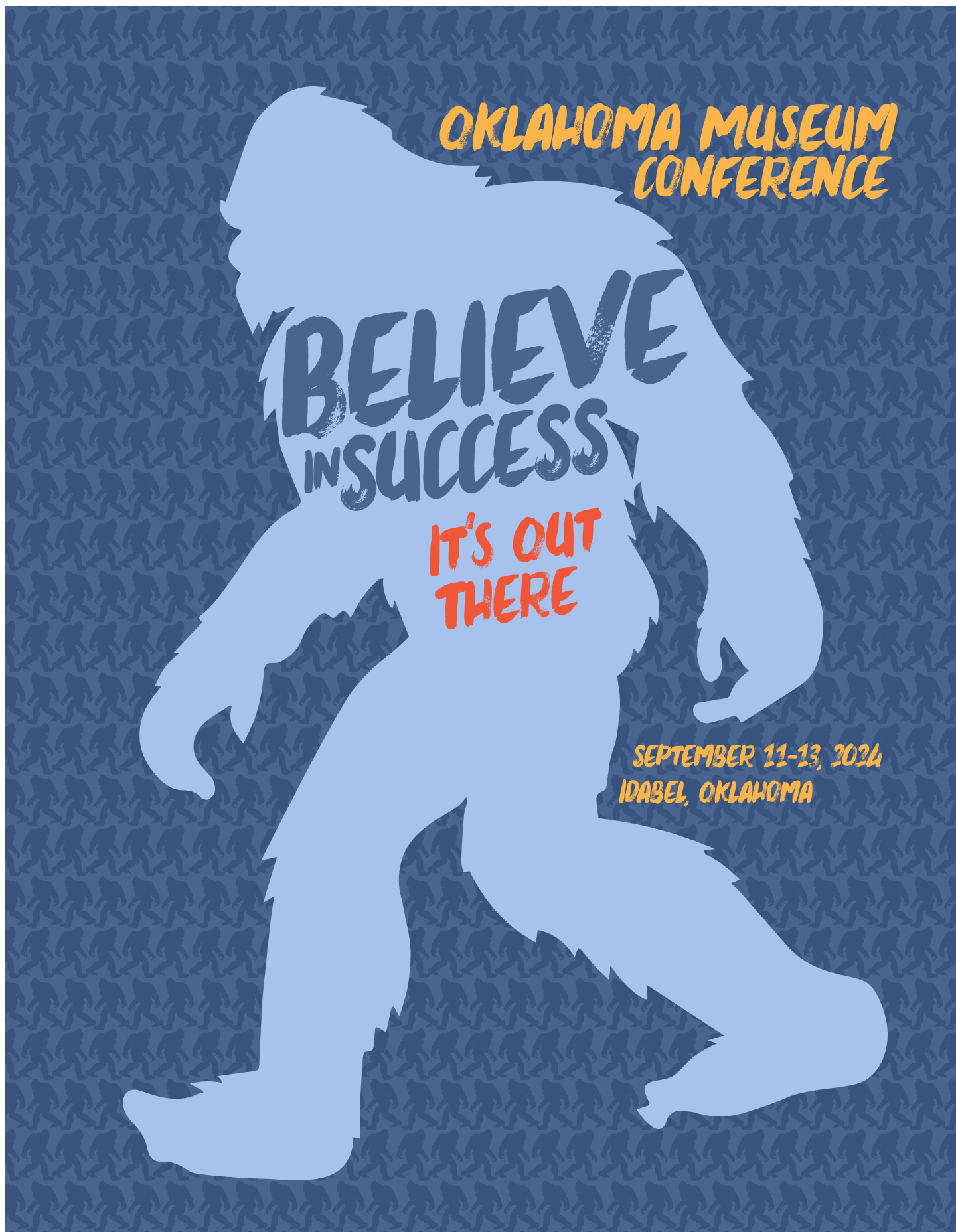


# Oklahoma Museum Conference Opportunities



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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 800 members that are a mix of individuals, museums, partners, and universities. 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 Museum of the Red River in Idabel, Oklahoma, on September 11-13, 2024. Hotel information can be found at [OKMuseums.org/Conference](https://okmuseums.org/conference). 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](mailto:bgranger@okmuseums.org)

**Stacy O'Daniel** • OMA Senior Manager of Operations • [sodaniel@okmuseums.org](mailto:sodaniel@okmuseums.org)

**Jeremy Springer** • OMA Comptroller • [accounting@okmuseums.org](mailto:accounting@okmuseums.org)

**Marilyn Shewmaker** • OMA Special Projects Assistant • [mshewmaker@okmuseums.org](mailto: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 6-foot table and two standard chairs with a linen-like disposable black table cloth. See exhibit hall layout for more specification.
- 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 11 - Set Up 2:00 pm-4:00 pm

Thursday, September 12 - Exhibit hall hours 8:30 am-5:00 pm • Visit with Exhibitors 11:45 am-12:15 pm

Friday, September 13 - 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:

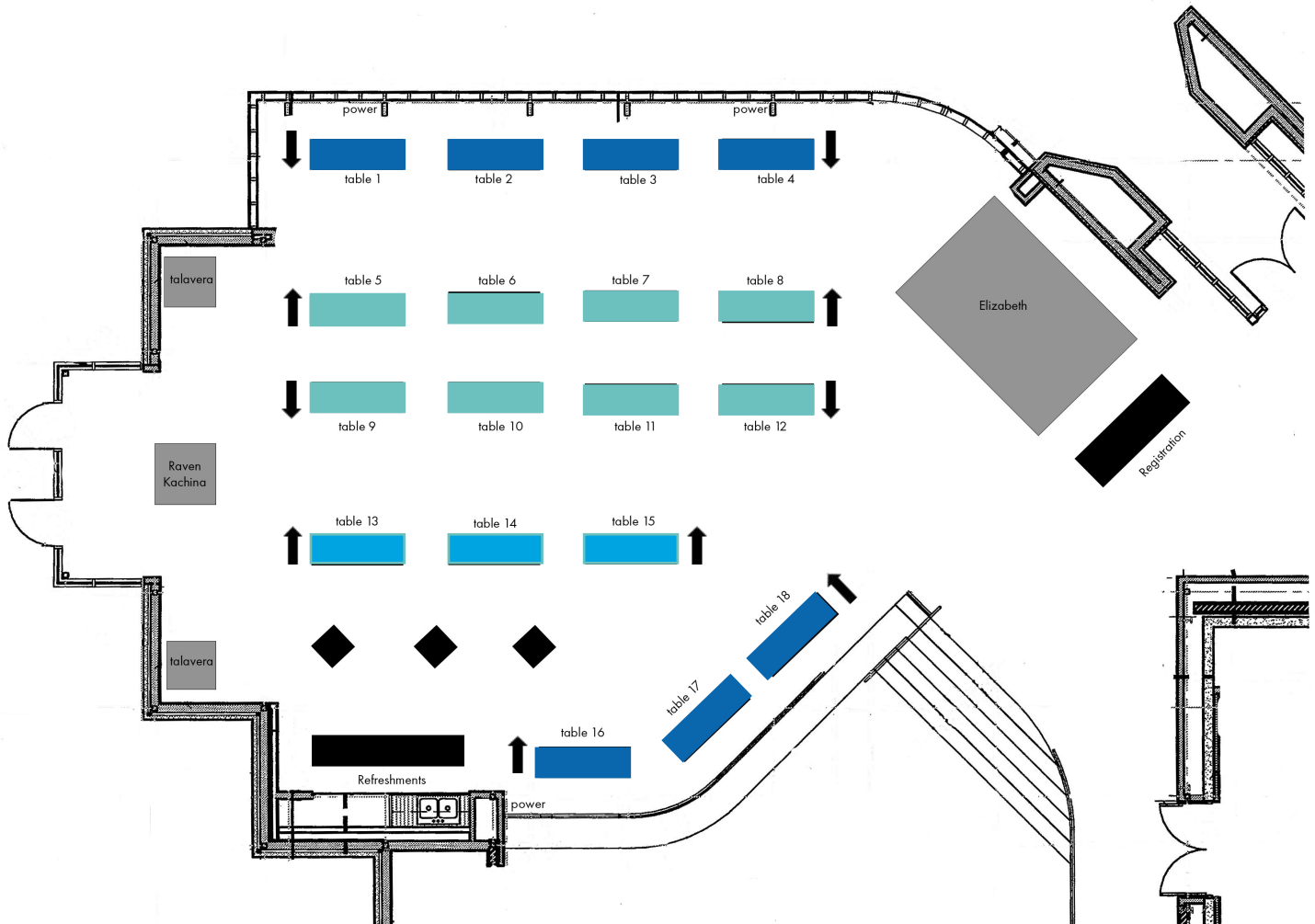
- All exhibit hall spaces must be open and staffed during exhibit hall hours unless prior permission is given from OMA.
- Exhibitors must wear the issued OMA name badge to gain admission to the exhibit hall and to any conference programs and events for which they are registered.
- OMA reserves the right 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, please be aware that connections can be spotty and not always reliable.

## 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, 2024, will qualify for a 50% refund. No refunds will be offered for cancellations received on July 2, 2024, 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 18 exhibitor spaces. Spaces are color coded for ease in determining your ideal space.



- Exhibit spaces (1-4 and 16-18) reserved for exhibitors with need for electricity.
- Exhibit spaces (5-12) are back-to-back with no separation barrier between so prepare to be friendly.
- Exhibit spaces (13-15) no banners or backdrops at these spaces, ideal for tabletop only exhibitors.
- Arrows at the end of each row indicate the direction tables face.

NOTE: Overall exhibit space per exhibitor is 6 feet (w) x 7 feet (h) x 4.5 feet (d). Depth includes the table + approximately two feet of space behind the table. Exhibitors have the option of not using the table, but overall exhibit space remains the same.

## 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.

Sponsorship Level	# of Recognition Options Received
\$10,000	5
\$5,000	4
\$2,500	3
\$1,000	2
\$500	1
\$250	*

### 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)

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

\*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

## 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](https://okmuseums.org) under Support.

To see a list of current Partners, visit the Marketplace at [OKMuseums.org](https://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](mailto: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](mailto: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

## 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](mailto: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](mailto: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](#)*

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

Address \_\_\_\_\_

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

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

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

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

Email \_\_\_\_\_

Website \_\_\_\_\_

## 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 12 and 153

☐ We will exhibit on September 12 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)

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

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

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

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

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

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

Total Exhibit Hall \$ \_\_\_\_\_

## 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 Museum of the Red River 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 \_\_\_\_\_



## Sponsorship

Level Selection	Sponsorship Level	Recognition Options
X	\$10,000	5
X	\$5,000	4
X	\$2,500	3
X	\$1,000	2
X	\$500	1
X	\$250	*

### 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.

### 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      \_\_\_\_ Verbal recognition at keynote  
\_\_\_\_ Half page black and white ad in program - value \$300      \_\_\_\_ Digital flyer - value \$500  
\_\_\_\_ Signature listing of logo with link on conference webpage

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

### Additional Options

- ☐ Resource Table \$300  
☐ Digital Flyer \$500

### 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

Total Advertising \$ \_\_\_\_\_

## Payment Information

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

- ☐ Check Enclosed      ☐ Send Invoice

- ☐ Visa      ☐ Mastercard      ☐ Discover      ☐ American Express

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

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