Dear Colleague,

The University of Oklahoma’s Center for Chamber of Commerce Excellence (CCCE) invites you to participate in its 18th Annual Conference as a sponsor and/or exhibitor. The 2017 event brings together chamber of commerce professionals from around the Midwest region to gather, learn and exchange ideas. Your company has the advantage to debut and demonstrate cutting-edge products as well as showcase industry services for the chamber of commerce profession. The conference, presented by the Chamber of Commerce Executives Associations of Arkansas, Louisiana, Oklahoma and Texas, will be held February 22 – 24 at the DoubleTree Galleria in exciting Dallas, Texas.

Invitations are sent to more than 1,200 chamber professionals across a four-state region, making this conference an incredible marketing investment for your company! The participants provide expertise in all areas of chamber of commerce service such as: business consulting, economic, membership and policy development, event management, social networking, strategic planning and tourism.

Information is enclosed for sponsors and exhibitors wanting to present their companies and provide support for the CCCE training program. Please consult the Sponsor and Exhibitor Applications for all necessary details.

Thank you in advance for your interest and your support. Should you have any questions or comments, please contact Lisa Angelotti 405-325-3136 angelotti@ou.edu.

For registration information and other updates, please visit us on the web at: http://ou.edu/outreach/chamber/

We look forward to seeing you there!

10/24/2016
SPONSOR APPLICATION

COMPANY/BILLING NAME

SPONSOR agrees to sponsor at the 18th ANNUAL CENTER FOR CHAMBER OF COMMERCE EXCELLENCE conference to be held February 22 – 24 at the DoubleTree Galleria in Dallas, Texas.

SPONSOR LEVELS DESCRIPTIONS

PARTNER SPONSOR - $1,500 (Limited to One)
- Company name/logo listed on event program and social media (Company to provide media ready art) *
- Company logo displayed on CCCE Web site sponsorship page
- Meals for two (2) throughout conference when provided to participants
- Company representative will be recognized and given (5) minutes at one (1) networking lunch and (3) minutes at the closing graduation
- Exhibit space (double space) will be provided upon request for full conference.
- Company may give marketing materials to each participant after opening session address
- Company representative will be provided with a pre- and post-conference contact list of all attendees
- Company may have additional page on program for promotion. Content must meet CCCE approval

HOST SPONSOR - $1,250 (Limited to One)
- Company name/logo listed on event program (Company to provide media ready art) *
- Company logo prominently displayed on CCCE Web site
- Company name/logo listed on CCCE social media
- Meals for two (2) throughout conference when provided to participants
- Company representative has three (3) minutes at podium to address attendees at opening general session
- Exhibit space will be provided upon request for full conference (contingent upon available space)
- Company representative will be provided with a pre- and post-conference contact list of all attendees
- Company may give marketing materials to each participant after opening session address

PRESENTING SPONSOR - $1,000 (Limited to Five)
- Company name/logo listed on CCCE social media (Company to provide media ready art) *
- Company logo displayed on CCCE Web site sponsorship page
- Meals for two (2) throughout conference when provided to participants
- Company representative has two (2) minutes at podium to address attendees at (1) networking luncheon
- Exhibit space will be provided upon request for full conference

CHAMBER OF EXCELLENCE SPONSOR - $750
- Recognition in program booklet
- Chamber logo recognition on event website (Chamber to provide media ready art) *
- Sponsorship ribbons on attendee’s badge
- Includes one registration (Typically $425)
- Reduced registration for up to two additional attendees from your organization ($350 per reg.)

SESSION SPONSOR - $500
- Company name/logo listed on event program (Company to provide media ready art) *
- Company name/logo listed on CCCE Website sponsorship page
- Opportunity for 60-second presentation during one (1) educational session of your choice
COMPANY NAME

List name as you would like it to appear on your sponsorship in the spaces below.  
Please note that lettering will be limited to 35 characters including punctuation.

SPONSOR LEVEL SELECTION

<table>
<thead>
<tr>
<th>Sponsor Type</th>
<th>Cost per Sponsor</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner Sponsor</td>
<td>$1,500 each</td>
<td>$1,500 X</td>
<td>= $</td>
</tr>
<tr>
<td>Host Sponsor</td>
<td>$1,250 each</td>
<td>$1,250 X</td>
<td>= $</td>
</tr>
<tr>
<td>Presenting Sponsor</td>
<td>$1,000 each</td>
<td>$1,000 X</td>
<td>= $</td>
</tr>
<tr>
<td>Chamber of Excellence</td>
<td>$750 each</td>
<td>$750 X</td>
<td>= $</td>
</tr>
<tr>
<td>Session Sponsor</td>
<td>$500 (unlimited)</td>
<td>$500 X</td>
<td>= $</td>
</tr>
<tr>
<td>Additional Lunch</td>
<td>$25 per person</td>
<td>$25 X</td>
<td>= $</td>
</tr>
</tbody>
</table>

Total: ____________________

CANCELLATION DEADLINE: January 31, 2017  RESERVATION DEADLINE: January 16, 2017

SPONSOR CONTACT INFORMATION

NAME ______________________________________________________  TITLE ________________________________

COMPANY NAME ________________________________________________

STREET ADDRESS _____________________________________________  SUITE # __________________________

CITY ________________ STATE ________________________  ZIP ________________

PHONE ________________ CELL PHONE ________________  FAX ________________

EMAIL _______________________________________________________
SPONSOR APPLICATION

ENCLOSED IS MY PAYMENT BY:

☐ CREDIT CARD ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA

CARD # ___________________________________________________________ EXP. DATE _____________

CREDIT CARD BILLING ADDRESS ___________________________________ SUITE # __________

CITY __________________________ STATE ______________ ZIP __________

PRINT NAME (AS APPEARS ON CREDIT CARD) ________________________________

SIGNATURE ______________________________________________________

The terms and conditions below are a part of this agreement and signature by Sponsor indicates acceptance of all terms and conditions contained herein.

SIGNATURE ___________________________________ DATE _____________

PRINT NAME ___________________________________ TITLE _____________

TERMS AND CONDITIONS

SPONSORSHIPS ARE AVAILABLE ON A FIRST COME, FIRST-SERVE BASIS. IN THE EVENT THAT THE SPONSORSHIP LEVEL SELECTED BY THE SIGNEE IS UNAVAILABLE, CCCE WILL NOTIFY THE SPONSOR. SPONSOR AGREES THAT CCCE HAS THE RIGHT TO REFUSE ANY SPONSORSHIP APPLICATION. IF REFUSED, ANY PAYMENT MADE BY SPONSOR WILL BE REFUNDED IN FULL. ACCEPTANCE OF THIS APPLICATION BY CCCE CONSTITUTES A CONTRACT. CCCE AGREES TO PROVIDE THE BENEFITS FOR EACH SPONSORSHIP LEVEL AS DESCRIBED.

SPONSOR AGREES TO INDEMNIFY AND HOLD HARMLESS THE CENTER FOR CHAMBER OF COMMERCE EXCELLENCE, THE UNIVERSITY OF OKLAHOMA AND CROWNE PLAZA DALLAS NEAR THE GALLERIA AGAINST ANY AND ALL LIABILITY, LOSS, EXPENSE, FEE, CLAIM, SUIT, JUDGMENT OR DAMAGE ON ACCOUNT OF (I) ANY INJURY TO THE PERSON OR PROPERTY OF ANY REGISTRANT, GUEST, INVITEE, EMPLOYEE, AGENT OR REPRESENTATIVE OF SIGNEE FOR BODILY INJURY, INCLUDING DEATH, PROPERTY DAMAGE, PERSONAL INJURY AND DISCRIMINATION ARISING OUT OF THE WILLFUL OR NEGLIGENT ACTS OR OMISSIONS OF SIGNEE, ITS AGENTS, CONTRACTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES, OR (II) ANY BREACH OF THE PROMISES, REPRESENTATIONS AND WARRANTIES OF SPONSOR MADE HEREIN. CCCE, THE UNIVERSITY OF OKLAHOMA, AND CROWNE PLAZA DALLAS NEAR THE GALLERIA SHALL NOT BE RESPONSIBLE FOR ANY PROPERTY DAMAGE CAUSED BY SPONSOR’S NEGLIGENCE OR WILLFUL MISCONDUCT OR THE NEGLIGENCE OR WILLFUL ACTS OF OTHER GUESTS OR GROUPS AT THE CONFERENCE.


☐ I AGREE TO THE TERMS OF THE CANCELLATION POLICY.
EXHIBITOR APPLICATION

COMPANY/BILLING NAME
EXHIBITOR agrees to exhibit at the 18th ANNUAL CENTER FOR CHAMBER OF COMMERCE EXCELLENCE conference to be held February 22 – 24 at the Double Tree Galleria in Dallas, Texas.

EXHIBIT INCLUDES:

- One 6’ skirted table
- Two chairs, one waste basket
- One (1) Lunch Pass for full conference

TOTAL PRICE PER EXHIBITOR: $500
ADDITIONAL LUNCH PER EXHIBITOR: $25
*EXHIBIT VENDORS WILL BE CHARGED DIRECTLY BY THE HOTEL FOR POWER AND INTERNET CONNECTION

CANCELLATION DEADLINE: January 31, 2017  RESERVATION DEADLINE: January 16, 2017

EXHIBITOR CONTACT INFORMATION

NAME _______________________________________________________________ TITLE __________________________

COMPANY NAME ________________________________________________________________

STREET ADDRESS ___________________________________________ SUITE # ________________________________

CITY _______________ STATE ___________________ ZIP ______________________________

PHONE _______________ CELL PHONE _______________ FAX ______________________________

EMAIL ________________________________________________________________
**EXHIBITOR APPLICATION**

**BOOTH SIGNAGE**

List name as you would like it to appear on your ID booth sign in the spaces below

*Please note that lettering on your ID booth sign will be in capital letters and will be limited to 35 characters including spaces punctuation.*

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**ENCLOSED IS MY PAYMENT BY:**

☐ CHECK (made payable to THE UNIVERSITY OF OKLAHOMA)

☐ CREDIT CARD ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA

CARD # ___________________________________________ EXP. DATE ___________

CREDIT CARD BILLING ADDRESS __________________________ SUITE # ______________

CITY ___________________________ STATE _______________ ZIP _________________

PRINT NAME (AS APPEARS ON CREDIT CARD) _________________________________________

SIGNATURE _______________________________________________________________________

**ORDER FORM:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit booth</td>
<td>$500 each</td>
<td>$500 X</td>
<td>$500</td>
</tr>
<tr>
<td>Additional 8’ skirted table</td>
<td>$50 per table</td>
<td>$50 X</td>
<td>$50</td>
</tr>
<tr>
<td>Additional lunch</td>
<td>$25 per person</td>
<td>$25 X</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Total:** _______________________

The terms and conditions below are part of this agreement and signature by Exhibitor indicates acceptance of all terms and conditions contained herein.

SIGNATURE ________________________________________________________________________

DATE __________________________________________________________________________

PRINT NAME _______________________________________________________________________

TITLE __________________________________________________________________________
EXHIBITOR APPLICATION

TERMS AND CONDITIONS

EXHIBIT SPACE IS AVAILABLE ON A FIRST COME, FIRST-SERVE BASIS. IN THE EVENT THAT EXHIBIT SPACE SELECTED BY THE EXHIBITOR IS UNAVAILABLE, CCCE WILL NOTIFY THE EXHIBITOR. EXHIBITOR AGREES THAT CCCE HAS THE RIGHT TO REFUSE ANY EXHIBITOR APPLICATION. IF REFUSED, ANY PAYMENT MADE BY EXHIBITOR WILL BE REFUNDED IN FULL.

EXHIBITOR UNDERSTANDS AND AGREES THAT THE EXHIBIT SPACE WILL BE ASSIGNED AT THE SOLE DISCRETION OF CCCE.

EXHIBITOR AGREES TO INDEMNIFY AND HOLD HARMLESS THE CENTER FOR CHAMBER OF COMMERCE EXCELLENCE, THE UNIVERSITY OF OKLAHOMA AND THE HOSTING FACILITY AGAINST ANY AND ALL LIABILITY, LOSS, EXPENSE, FEE, CLAIM, SUIT, JUDGMENT OR DAMAGE ON ACCOUNT OF (I) ANY INJURY TO THE PERSON OR PROPERTY OF ANY REGISTRANT, GUEST, INVITEE, EMPLOYEE, AGENT OR REPRESENTATIVE OF SIGNEE FOR BODILY INJURY, INCLUDING DEATH, PROPERTY DAMAGE, PERSONAL INJURY AND DISCRIMINATION ARISING OUT OF THE WILLFUL OR NEGLIGENT ACTS OR OMISSIONS OF SIGNEE, ITS AGENTS, CONTRACTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES, OR (II) ANY BREACH OF THE PROMISES, REPRESENTATIONS AND WARRANTIES OF SPONSOR MADE HEREFIN. CCCE, THE UNIVERSITY OF OKLAHOMA, AND THE HOSTING FACILITY SHALL NOT BE RESPONSIBLE FOR ANY PROPERTY DAMAGE CAUSED BY SPONSOR’S NEGLIGENCE OR WILLFUL MISCONDUCT OR THE NEGLIGENT OR WILLFUL ACTS OF OTHER GUESTS OR GROUPS AT THE CONFERENCE.

EXHIBITOR ASSUMES ENTIRE RESPONSIBILITY AND HEREBY AGREES TO PROTECT, INDEMNIFY, AND DEFEND, AND HOLD HARMLESS THE UNIVERSITY OF OKLAHOMA, THE HOSTING FACILITY, AND THEIR RESPECTIVE EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, LOSSES, AND DAMAGES TO PERSONS OR PROPERTY, GOVERNMENTAL CHARGES OR FINES, AND ATTORNEY FEES ARISING OUT OF, OR CAUSED BY EXHIBITOR’S INSTALLATION, REMOVAL, MAINTENANCE, OCCUPANCY, OR USE OF THE EXHIBIT AREA OR A PART THEREOF.

EXHIBITORS SHALL MAINTAIN SUFFICIENT LIABILITY INSURANCE THAT COVERS ALL POTENTIAL PROBLEMS DURING THE EXHIBIT. IN ADDITION, EXHIBITOR ACKNOWLEDGES THAT THE CENTER FOR CHAMBER OF COMMERCE EXCELLENCE, THE UNIVERSITY OF OKLAHOMA AND THE HOSTING FACILITY DO NOT MAINTAIN INSURANCE COVERING EXHIBITOR’S PROPERTY AND THAT IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO OBTAIN INSURANCE COVERING SUCH LOSSES.


☐ I AGREE TO THE TERMS OF THE CANCELLATION POLICY.