Sept. 28th and close on Sept. 30th at Noon**. Vendors will be able to begin **early Monday morning** and should plan to begin tear down at noon on Sept. 30th. Tear down should be completed no later than 4 p.m..

You will be provided with a draped booth space (8'x10'), draped 6' table, and 2 chairs. If you need electricity you should plan on providing your own extension cords. If you require internet access or phone lines you must make arrangements directly with the Tulsa Renaissance Hotel.

You will receive your booth assignments when you arrive at the conference and each booth will be labeled with the company name that you provide on your registration.

Due to time constraints, we will not be doing the "bingo" this year. However, your participation in the door prize drawings will help bring additional attention to your company/product and also helps make the conference a success. Attendees look forward to the drawings and the great prizes offered by the vendors, sponsors, and attending jurisdictions. We are arranging to have refreshments and possibly some meals served in the trade show area to bring extra attention to the displays.

Please keep in mind of our "no show" policy stated on the registration form. We are now able to accept credit cards. Booth payment and membership fees can be paid by credit card at the conference registration desk. If you have any further questions please feel free to contact me at 918-331-2710 or on my cell; 918-331-7199.

Thank you for considering our conference and we hope you will enjoy this annual event. For those of you that are new, we sincerely hope that you will join us each year and will notify you as soon as dates and locations are determined for next years conference. For our old friends, **THANK YOU for your continued support and participation in the annual OEMA Conference and Trade Show. Without your involvement, our conference would not be a success.**

Sincerely,

Kary D. Cox, OCEM

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