

Oklahoma Cattlemen's Association 71st Annual Convention and Trade Show

Trade Show Exhibitor Resource Guide

OCA Convention and Trade Show Dates: July 21 & 22, 2023

More than 100 exhibitors will share products, services, programs, and solutions with the largest ranching and landowner community in the southwest!

PRICE AND SPACES: Booth spaces start at \$500 (\$5.00 / square foot) each and are sold on a 10' x 10' basis. Exhibitors may combine spaces to form larger spaces such as 10' x 20', 20' x 20', etc.

WHAT'S INCLUDED: Your booth purchase includes: 8-foot-tall back panel, two 3-foot-tall side panels, a sign with the company name, one 6-foot table, 2 chairs, and **ONE** registration with one meal ticket per day (Friday and Saturday) for EACH 10' x 10' space purchased. Wi-Fi and electricity are not included and must be purchased separately.

BOOTH STAFF REGISTRATION: All staff working the booth must be registered by **Monday, June 5th**. Please note that additional meals are not included in your booth cost but may be purchased during housing and event registration.

AVAILABLE DISCOUNTS: OCA ASSOCIATE MEMBERS: Associate members are entitled to 10% off their total booth space purchase. The discount is associated with your company profile and will be reflected on your invoice.

If you are a new exhibitor, please contact Courtney McNeff at 405-613-0239 or cmcneff@okcattlemen.org to verify you qualify for this discount.

PAYMENT: Full payment **must** be made by June 5, 2023

CANCELLATIONS: Cancellations must be made in writing to OCA. Refunds shall be given only if OCA is notified in writing by June 5, 2023. The 2023 booth payments cannot be applied to future events. Any booth purchase cancellations made on or after June 5, 2023, will not be refunded.

PRINTING DEADLINE: Exhibitors selecting and/or paying for space after June 15, 2023, may not be listed in the official program handbook.

Trade Show Move-In:

Large Equipment (ANYTHING driven in / requiring a freight entrance):

Thursday, July 20th 7:00AM – 11:00AM

*Large equipment exhibitors please plan to move in before noon on Thursday. Call the OCA office by **MONDAY, JULY 17th**, to schedule an approximate arrival time so that we can be prepared when you arrive at the convention center (405) 613 0239*

Standard Booth: Thursday, July 20th 11:00AM – 4:00PM

All exhibitors must be in place by 9:00AM July 21st, **no exceptions**. PLEASE NOTE, by moving in later than the 4:00PM deadline on July 20, staff assistance checking in is not guaranteed and/or may be delayed. Please plan accordingly.

Trade Show Hours:

Friday, July 21st 9:00AM – 7:00PM

Saturday, July 22nd 8:00AM – 4:30PM

Trade Show Move-Out:

Standard Booth: Saturday, July 22nd 4:30PM – 9:00PM

Sunday, July 23rd 7:00AM – 11:00AM

Large Equipment: Sunday, July 23rd 7:00AM – 11:00AM

All exhibitors and their items must be removed from the exhibit hall by 1:00PM July 23rd, no exceptions. A forklift will be provided for those in need at no additional cost courtesy of Oklahoma Farm & Ranch Supply. **The forklift will be available ONLY Thursday & Sunday mornings from 8:00 am – 11:00 am.**

Additional questions or interested in sponsorship?

Call, text, or email Courtney McNeff at (405) 613 - 0239 | cmcneff@okcattlemen.org.

Thank you for supporting the 2023 Oklahoma Cattlemen's Associations 71st Annual Convention and Trade Show. We look forward to seeing you at the show!