



# Oklahoma Emergency Management Association

Friday, June 17, 2011  
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 *Embassy Suites, 2501 Conference Dr., Norman, OK*. The trade show will **open at Noon on Tues., Aug. 23<sup>rd</sup> and close on Thurs, Aug 25<sup>th</sup> at Noon**. Vendors will be able to begin setup on **Monday afternoon** and should plan to begin tear down at noon on Thurs Aug 25<sup>th</sup>. Tear down should be completed no later than 4 p.m..

There have been some changes implemented by the executive board this year so please read carefully. **If you rent a booth you will be provided with a draped booth space, draped 6' table, 2 chairs, electricity, wifi, meals & breaks for 2 for the rate of \$400.00. Multiple booth spaces will be \$250.00 each after the first space and will include the same amenities except meals/breaks.**

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.

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 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 Travis Majors at 405-547-2445.

Mr. Majors will be taking over as Trade Show coordinator this year as I am retiring from the position. I will stay involved this year to help Travis but will be taking a supporting assistance role so that he can get a good feel for what needs to be done and to begin building those relationships with all of you. Please welcome Travis and rest assured that he will be there to assist you and to insure your experience at our conference is enjoyable and beneficial to you and our attendees.

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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