



2020 Women in Leadership Conference
Cox Business Services Center, Oklahoma City, OK

To: Booth Exhibitors for the 2020 Women in Leadership Conference
From: Melissa Cory, Director of Communications & Executive & Professional Education
Re: 11th Annual Women in Leadership Conference

***Please read this memo very carefully. It contains important information regarding set up/tear down, shipping, audio-visual equipment and other information about your exhibit space for the 11th Annual Women in Leadership Conference.

Booth Set Up/Tear Down:

Set up will be from **5:00 p.m. to 8:00 p.m. on Wednesday, March 25, 2020**. Booth tear down is **March 26, 2020 between 4:00 p.m. to 6:00 p.m.** All booths must be taken down by **6:00 p.m.**

Booth Space:

Booth space will be just outside of Ballroom D&E. Exhibit includes one 6'x2.5' table, 2 chairs, set up and skirted. Please see attached sheet to make reservations and email to tcunningham@okcu.edu or fax to **405-208-5590 ATTN: Trudi Cunningham**.

Hotel Contacts:

Jean Savoia
(P) 405.228.8082
(C) 405.679.5255
Jean.savoia@atriumhospitality.com

Renaissance Oklahoma City Convention Center Hotel

10 North Broadway Avenue
Oklahoma City, OK 73102
Phone: 405-228-8000/800-468-3571

We look forward to having you here at the Cox Business Services Center for the 10th Annual Women in Leadership Conference. We appreciate you taking the time to fill out the exhibitor form so that we can be most prepared for your specific needs.



Exhibitor Information
2020 Women in Leadership Conference

Shipping Information:

If you are shipping packages, please send to the following address:

ATTN: The UPS Store – Cox Business Center
1 Myriad Gardens
Oklahoma City, OK 73102

Be sure to indicate on the label of the box the following:

11th Annual Women in Leadership Conference
March 26, 2020
Ballroom C

You may ship up to three days before event start date. If boxes are needed before 8am on the day of the event, make sure to arrive the day before so the Cox Business Center can provide you with the shipments during their normal business hours listed below.

The Cox Business Center offers a variety of other services such as printing, Scanning, and Packaging. For further details of other services offered you may contact the Cox Business Center at 405-228-803, M-F 8:00-6:00 & Sat 9:00-3:00. Email contact for the Cox Business Center is 6108@theupsstore.com.

Shipping Charges

Type	Weight Range	Inbound Charge	Outbound UPS & FedEx	Charge USPS
Letter	0 - 1 lbs	-	\$2.50	-
Box	0 - 9 lbs	\$5.00	\$5.00	\$5.00
Box	10 - 19 lbs	\$7.50	\$10.00	\$10.00
Box	20 -29 lbs	\$7.50	\$15.00	\$15.00
Box	30 – 39 lbs	\$10.00	\$20.00	\$20.00
Box	40 – 49 lbs	\$10.00	\$25.00	\$25.00
Box	50 – 59 lbs	\$20.00	\$30.00	\$30.00
Box	60 – 100 lbs	\$25.00	\$40.00	\$40.00
Box	100+ lbs	\$30.00	\$50.00	\$50.00
Pallet	Any	\$125.00	\$125.00	\$125.00

The hotel will deliver shipped materials to the **ballroom C area** prior to set up time.

At the end of the conference, please have your shipments re-packed with a shipping label and leave them in the room. The UPS Store will pick them up and ship them out.

Audio-visual Equipment:

Attached is a menu of audio-visual equipment that may be reserved from and invoiced by the Renaissance Convention Center Hotel at an additional charge. **Please contact Trudi Cunningham at 405-208-5590 if you have any questions or to make arrangements for all audio visual needs.**

**Thank you for your support of the
2020 Women in Leadership Conference!**





Exhibitors' Order Form
2020 Women in Leadership Conference

Event Name: _____
 Event Room: _____ Booth Number: _____
 Company: _____
 Company Address: _____
 Company State: _____ Company City: _____
 Onsite Contact: _____ Onsite Contact Cell: _____

Booth Set Up			
Quantity	Service	Price	Subtotal
	Table – 6'x2.5'	included	
	2 Chairs & Additional Chairs	Included	
	Additional Table		
	Easel	10.00	

Power & Internet			
Quantity	Service	Price	Subtotal
	Electrical Outlet	included	
	Internet Service	\$250.00	

Outlet Accessories			
Quantity	Service	Price	Subtotal
	Power Strip		
	Extension Cord		

Order		Subtotal
Credit Card/PM Number	23.5% Service Charge	
Cardholder's Name/Account Name	8.625 Tax	
Total Charged to Card:		
Authorized Signature:		



2020 Women in Leadership Conference
Cox Business Services Center, Oklahoma City, OK

March 26, 2020
7:30 a.m. – 5:00 p.m.

Please indicate the number of each needed for your booth.

Chairs: _____

6'x2.5' tables: _____

Easels: _____

Company Name:

Contact person during the conference:

Contact phone number during the conference:

Email: _____

Please send this form back to: Trudi Cunningham
tcunningham@okcu.edu