



2023 OK-IAI Educational Conference
Experience, Respect, Results



May 23rd through 25th, 2023
 University of Central Oklahoma Forensic Science Institute
 100 N. University Drive Edmond OK 73034

VENDOR REGISTRATION AND AGREEMENT FORM
Oklahoma Division of the International Association for Identification

Company Name		
Primary Contact Person		
Title of Display		
Representative(s) in Charge of Display at Conference		
Mailing Address		
City	State	ZIP
Phone Number	Cell Phone Number	Fax Number
E-mail	Website URL	
Vendors will be billed at the rate of \$300 per display.		Amount to be billed: \$ 300.00
<i>Payment must be received no later than May 16th, 2023. See end of registration form for payment instructions.</i>		
ELECTRICAL OUTLET NEEDED? Yes_____ No_____		
MATERIALS TO BE DISPLAYED AT CONFERENCE (Description of products)		
Discipline focus areas (Check all that apply) <input type="checkbox"/> Forensic Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Mathematics <input type="checkbox"/> Other: _____		
Briefly describe how your product supports Forensic Science and the Conference theme (50 words or less)		
Audience: <input type="checkbox"/> Teachers <input type="checkbox"/> Administrators <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Program Coordinators <input type="checkbox"/> Crime Scene <input type="checkbox"/> Medical Examiners <input type="checkbox"/> Student Research <input type="checkbox"/> Other: _____		
Name of Authorized Representative		Title



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Authorized Signature	Date
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VENDOR REGISTRATION INFORMATION

Selection Process – Selection of vendor displays will be based on relevance to the theme of the conference and date of receipt of the completed Vendor Registration and Vendor Agreement Forms.

Rate – The rate per display area is **\$300**. All exhibit space must be paid prior to May 16th, 2023. Each vendor display is a table-top arrangement consisting of 1 (one) 6-foot draped exhibit table and one chair. A portion of vendor fee proceeds will help fund the OKIAI Honorary Scholarship Fund.

Exhibition Hours - Vendors move-in will take place on Monday evening, May 22nd, between 5 p.m. – 7 p.m. and on the morning of, Tuesday, May 23rd, from 6:00 a.m. – 7:30a.m. Exhibits will be open Tuesday, May 24th and 25th from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Vendors will have until 3:00 p.m. on May 25th to remove all materials from the Display Area.

Cancellation Policy – Vendor display fee is non-refundable. A 100 percent cancellation fee will be charged for this event.

Inquiries – For inquiries regarding questions or payment, Contact the Conference Committee Chair, at okiaiconference@gmail.com .

VENDOR AGREEMENT

Management Rights:

Management reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character of the OKIAI Conference.

Care of Building and Equipment:

Vendors or their representatives must not injure or deface the walls of the building, the displays, or the equipment of the display. If such damage occurs, the exhibitor is liable to the owner of the property damaged. All materials used in the decoration must be flameproof.

Use of Space:

All demonstrations or other promotional material or activities must be confined to the limits of the exhibit booth.

Website:

As a perk, the OK-IAI will allow vendors to request their company information be advertised on the division website. You will be able to request content postings from the time of payment to the conclusion of 2023. We will list a link to your website, your logo, and any training or event postings your company requests during your active vendor time period. Once your application is accepted and payment is processed, please send your web link, .jpg of your logo, and any event information to okiaiconference@gmail.com.

Security:

The vendor is solely responsible for his/her own exhibit material and should insure against loss or damage. The OKIAI, and/or the UCO Forensic Science Institute, is not responsible for such loss or damage. Please secure all items of value. All property of the vendor is understood to remain in his/her care, custody and control in transit to and from, and within the confines of the exhibit area.

Please return this **Vendor Registration/Agreement Form and Payment** to:

Paige Bray: Treasurer
OK IAI
P.O. Box 2284
Oklahoma City, OK 73101

okiaitreasurer@yahoo.com

Make checks payable to the [Oklahoma Division of the International Association for Identification](#)