Oklahoma Museum Conference Opportunities

MUSEUMS Blooming Over Time

OKLAHOMA MUSEUM CONFERENCE
SEPTEMBER 13-15, 2023
BROKEN ARROW, OKLAHOMA
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About Oklahoma Museums Association
OMA is the primary provider of training and technical information to the staff, volunteers, board members, and interested individuals for Oklahoma’s 500+ museums, historic sites, tribal cultural centers, botanical gardens, zoos, historic homes, and other cultural institutions. Our mission is to empower Oklahoma museums, and we are one of the most active museum associations in the country.

OMA has over 700 members. Members are a mix of individuals, museums, and partners. We strive to provide programs and services that are useful to our members and the Oklahoma museum community.

About the Oklahoma Museum Conference
The Oklahoma Museum Conference is our flagship program and is offered each year in September. The Oklahoma Museum Conference regularly attracts 150-200 attendees of all levels, including decision makers, administrators, educators, collection managers, board members, volunteers, and students. Attendees come from a wide range of museums both in type and size.

This year’s conference will take place at the Stoney Creek Hotel & Conference Center in Broken Arrow, Oklahoma, on September 13-15, 2023. Hotel information can be found at OKMuseums.org/Conference. The conference theme is Museums Blooming Over Time. You are invited to join with us in serving the Oklahoma museum profession and be part of our conference where you can connect with attendees and promote your products, services, and programs. The conference is a great time to catch up with current clients and meet new potential clients. Win-Win!

Contact Us

Brenda Granger • OMA Executive Director • bgranger@okmuseums.org
Stacy O’Daniel • OMA Senior Manager of Operations • sodaniel@okmuseums.org
Jeremy Springer • OMA Comptroller • accounting@okmuseums.org
Maya Fitch • OMA Office Assistant • mfitch@okmuseums.org
Marilyn Shewmaker • OMA Special Projects Assistant • mshewmaker@okmuseums.org
Office Phone • 405.424.7757
Exhibit Hall Space

Exhibit Hall Space Rate
Space is limited. First come, first served.

- Early Bird (paid by April 30) $600
- Standard (paid after April 30) $650

*NOTE: Level II Partner Members of OMA receive a $100 discount off these exhibit hall space rates.*

Exhibit Hall Space Includes

- One table and two standard chairs
- 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 with description (50 words max)
- Verbal recognition before keynote

Exhibit Hall Schedule

Wednesday, September 13 - Set Up 2:00 pm-4:00 pm
Thursday, September 14 - Exhibit hall hours 8:30 am-5:00 pm • Visit with Exhibitors 11:45 am-12:15 pm
Friday, September 15 - 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 issued OMA name badge 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 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.
- The exhibit hall will be located in a 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 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 7 for information.

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, 2023, will qualify for a 50% refund. No refunds will be offered for cancellations received on July 2, 2023, 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 that the written cancellation was received by OMA.
Exhibit Hall Layout

Below is a representation of the exhibit hall layout and the 20 exhibitor spaces. The conference opening session, keynote, and awards dinner will be held in Salons A and B.

Public Health and Safety

The Oklahoma Museums Association is committed to providing a safe environment for the Oklahoma Museum Conference. As such, we will monitor the public health situation and follow the latest government and public health agencies advice. Should there be a need to make changes to the Oklahoma Museum Conference, we will communicate any changes as soon as possible.
Sponsorship Opportunities

A commitment to support the Oklahoma Museum Conference through sponsorship is a commitment to empowering Oklahoma museums.

Choose your sponsorship level below. Each sponsorship level receives an increasing number of recognition options. This allows sponsors to pick the benefits most meaningful to them.

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th># of Recognition Options Received</th>
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<tbody>
<tr>
<td>$10,000</td>
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<td>$5,000</td>
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<td>$500</td>
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<tr>
<td>$250</td>
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Choose from these recognition options:

- One full conference registration with meals/events
- Verbal recognition as a sponsor at keynote
- Half page interior black and white ad in conference program (Size in inches: 7.5w x 4.5h Format: pdf)
- Signature listing of logo with link on conference website
- Digital flyer sent to registered participants in pre-conference communication and available for download from OMA website (Size in inches 8.5w x 11h Format: pdf)

*All sponsors receive:

- Name or logo on sponsor slide throughout the conference
- Name with link on conference webpage
- Name in final conference program
- Name in quarterly OMA newsletter
- Name in preconference communication to registered participants
- Name badge sponsor ribbon

Please note that some recognition options have a fair market value that may impact the amount considered tax deductible. See page 9 for information.

Membership in OMA

If you are not currently a member of OMA, you are invited to join. Partner membership is for businesses, consultants, and organizations offering products, services, and programs that are of interest to the museum community. Two great benefits include an ad in the quarterly OMA newsletter and priority notice of conference exhibit hall space. **Membership is included with some Conference Volume Packages (see page 6).**

For Partner membership information, visit [OKMuseums.org](http://OKMuseums.org) under Support.

To see a list of current Partners, visit the Marketplace at [OKMuseums.org](http://OKMuseums.org) on the homepage.
Volume Packages

OMA Level II Partner Member discounts do not apply to volume package rates.

**The Exhibitor Special - $1,500** *(Separately valued at $2,480)*

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

The Exhibitor Special includes:
- Exhibit space of one table and two standard chairs
- Attendee list two weeks prior to conference
- Listing in the conference program with description (50 words max)
- Verbal recognition before keynote
- 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 Partner membership in OMA for one year
- Logo on sponsor slide throughout the conference
- Signature listing of logo with link on conference website
- Name in preconference communication to registered participants
- Name in quarterly OMA newsletter
- Name badge sponsor ribbon and exhibitor ribbon

**The Consultant Special - $850** *(Separately valued at $1,355)*

*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 Partner membership in OMA for one year
- Logo on sponsor slide throughout the conference
- Name with link on conference website
- Name in preconference communication to registered participants
- Name in quarterly OMA newsletter
- Name in final conference program
- Name badge sponsor ribbon

**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:
- Half page black/white advertisement in the final conference program
- Level I Partner membership in OMA for one year
- Logo on sponsor slide throughout the conference
- Name with link on conference website
- Name in preconference communication to registered participants
- Name in quarterly OMA newsletter
- Name in final conference program

Create Your Own Package

*Best for personalization.*

We are happy to work with you on personalizing a package. Contact Brenda Granger, OMA Executive Director, at bgranger@okmuseums.org or 405.424.7757 to discuss your ideas.
Advertising Opportunities

Conference Program Advertising
Level II Partner members of OMA receive a $50 discount on conference program advertising. Ads are available on a first-come, first-served basis. Artwork must be a minimum of 300dpi in jpg or pdf format. Payment and artwork are due no later than June 30. Send artwork to info@okmuseums.org.

Fees and Page Specifications
Exterior back cover full-page (7.5 x 10 inches) in color (SOLD)
- Standard Price $600
- OMA Level II Partner Members Price $550

Interior full page (7.5 x 10 inches) in black and white
- Standard Price $500
- OMA Level II Partner Members Price $450

Interior half page horizontal (7.5 x 4.5 inches) in black and white
- Standard Price $300
- OMA Level II Partner Members Price $250

Interior quarter page vertical (3 x 4.5 inches) in black and white
- Standard Price $180
- OMA Level II Partner Members Price $130

Wi-Fi Underwriter
Get special recognition for ensuring free Wi-Fi is available throughout the conference area. Payment is due June 30. Fee is $150.

Resource Table Materials
A resource table, located in the exhibit hall, provides visibility of materials to conference attendees. Space may be used for brochures, catalogs, and promotional materials. Materials will be placed and organized by staff throughout the conference. Payment is due no later than June 30. Fee is $300.

Digital Flyer
Digital flyers will be sent to registered participants prior to the conference and available to download from the conference webpage. Flyer size is 8.5 x 11 inches in color. Flyer should be submitted as an interactive pdf. Payment and flyer are due no later than June 30. Send flyer to info@okmuseums.org. Fee is $500.

Final Details
Unless you are completing this form online here, submit pages 8-9 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 email Brenda Granger, Executive Director, at bgranger@okmuseums.org or call the OMA office at 405.424.7757 with questions.
# Oklahoma Museum Conference Opportunities Form

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

<table>
<thead>
<tr>
<th>Name of Sponsor/Exhibitor</th>
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<th>Contact Person</th>
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<th>Mobile #</th>
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## Exhibit Hall Space

- [ ] Early Bird Exhibit Hall rate (paid by April 30) $600
- [ ] Early Bird OMA Level II Partner Member Exhibit Hall rate (paid by April 30) $500
- [ ] Standard Exhibit Hall rate (paid after April 30) $650
- [ ] Standard OMA Level II Partner Member Exhibit Hall rate (paid after April 30) $550

- [ ] We will exhibit on September 14 and 15
- [ ] We will exhibit on September 14 only

**Space # preference (see page 4):** 1<sup>st</sup> Choice______ 2<sup>nd</sup> Choice______ 3<sup>rd</sup> Choice______

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tr>
<th>Office #</th>
<th>Mobile #</th>
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</table>

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

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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**Exhibit Hall Terms of Agreement**

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

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

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</table>
Sponsorship

<table>
<thead>
<tr>
<th>Level Selection</th>
<th>Sponsorship Level</th>
<th>Recognition Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>$10,000</td>
<td>5</td>
</tr>
<tr>
<td>X</td>
<td>$5,000</td>
<td>4</td>
</tr>
<tr>
<td>X</td>
<td>$2,500</td>
<td>3</td>
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<tr>
<td>X</td>
<td>$1,000</td>
<td>2</td>
</tr>
<tr>
<td>X</td>
<td>$500</td>
<td>1</td>
</tr>
<tr>
<td>X</td>
<td>$250</td>
<td>*</td>
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</tbody>
</table>

Recognition Options

Enter the number of options you would like for each listing below.
Total number must equal the number of recognition options received at sponsorship level selected above.

- [ ] One full conference registration with meals/events - value $435
- [ ] Half page black and white ad in program - value $300
- [ ] Signature listing of logo with link on conference webpage
- [ ] Verbal recognition at keynote
- [ ] Digital flyer - value $500

Total Sponsorship $_______

Volume Packages

- [ ] Exhibitor Special $1,500
- [ ] Consultant Special $850
- [ ] Promote from Home Special $550
- [ ] Create Your Own Package (see page 6) $_______

Total Packages $_______

Advertising

**Standard Price**

- Exterior back cover, full page $600 (SOLD)
- Interior, full page $500
- Interior, half page $300
- Interior, quarter page $180

**OMA Level II Partner Member Price**

- Exterior back cover, full page $540 (SOLD)
- Interior, full page $450
- Interior, half page $270
- Interior, quarter page $162

Additional Options

- [ ] Wi-Fi Underwriter $150
- [ ] Resource Table $300
- [ ] Digital Flyer $500

Total Advertising $_______

Payment Information

Total all sections $_______

- [ ] Check Enclosed
- [ ] Send Invoice

- [ ] Visa
- [ ] Mastercard
- [ ] Discover
- [ ] American Express

Card Number: ________________________
Expiration: ________________________
Security Code: _____________________

Cardholder Name: ____________________
Signature: _________________________

Sponsorship Tax Deduction Information

Some recognition options have a fair market value listed. Your sponsorship, minus any fair market value of benefits received, is tax-deductible to the extent allowed by law.