

**R**  
**RENAISSANCE®**  
TULSA HOTEL & CONVENTION CENTER

*2010 Oklahoma Sheriffs Association Annual Conference*

Welcome Vendor,

The Renaissance Tulsa Hotel and Convention Center is honored to host 2010 OSA Annual Conference. We are looking forward to your arrival and the opportunity for you to experience our hospitality! I am confident that our facilities, amenities and service will exceed your expectations.

This packet includes various information and some forms that will need to be returned to me by the deadlines designated. Please read each page carefully and indicate your needs on the appropriate forms. We ask that regardless of you needs that you send the return pages back so that we can accurately prepare for your arrival. The final page will give you instructions on returning the needed forms to the hotel.

**At a Glance Guide**

Conference Name/Tradeshow Name:	2010 OSA Annual Conference
Location:	Renaissance Tulsa Hotel & Convention Center
Show Setup Dates and Time:	Thursday, August 5, 2010 at 6am
Show Dates	Thursday, August 5 <sup>th</sup> from 1pm – 5pm Friday, August 6 <sup>th</sup> from 8am – 2pm
Teardown Dates and Times:	Friday, August 6 <sup>th</sup> from 2pm – 5pm
Deadline to Submit Packet:	Friday, July 30, 2010

**Exhibit Booth Information -**

- (1) 6' Black Draped Table
- (2) Green Banquet Chairs
- (1) Small Wastebasket
- (1) 110 Electrical Outlet

Sincerely,

*Sarah Dimon*

Convention Services Manager  
918-307-4028  
[sarah.dimon@jqh.com](mailto:sarah.dimon@jqh.com)

*Bryan Fulton*

Director of Banquet Operations  
918-307-4093  
[bryan.fulton@jqh.com](mailto:bryan.fulton@jqh.com)

*Scott Dixon*

Director of Audio Visuals  
918-307-4091  
[sdixon@swankav.com](mailto:sdixon@swankav.com)

**Renaissance Tulsa Hotel & Convention Center  
Waiver of Liability & Property Information**

- The Convention Center area is carpeted.
- Outside food and beverage is not allowed in the convention center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel please contact the Convention Services Manager listed below.
- The use of electrical pallets jacks or fork lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these required for unloading or transporting your materials.
- A lift or ramp is needed on the delivery truck to unload at the convention center dock. The garage door size is 11 x 12 with a slight uphill grade. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials off the truck. The Hotel's other receiving dock is located away from the convention center and items will travel down several halls and through several double doors. If your materials need to be delivered to the Hotel Receiving Dock, please ensure all proper arrangements are made with the Hotel.
- Open flame is not allowed in the Convention Center.
- Smoking is only allowed in the designated area under the Gazebo at the Hotel's main entrance.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes, exit signs, exit doors, strobes.
- All electrical cords must be secured and are at the discretion of the Hotel.
- Please prearrange with the Hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The Hotel is waived of all liability of use these items including those that are borrowed or rented from the hotel.
- Loading in or out is only allowed at the Convention Center or Hotel loading dock.
- Using the circle drive fire lane at the main Hotel entrance for loading or parking is not allowed.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon the following must be met in order for the vehicle to enter.
  - The vehicle will be marshaled in by the Engineer on duty.
  - 1/8 of tank of gasoline or less in the vehicle
  - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the Hotel's Front Desk.
  - Once vehicle is in place, battery cables will be disconnected.
  - Plastic is to be placed under the vehicle.
  - Hotel is not responsible for damage to or loss of property inside Hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the Hotels carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl or paint due to any form of automobile (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removal of the item.

**By signing this page you are agreeing to waive any and all liability of the  
Tulsa Renaissance, or its staff. All vendors must have a signed copy of this document at the  
Renaissance Tulsa Hotel & Convention Center on file before day of setup.**

Signature:

Print Name:

Date

\_\_\_\_\_

Company/Vendor Name and Booth #: \_\_\_\_\_

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Renaissance Tulsa Hotel & Convention Center  
6808 South 107th East Avenue Tulsa, OK 74133  
918-307-2600

# Audio Visual Request Sheet **\*\*No Charge for Setup Day\*\***

QTY	Item	Price per Day	Price per Day after Deadline of 7.23..2010	# of Days	Total
<b>Projection Components</b>					
	LCD Projector Package (includes 2500 lumen, screen, power, support)	\$500	\$550		
	2500 Lumen Projector	\$375	\$400		
	Support Package	\$129	\$140		
<b>Screens and Drape</b>					
	FastFold Screens – 7.5x10 to 10.5x14	\$200	\$300		
	6', 7', or 8' Tripod Screen	\$50	\$60		
	Drop Down Screen – Not available for all exhibitors—Must Call	\$50	\$60		
	16 ft. Black Velour Drape	\$12 per foot	\$20 per foot		
<b>Video</b>					
	50" Plasma Screen on rolling cart	\$350	\$400		
	42" 1080 HD Plasma Screen on rolling cart	\$275	\$325		
	20" Flat Screen	\$85	\$100		
	DVD Player	\$60	\$70		
	VHS Player/Recorder	\$65	\$70		
	6' VGA Cable	\$10	\$15		
	25' VGA Cable	\$25	\$30		
	50" VGA Cable	\$50	\$60		
	100' VGA Cable	\$75	\$93		
<b>Audio Components</b>					
	CD Player (5 Disc)	\$50	\$60		
<b>Connectivity</b>					
	High Speed Internet (Wired)	\$99	\$119		
	Wireless Internet 1.5 mbps speed.	\$20	\$119		
<b>Lighting Components</b>					
	Source Four Par light with Gel	\$30	\$35		
	LED Par Light	\$45	\$55		
	Flip Chart	\$45	\$55		
	Display Easel	\$10	\$15		
	Whiteboard w/ markers (4'x6')	\$45	\$55		
	Laser Pointer	\$20	\$25		
	AV Cart (w/ skirt)	\$25	\$35		
<b>Electrical</b>					
*Most exhibit booths come with a 120 plug (up to 5 mps)					
	AC Power Access, 120 Volt / (up to <u>5 amps</u> )	\$10	\$20		
	AC Power Access, 120 Volt / (up to <u>10 amps</u> )	\$20	\$30		
	AC Power Access, 120 Volt / (up to <u>20 amps</u> )	\$40	\$50		
	Extension Cord	\$10	\$15		
	Power Strip	\$10	\$15		
	Spider Box (50 AMP power distribution box)	\$95	\$115		
<b>Computer</b>					
	Laptop	\$175	\$225		
	Wireless mouse	\$30	\$35		
<b>Packages</b>					
	Call Swank AV for Different Package Options (918) 307-4091				

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<b>QTY</b>	<b>Item</b>	<b>Price per day</b>	<b>Price per Day after Deadline of 4.23.2010</b>	<b># of Days</b>	<b>Total</b>
	<b>Additional</b>				
	6' Skirted Tables	\$40	\$50		
	6' Unskirted Table	\$30	\$40		
	8' Skirted Tables	\$55	\$65		
	8' Unskirted Tables	\$45	\$55		
	6' x 18" Tables (Classroom) Skirted	\$30	\$40		
	6' x 18" Tables (Classroom) Unskirted	\$25	\$35		
	4 x 4 Skirted Tables	\$27	\$37		
	4 x 4 Unskirted Tables	\$17	\$27		
	Tall 30" Tables with Linen	\$20	\$30		
	Tall 30" Tables without Linen	\$17	\$27		
	Short 30" Tables without Linen	\$15	\$25		
	Short 30" Tables with Linen	\$18	\$28		
	<b>**Labor</b>				
	Staff Member Assistance	\$30 per hour /per man	\$45 per hour/per man		
	<b>Accessories</b>				
	Medium Sized Ivy Plant in Burgundy Pot	\$15	\$25		
	Floral Arrangement	Call Hotel	N/A		
	Mirror and votives with	\$15	\$25		
	Green Banquet Chairs	\$5	\$10		
	Bar Stool with back	\$7	\$14		
	Large Wastebasket	\$10	\$20		
	Small Wastebasket	\$5	\$10		

Subtotal	
+ 22% Service Charge	
+ 8.517% Sales Tax	
Total	

\*\*Labor service: One hour minimum per person. Exact times must be provided and prearranged at least two weeks before need date. Please note: this will be a staff member from the hotel who is trained in the setup of rooms, not a professional show decorator. They will provide assistance with your needs inside the hotel. They are not allowed to leave property or provide assistance with any needs outside of setup of booth or room, unloading of vehicles, or loading items into vehicles.

Vendor/Company Name & Booth #: _____ <div style="text-align: center;">2010 OSA Annual Conference</div>
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## Shipping & Handling of Exhibit Materials

Advanced Receiving Dates for Freight:	No later than Wednesday, July 28, 2010
Direct Shipping Dates to Hotel: (smaller items)	No earlier than Tuesday, August 3, 2010
Deadline to Return Packet:	Friday; July 23, 2010
Last Chance Deadline to Return Packet:	Friday; July 30, 2010
Hotel Shipping Contact:	Bryan Fulton (918) 307-4093

### **Inbound Shipping**

- The Renaissance Tulsa Hotel and Convention Center's preferred shipping company is Yellow Freight. To setup your shipping order with Yellow Freight, please visit to myyellow.com.
- All exhibit materials may be shipped for advanced receiving at our warehouse. Labels are provided on **Page 7**.
- Exhibit materials may be sent directly to the Hotel but not before the direct shipment dates listed above.
- All packages must be clearly marked with the conference name and exhibitors name to insure timely delivery (labels are provided on **Page 7**).
- Advanced receiving materials will be accessed a per package fee and direct shipment materials will be access a **daily** handling & storage fee (prices are detailed below on page 6).

### **Outbound Shipping**

- If you chose to ship out using a carrier other than Yellow Freight, it is this exhibitors responsibility to make arrangement with the carrier for pickup the day of teardown or the following day.
- If arrangements have not been made, the Hotel will have Yellow Freight bills available for your convenience.

### **Miscellaneous Shipping Information**

- All shipments received at the warehouse for advanced receiving must be sent prepaid; no collect ion shipments will be accepted.
- No uncrated, loose, blanket or paper-wrapped shipments will be accepted at the warehouse.

### **Setup Information**

- All materials will be placed in your exhibit booth prior to your setup time assuming the proper information is included on the labels.
- Any empty crate, boxes, or pallets can be stored at the hotel. Please use Label on Page 8 for these items. All items left in aisle with out the proper label will be discarded.

### **Teardown Information**

- All freight must be properly secured with shipping forms directly attached to all materials.
- If any materials are left in the booth with out proper shipping instruction we will ship out using yellow and will change the card on your billing sheet submitted to the hotel.

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## Large Material Advanced Receiving & Direct Shipment Pricing

(These items will be shipped to Yellow Freight)

<b>Total Pounds</b>	<b>Material Handling Rates (per 100lbs)</b> <small>Pounds are rounded to the nearest 100 (ex: package weighing 144 pounds would be charged for 200 pounds)</small>	<b>Total Due</b>	
	\$50.00 on or Before deadline		
	\$60.00 After Deadline and during "Last Chance Dates". After		

\*\*Material Handling rates are charged by the 100 lbs so that if your shipment is over 100lbs and under 201lbs, the charge will be the rate multiplied by 2. (Example: A shipment with total weight of 128lbs received before the deadline the total charge is \$100.00)

## Single Box or Small Material Direct Shipment to the Hotel

Any exhibit materials received at the Hotel will be assessed a **daily** handling & storage fee as follows.  
Prices are quoted per individual package.

Qty	Qty-Actual For Hotel Use	ITEM	Price per day	Day(s)	Days Actual For Hotel Use	Total
		Incoming Boxes 0 – 25 lbs	\$5.00			
		Incoming Boxes 25 lbs – 50 lbs	\$10.00			
		Incoming Boxes 50 lbs – 100 lbs	\$15.00			
		Incoming Boxes over 100 lbs per 100 lbs up to 1000	\$20.00			
		Incoming Pallets	\$50.00			
		Outgoing Boxes 0-25 lbs	\$5.00			
		Outgoing Boxes 25 lbs – 50 lbs	\$10.00			
		Outgoing Boxes 50 lbs – 100 lbs	\$15.00			
		Outgoing Boxes over 100 lbs per 100 lbs up to 1000	\$20.00			
		Outgoing Pallets	\$50.00			

*For Hotel Use*

<i>Subtotal</i>		
<i>22 % Service Charge</i>		
<i>Tax 8.517%</i>		
<i>Total</i>		

Vendor/Company Name & Booth #: \_\_\_\_\_  
2010 OSA Annual Conference

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**Advanced Receiving Shipping Label** (for freight)

**2010 Oklahoma Sheriffs Association Annual Conference**

Contact Name & Phone #: \_\_\_\_\_

Exhibitor or Booth Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**SHIP TO:**

**YELLOW TRANSPORTATION**

**C/O Renaissance Tulsa Hotel & Convention Center**

**EXHIBTOR NAME:**

\_\_\_\_\_  
**14549 East Admiral Place**

**Tulsa, OK 74116-2303**

**Direct Shipping Label** (smaller items to the hotel)

**2010 Oklahoma Sheriffs Association Annual Conference**

Contact Name & Phone #: \_\_\_\_\_

Exhibitor or Booth Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**SHIP TO:**

**Renaissance Tulsa  
Hotel & Convention Center**

**EXHIBTOR NAME:**

\_\_\_\_\_  
**6808 South 107<sup>th</sup> East Avenue**

**Tulsa, OK 74133**

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918-307-2600

**DO NOT THROW AWAY**

*PLEASE STORE FOR TEARDOWN*

Tradeshow Name:

2010 OSA Annual Conference

Exhibit Name:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Booth #:

\_\_\_\_\_

**DO NOT THROW AWAY**

*PLEASE STORE FOR TEARDOWN*

Tradeshow Name:

2010 OSA Annual Conference

Exhibit Name:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Booth #:

\_\_\_\_\_

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1. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for any delay of exhibit materials due to strikes, lockouts, acts of god, or work stoppages of any kind.
2. Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for loss, injury or damage caused by tradesman or equipment furnished by Renaissance Tulsa Hotel & Convention Center or its subcontractors.
3. The Renaissance Tulsa Hotel & Convention Center and its subcontractor's shall not be liable for loss or damage to exhibit materials at any time once received or while on property of The Renaissance Tulsa Hotel and Convention Center.
4. Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from the loss, injury or damage to the exhibitor's materials, which may make it impossible or impractical to exhibit in show.
5. Exhibitor must alert The Renaissance Tulsa Hotel and Convention Center of any hired contractors in writing at least 30 days prior to the first day of setup. if you intend on using any outside contractor other than The Renaissance Tulsa Hotel and Convention Center we must receive a copy of a "Certificate of Insurance" showing General Liability Coverage of \$2,000,000,000 each occurrence and Workmen's Compensation valid in the state of Oklahoma This form must be received by The Renaissance Tulsa Hotel and Convention Center at least 30 days prior to the first setup day. If Hotel is not alerted and/or Certificate of Insurance is not received, Hotel will not allow contracted services to occur in or outside of The Renaissance Tulsa Hotel & Convention Center.
6. Renaissance Tulsa Hotel & Convention Center shall not be liable for the loss or damage of product or equipment that might be left in the booth at the conclusion of the show. These items are the responsibility of the exhibitor to secure once the show ends.
7. It is understood that Renaissance Tulsa Hotel & Convention Center is not an insurer, and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its materials from the time they leave exhibitor's premises until they are returned after the show. Renaissance Tulsa Hotel & Convention Center does not provide insurance coverage and its fees do not include an insurance premium.
8. The Renaissance Tulsa Hotel & Convention is not responsibly for any lost or stolen materials left unattended at any time on the Renaissance Tulsa Hotel & Convention Center Premises. Security is not provided by The Renaissance Tulsa Hotel and Convention Center. If you should chose to hire security for your unattended booth, please contact the hotel representative to make arrangements. The Renaissance Tulsa Hotel & Convention assumes no liability on any unattended items, however, will work to ensure the all rooms are locked up as soon

## Billing Information

Conference Name/Tradeshow Name:	<b>2010 Oklahoma Sheriffs Association Annual Conference</b>
Vendor/Company Name:	
Booth Number:	
Address:	
City, State, & Zip:	
Telephone:	
Cell Number:	
Fax Number:	
Email Address: (optional)	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> AMEX
Credit Card Number:	
Credit Card Expiration Date:	
Printed Name:	
Signature with Date:	
	By signing you are agreeing to let the Hotel charge the card indicated to pay for all items ordered in this packet as well as items added over the phone or on property.
Billing Name and Address: If these are the same as listed above, you may simply check the box.	
Would you like a copy of the invoice sent to you? Please circle one	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate fax or email. Please ensure you have provided the information above. Please circle one	<input type="checkbox"/> Fax <input type="checkbox"/> Email

Total from AV	
Total from Additional	
Total from Shipping	
Grand Total	
Date and Total Charged For Hotel Use	

To fully cancel your order with no charges, contact Bryan Fulton on or *before* Tuesday, June 1<sup>st</sup>.

On Wednesday, June 2<sup>nd</sup>, the credit card provided will be charged 100% of total order. On or after this date, only additions, upon availability, can be made to your order. (No refunds for cancellation after this date)

Please return pages 2, 3, 4, 6, & 10 to [bryan.fulton@iqh.com](mailto:bryan.fulton@iqh.com)  
Or fax to Bryan Fulton at 918-307-4035.

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