



# Oklahoma Museum Conference

## September 15-17, 2021

### Grand Casino Hotel & Resort • Shawnee, OK

#### In-Person Conference plus Virtual Offerings

You are invited to join with us in serving the Oklahoma museum profession at the Oklahoma Museum Conference as we navigate the theme *Smooth Sailing: Museums Charting New Waters*. We are excited to return to an in-person conference this year with bonus on-demand virtual sessions and live streamed keynote on our virtual conference website.

Whether you are new to the Oklahoma Museum Conference or you have been with us in the past, you will see that we strive to provide a dynamic and valuable experience for everyone involved. Read on for details on becoming a sponsor, advertiser, or exhibitor and know that you can contact us at anytime to discuss your vision for supporting the Oklahoma Museum Conference and the benefits.

## Sponsorship, Advertising, and Exhibitor Overview

### Sponsorship

Each level has you covered for both the in-person and virtual aspects of the conference. Sponsorship information begins on page 2.

### Exhibitor

While the conference may be months away, we are utilizing current safety guidelines for planning. We are encouraging all exhibitors to join with us in embracing some changes to the in-person experience and exhibit space layouts. Find all the details on page 5.

### Advertising

Advertising in the Oklahoma Museum Conference program will promote your company or museum to all attendees. See more on page 3.

### Conference Packages

Three specific packages have been designed to provide a value price. Whether you can attend in-person or have no travel budget this year, there is something for you. Take a look at page 4 for more information.

## Overview

### Conference Location

The Oklahoma Museum Conference will take place at Grand Casino Hotel & Resort in Shawnee, Oklahoma on September 15-17, 2021.

### Format

We are planning an in-person conference with virtual offerings as a way to broaden inclusion and connect from a distance. We are monitoring COVID-19 recommendations and will make adjustments as necessary to ensure everyone's health and wellbeing.

### Conference Hotel

Information about Grand Casino Hotel & Resort will be available soon. Check the OMA website [OKMuseums.org](http://OKMuseums.org) for updated information.

### Who Attends

The Oklahoma Museum Conference has regularly attracted 150-200 attendees of all levels — administrators, educators, collection managers, board members, volunteers, and students.

### Deadlines

All opportunities are first come, first served.

April 30 • Last day for Early Bird Exhibit Hall rate when paid in full

June 30 • Last day to sign up for Sponsorships, Advertising, and Exhibit Hall Space

June 30 • All advertising artwork and video content are due to OMA

# Oklahoma Museum Conference Sponsor Benefits

Your sponsorship will have TWICE the impact as you will receive recognition on both the OMA conference website and on our virtual conference website!

	<b>Premier \$10,000</b>	<b>Signature \$5,000</b>	<b>Primary \$2,500</b>	<b>Sustaining \$1,000</b>	<b>Supporting \$500</b>	<b>Patron \$250</b>
Logo on front cover of final conference program	X					
Name listed in preliminary conference program, when received by April 30	X	X				
Full-page interior black and white ad in final conference program* \$500 value	X	X				
30 second commercial to run before keynote and virtual sessions* \$100 value	X	X	X			
Logo with link on conference website	X	X	X			
Logo in final conference program	X	X	X			
Verbal recognition before keynote and before virtual sessions	X	X	X			
Half-page interior black and white ad in final conference program* \$300 value			X	X		
One full conference registration* \$335 value	X	X	X	X		
Logo on sponsor slide throughout the conference and before virtual sessions	X	X	X	X	X	
Name on sponsor slide throughout the conference and before virtual sessions						X
Name with link on conference website				X	X	X
Name in final conference program				X	X	X
Name in quarterly OMA newsletter	X	X	X	X	X	X
Name on conference e-list messages	X	X	X	X	X	X
Name badge sponsor ribbon	X	X	X	X	X	X

\* Amount considered a charitable contribution will be limited by the value of benefits as noted.

# Oklahoma Museum Conference Advertising

## Conference Program Advertising

Level II Affiliated Organization/Corporate Members of OMA receive a 10% discount on conference program advertising. Ads are available on a first-come, first-served basis.

### Fees and Page Specifications

Exterior back cover full-page (7.5 x 10 inches) in color **(SOLD)**

Standard Price \$600                      OMA Level II Members Price \$540

Interior full-page (7.5 x 10 inches) in black and white

Standard Price \$500                      OMA Level II Members Price \$450

Interior half-page horizontal (7.5 x 4.5 inches) in black and white

Standard Price \$300                      OMA Level II Members Price \$270

Interior quarter-page vertical (3 x 4.5 inches) in black and white

Standard Price \$180                      OMA Level II Members Price \$162

Artwork must be a minimum of 300dpi in jpg or pdf format. Payment and artwork are due to OMA office no later than June 30.

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## 30 Second Commercial

Commercial will play before the keynote and before all virtual sessions. Fully produced video content in high resolution MP4 format is due to OMA office no later than June 30. Fee is \$100.

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## Wi-Fi Underwriter

Get special recognition for ensuring free Wi-Fi is available throughout the conference area. Fee is \$150.

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## Resource Table Materials

A resource table, located in the general session area, provides visibility of materials to conference attendees. Space may be used for brochures, catalogs, and promotional materials. Setup, stocked, and organized by conference staff throughout the two days of the in-person conference.

Fee is \$300.

### Delivery Details

Businesses are responsible for shipping materials at their expense. Any materials remaining at the end of the conference will not be returned. Deliveries may be sent to Grand Casino Hotel & Resort to arrive **no earlier than September 14**. Send materials to:

Grand Casino Hotel & Resort

ATTN: Sylwia

777 Grand Casino Blvd

Shawnee, OK 74804

OMA Conference / Hold for arrival on September 15, 2021

# Oklahoma Museum Conference Packages

*Conference Packages have TWICE the impact as you will receive recognition on both the OMA conference website and on our virtual conference website! OMA Affiliated Organization/Corporate membership discounts do not apply to package rates.*

## **The Exhibitor Special - \$1,500** *(Separately valued at \$2,450)*

*Perfect for the company that wants an exhibit space plus a little more name recognition.*

The Exhibitor Special includes:

- Exhibit space
- One full conference registration (with meals/events) for primary Exhibit Hall attendant
- One additional full conference registration (with meals/events) for additional Exhibit Hall attendant
- Full page interior black/white advertisement in the final conference program
- Level II Affiliated Organization/Corporate membership in OMA for one year
- Logo on sponsor slide throughout the conference and before virtual sessions
- Logo with link on conference website
- Name on conference e-list messages
- Name in quarterly OMA newsletter
- Name in final conference program
- Name badge ribbon identifying sponsor

## **The Consultant Special - \$850** *(Separately valued at \$1,325)*

*Best for the company that wants promotional opportunities in lieu of being an exhibitor.*

The Consultant Special includes:

- One full conference registration (with meals/events)
- Half page interior black/white advertisement in the final conference program
- Level I Affiliated Organization/Corporate membership in OMA for one year
- Logo on sponsor slide throughout the conference and before virtual sessions
- Name with link on conference website
- Name on conference e-list messages
- Name in quarterly OMA newsletter
- Name in final conference program
- Name badge ribbon identifying sponsor

## **The Promote from Home Special - \$550** *(Separately valued at \$1,080)*

*Ideal for the company unable to attend in person.*

The Promote from Home Special includes:

- 30-second commercial to run before keynote and virtual sessions
- Half page black/white advertisement in the final conference program
- Level I Affiliated Organization/Corporate membership in OMA for one year
- Logo on sponsor slide throughout the conference and before virtual sessions
- Name with link on conference website
- Name on conference e-list messages
- Name in quarterly OMA newsletter
- Name in final conference program

# Oklahoma Museum Conference Exhibit Hall Space

## Exhibit Hall Space Rate

Early Bird (paid by April 30) \$600

Standard (paid after April 30) \$650

*NOTE: Level II Affiliated Organization/Corporate Members of OMA receive a 10% discount on the Exhibit Hall Space Rate.*

## Exhibit Hall Space Includes

- NEW One 30" diameter bistro table for standing conversation and one standard chair. Exhibit Hall is in an open setting.
- Attendee list two weeks prior to conference.
- One full conference registration (with meals/events) for primary Exhibit Hall attendant. Meals/events can be purchased for additional Exhibit Hall attendants at \$125 each.
- Listing in the conference program and virtual conference website with brief description (50 words max).
- NEW Primary Exhibit Hall attendant will be asked to come on stage during the keynote for exhibitor recognition and introduction.

## Exhibit Hall Space Assignment

Space assignment will be determined by staff based on final number of exhibitors. Potential exhibit spaces are indicated on page 6 by the round symbols around the perimeter of the space.

## Exhibit Hall Schedule

### Wednesday, September 15

Set Up 2:00 pm-4:00 pm

### Thursday, September 16

Exhibit Hall Hours 8:30 am-5:00 pm

Visit with Exhibitors 11:45 am-12:15 pm

### Friday, September 17

Exhibit Hall Hours 8:30 am-12:00 pm

## Exhibit Hall Rules

The following rules will be enforced throughout the duration of Exhibit Hall hours.

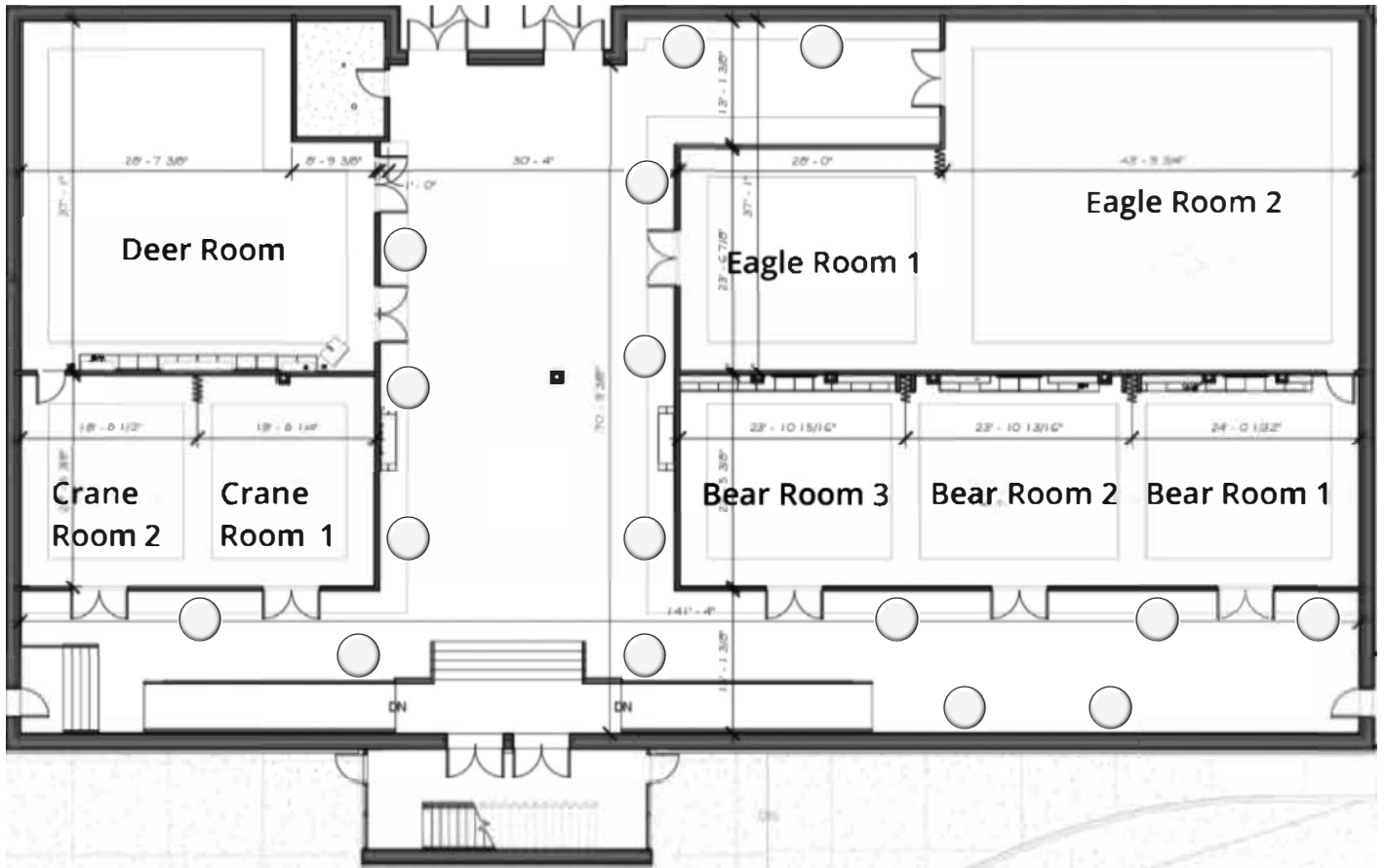
- All exhibit hall spaces must be open and staffed during Exhibit Hall hours unless prior permission is given from OMA.
- Exhibitors must wear the OMA name badge issued to gain admission to the Exhibit Hall and to any conference programs and events for which they are registered.

- OMA reserves the right to modify Exhibit Hall hours and events if deemed necessary to meet program and conference needs, safety protocols, public health declarations, and/or security regulations.
- Exhibits must not project beyond the space allocated, nor obstruct the view of other exhibitors.
- The noise level from any demonstration or sound system must not to interfere with other exhibitors.
- Exhibitors may not assign, sublet, or apportion any part of the space allotted to them.
- Use of Exhibit Hall space to promote the goods and services of any third-party entity, individual, or side-venture other than the Exhibitor is strictly prohibited. Offenders will forfeit their registration fee and be asked to leave immediately.
- Exhibit Hall space reservations will not be accepted after June 30, 2021.
- The Exhibit Hall will be located in an open space with no security, including after hours. To the fullest extent permitted by law, OMA is not responsible for any loss or damage to property belonging to you or your company and does not maintain insurance to cover it.
- Exhibits and displays must conform to all state and tribal fire and safety regulations. Items may not be attached to walls, ceilings, or fixtures in any manner.
- While Wi-Fi is available throughout the conference area, you can underwrite Wi-Fi to ensure it is free. See page 3 for information.
- Deliveries may be sent to Grand Casino Hotel & Resort to arrive **no earlier than September 14**. See Delivery Details on page 3.

## Cancellation Policy

Exhibit Hall Space cancellations must be submitted in writing to Brenda Granger, Executive Director, 2020 Remington Place, Oklahoma City OK 73111. Exhibit Hall space cancellations received in writing by July 1, 2021 will qualify for a 50% refund. There will be no refunds for cancellations received on July 2, 2021 or thereafter. You will receive a confirmation upon receipt of written cancellation. It is your responsibility to contact OMA if you do not receive a confirmation the written cancellation was received by OMA.

# Oklahoma Museum Conference Exhibit Hall Layout



Above is a sample representation of the exhibit hall layout. OMA will assign exhibitor space in the most beneficial way possible while following safety guidelines. A final layout will be made available late summer.

## COVID Safety Precautions

The following health and safety precautions will be taken in conjunction with the Grand Casino Hotel & Resort to ensure a safe and successful event:

- Limited number of exhibitors
- Mandatory face masks covering nose, mouth, and chin
- Smaller tables/exhibitor space to increase spacing between exhibitors
- Hand sanitizer
- Encourage social distancing between and during conference sessions and events

Federal, state, and tribal safety guidelines will be monitored as event planning continues; the listed safety precautions will be updated as needed.

## Oklahoma Museum Conference Final Details

Unless you are completing this form online [here](#), submit pages 7-8 to:

Oklahoma Museums Association  
2020 Remington Place  
Oklahoma City, OK 73111

All opportunities named are handled on a first-come, first-served basis and are open until filled. Please call the OMA office at 405.424.7757 or e-mail Brenda Granger, Executive Director, at [bgranger@okmuseums.org](mailto:bgranger@okmuseums.org) with questions.

**Thank you for your support of the Oklahoma Museum Conference!**

# Museum Conference Sponsorship & Exhibitor Form

You may complete this form online [here](#)

Name of Sponsor/Exhibitor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Office # \_\_\_\_\_

Mobile # \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

## Conference Sponsorship

Premier, Signature, Primary, and Sustaining sponsorships, minus the fair market value of benefits, are tax-deductible by law.

Premier \$10,000

If you do not want to take advantage of the full-page ad in conference program valued at \$500, initial here. \_\_\_\_\_

If you do not want to take advantage of one full conference registration valued at \$335, initial here. \_\_\_\_\_

If you do not want to take advantage of the 30 second commercial valued at \$100, initial here. \_\_\_\_\_

Signature \$5,000

If you do not want to take advantage of the full-page ad in conference program valued at \$500, initial here. \_\_\_\_\_

If you do not want to take advantage of one full conference registration valued at \$335, initial here. \_\_\_\_\_

If you do not want to take advantage of the 30 second commercial valued at \$100, initial here. \_\_\_\_\_

Primary \$2,500

If you do not want to take advantage of the half-page ad in conference program valued at \$300, initial here. \_\_\_\_\_

If you do not want to take advantage of one full conference registration valued at \$335, initial here. \_\_\_\_\_

If you do not want to take advantage of the 30 second commercial valued at \$100, initial here. \_\_\_\_\_

Sustaining \$1,000

If you do not want to take advantage of the half-page ad in conference program valued at \$300, initial here. \_\_\_\_\_

If you do not want to take advantage of one full conference registration valued at \$335, initial here. \_\_\_\_\_

Supporting \$500

Patron \$250

Total this section \$ \_\_\_\_\_

## Conference Advertising

### Standard Price

Exterior back cover, full-page \$600 (SOLD)

Interior, full-page \$500

Interior, half-page \$300

Interior, quarter-page \$180

### Additional Options

30 Second Commercial \$100

Wi-Fi Underwriter \$150

Resource Table \$300

### OMA Level II Member Price

Exterior back cover, full-page \$540 (SOLD)

Interior, full-page \$450

Interior, half-page \$270

Interior, quarter-page \$162

Total this section \$ \_\_\_\_\_

## Oklahoma Museum Conference Packages

Exhibitor Special \$1,500

Consultant Special \$850

Promote from Home Special \$550

Total this section \$ \_\_\_\_\_



## Conference Exhibit Hall Space

- Early Bird Exhibit Hall rate (paid by April 30) \$600  
 Early Bird OMA Level II Affiliated Organization/Corporate Member Exhibit Hall rate (paid by April 30) \$540  
 Standard Exhibit Hall rate (paid after April 30) \$650  
 Standard OMA Level II Affiliated Organization/Corporate Member Exhibit Hall rate (paid after April 30) \$585
- We will exhibit on September 16 and 17       We will exhibit on September 16 only

### Business Description *(50 words max; appears in final program)*

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### Primary Exhibit Hall Attendant *(person listed in conference program)*

Name

Title \_\_\_\_\_ Email \_\_\_\_\_

Office # \_\_\_\_\_ Mobile # \_\_\_\_\_

### Additional Exhibit Hall Attendant \$125 *(includes meals and events)*

Name

Title \_\_\_\_\_ Email \_\_\_\_\_

Office # \_\_\_\_\_ Mobile # \_\_\_\_\_

Total this section \$ \_\_\_\_\_

## Conference Exhibit Hall Terms Agreement

### ALL CONFERENCE EXHIBITORS MUST AGREE TO AND SIGN TERMS BELOW

The undersigned agrees to all terms included in this packet and indemnify and hold harmless Oklahoma Museums Association and Grand Casino Hotel & Resort from any and all claims, liabilities, losses, damages, and expenses that may ensue from accidents, injuries, fire, theft, and/or any other cause.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Payment Information

Total all sections \$ \_\_\_\_\_

Check Enclosed       Send Invoice

Visa       MasterCard       Discover       American Express

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_