



Wednesday, October 9, 2019 at 9 am – 2 pm
Oklahoma Expo Hall at the Oklahoma State Fair Park.



Thank you for your interest in the 2019 Build My Future OKC event. This event will be a fun-filled day of exploration and industry awareness for our high school students coupled with recruitment, branding and marketing for our business participants.

Build My Future OKC is a one-day Construction Career day for high school students across the Oklahoma City area. Interactive, hands-on exhibits from organizations in the skilled trades and the building industry will provide students a valuable insight into potential internships and future employers. Participating schools send students for approximately five hours of activities provided by industry partners. Student activities include educational displays, equipment operations, and learning experience.

Build My Future OKC was inspired by the Build My Future Springfield, Missouri event held in 2017 and 2018. It was organized by the Springfield Home Builders Association and community organizations.

Professional Women in Building could not put this event on without gracious sponsors, exhibitors and volunteers. For more information on sponsorship, exhibitors, and volunteers, visit our website.

Our Mission: Inspire OKC youth to pursue professional careers in the skilled trades and home building industry

PLANNING CONTACT

Marla Esser Cloos
buildmyfutureokc@cohba.org

STUDENT & SCHOOL CONTACT

Christy Howell
christy@crhdb.com

COHBA & EXHIBITOR CONTACT

Kathy Holman
kathy@cohba.org

SPONSORSHIP & EXHIBITOR CONTACT

Cecilia Bridge
crbridge@morsco.com



www.buildmyfutureokc.com

2019 EXHIBITOR REGISTRATION FORM



BUILD MY FUTURE OKC
c/o Central Oklahoma Home Builders
Association, Inc.
Att: Cecilia Bridge, Exhibit Representative
Email: crbridge@morsco.com
420 East Britton Road / Okla. City, OK 73114-7515
(405) 843-1508 office / (405) 843-6714 fax

I wish to reserve **exhibit space** at the Build My Future OKC Construction Career Day & Interactive Industry Showcase on **October 9, 2019** from 9 am – 2 pm at the Oklahoma Expo Hall – Oklahoma State Fair Park at 3001 General Pershing Blvd, Oklahoma City, Oklahoma.

Organization: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: () _____ Fax () _____

E-Mail: _____

Exhibit Space Fee is **\$ 225.00** per booth. This fee includes one booth, one 6 foot table, 2 chairs and 5 meal tickets.

Exhibit space will be waived if exhibitor is an event sponsor. Any additional booth space is \$225 per booth

Please Check One:

☐ Contractor

☐ Association

☐ Education/Training

☐ Equipment

☐ Other (please explain): _____

Exhibit Space: We will work to accommodate your space needs

☐ Indoor Space

☐ Outdoor Space

☐ 20 x 40

☐ 20 x 30

☐ 20 x 10

☐ 10 x 20

☐ 10 x 25

☐ Other

Exhibit Type/Description: _____

Electrical Requirements: _____

(May result in additional fee)

If additional equipment is needed, please specify: _____

(May result in additional fee)

☐ Send Info on Sponsorship Opportunities

☐ Certificate of Insurance Attached

Signature: _____ Title: _____ Date: _____

All fees, sponsorships, donations to Build My Future OKC will be processed by the Oklahoma Home Builders Foundation 501(c) 3. For additional information, please contact Kathy Holman at (405) 843-1508 or kathy@cohba.org or Marla Esser Cloos at 1 (314) 740-7251 or buildmyfutureokc@cohba.org.



Build My Future *in OKC* Rules & Regulations

1. CONTRACT OBLIGATIONS: No exhibitor will be permitted to set up their booth until all fees are paid.

2. Exhibitor Eligibility Right of Refusal and/or Cancellation: The Build My Future OKC reserves the right to determine the eligibility of any exhibitor. In the event of non-acceptance, the fee shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of exhibitors are subject to Build My Future OKC approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the show. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct of exhibitors. Officers, employees, and agents involved in the management of the Build My Future OKC Construction Career Day & Interactive Industry Showcase shall have full authority to interpret and enforce all rules and regulations governing Exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by the Build My Future OKC. The rules may be amended at any time by the Build My Future OKC upon notice to Exhibitors. In addition to any other recourse referenced in these rules and regulations, the Build My Future Collaborative may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows.

3. EXHIBIT SPACE: A. For each 10x20 space, the Build My Future OKC shall provide booth draperies and hardware (EXCEPT bulk spaces), one draped 6 foot table and two chairs. **BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.**

4. MOVE IN: A fork lift is available to be used during move in and tear down. **The Oklahoma State Fair Park will not providing any other equipment to help with move in or tear down.** Please come prepared with any equipment you need to help move your product.

5. UNOCCUPIED SPACE: If the exhibitor fails to occupy space contracted for, or fails to comply in any respect with the terms of these rules and regulations, the Build My Future OKC shall have the right to rent such space to any other applicant without releasing the original exhibitor from paying the sum agreed to in the application and contract for exhibit space.

6. FIRE SAFETY: No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted without prior written approval of the Fire Marshall. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of excess materials in hallways is prohibited.

7. HELIUM BALLOONS: Exhibitors cannot utilize helium balloons as décor or a part of their booth (per State Fair Park rules and regulations).

8. EXHIBITORS LOUNGE: An Exhibitors Lounge will be available for use by the Exhibitors. **The Exhibitors Lounge will be located in the back of the Exhibit hall. Snack items and water will be provided throughout the show.**

9. CARE OF EXHIBIT SPACE: Each exhibitor must keep their own space cleaned and their exhibit maintained in good order while the show is open to the public. **State Fair Park** personnel shall be responsible for maintaining the aisles and public areas.

10. ELECTRIC NEEDS: Access to 110 service will be supplied for each exhibit space located inside the building. Exhibitors will need to bring extension cords. Any exhibitors needing 220 service will need to contact the Build My Future OKC to determine pricing.

11. EVENTUALITIES: In case the exhibit hall should be destroyed by fire or the elements, or by another cause, or in case other circumstances shall make it impossible for the Build My Future OKC to permit the contracted space to be occupied by exhibitor, the application and contract for exhibit space shall terminate and the exhibitor shall waive any claim for damages or compensation.

12. LIABILITY: Neither the Build My Future OKC, the employees thereof, their agents or representatives; nor the State Fair Park, the employees thereof, their agents or representatives; nor any member of the Build My Future OKC shall be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the application and contract for exhibit space; and the exhibitor on signing the contract expressly releases the foregoing named Association, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury

13. SET-UP OF EXHIBITS: Hours for set-up of exhibits are Tuesday, October 8th, 1 pm – 5 pm and Wednesday, October 9th, 7am – 8:30 am for outdoor exhibits.

14. SHOW TIMES: The show will be open to the students 9 am–2 pm on Wednesday, October 9, 2019.

15. REMOVAL OF EXHIBIT: All exhibits must remain set up until 3 pm on Wednesday, October 9th. Tear down will not begin until after 2pm (no exceptions). All exhibits may be removed by 7 pm on Wednesday, October 9th..

16. BOOTH ASSIGNMENTS: The Build My Future OKC reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion for the best interests of the Show.

17. Compliance with Laws: Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of the State Fair Park regarding the installation, dismantling and operation of the exhibit.

18. Copyrighted Works: Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless the Build My Future OKC and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.

19. Americans with Disabilities Act: Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless the Build My Future OKC and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.

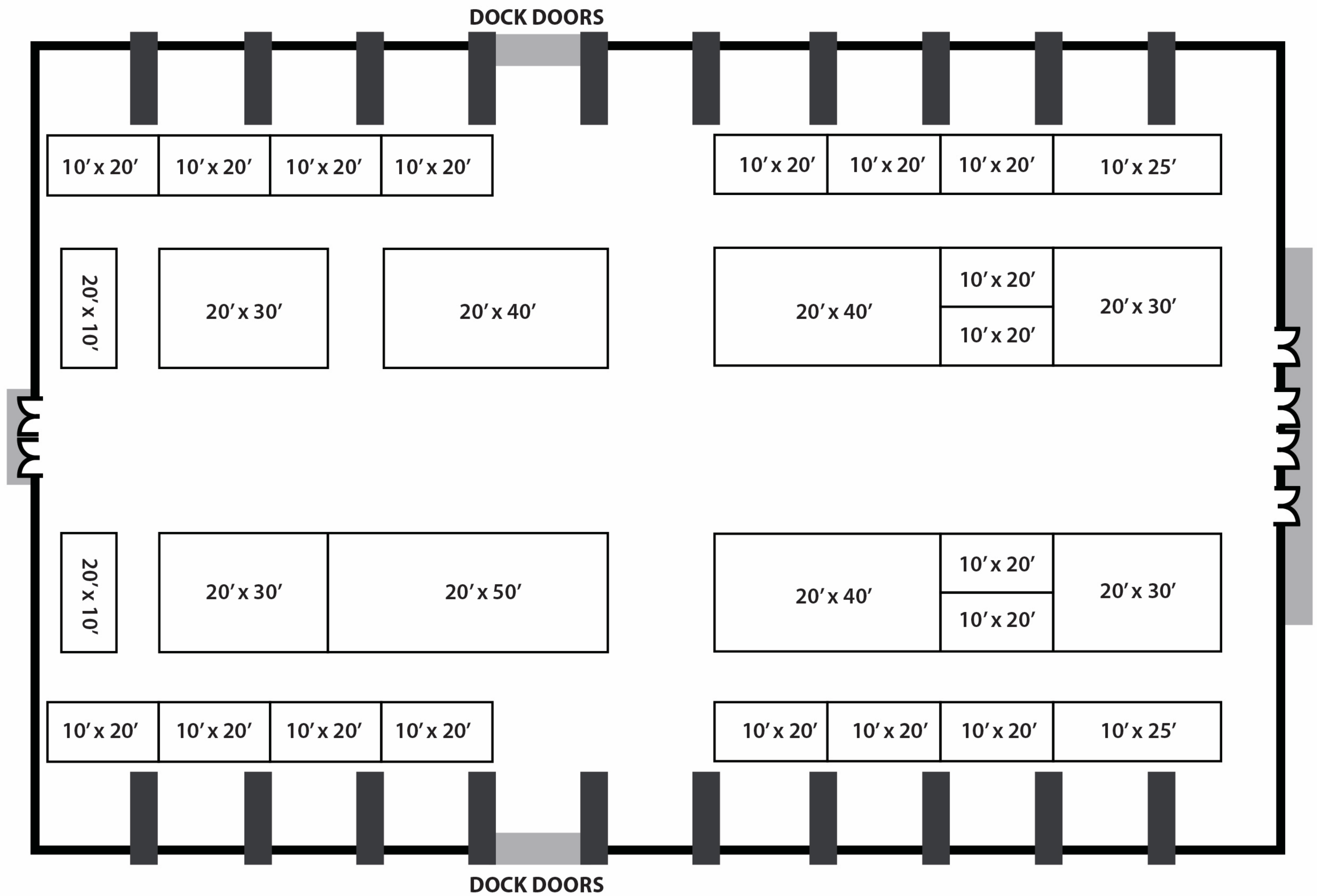
20. Legal Action: Any legal action by an exhibitor against the Build My Future OKC related to these rules must be brought in Circuit Court of Oklahoma County, and Exhibitor's sole remedy is limited to exhibition fees actually paid by the exhibitor, and indirect or consequential damages may not be sought. Should any litigation arise out of this Show, the Exhibitor shall pay all costs and reasonable attorney's fees incurred by the Build My Future OKC and/or the co-sponsoring agencies if they are the prevailing party.

21. Insurance and Hold Harmless Agreements: Each exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of this exhibit – this includes coverage for allowing students to operate equipment. **A CERTIFICATE OF INSURANCE SHOWING THIS COVERAGE MUST ACCOMPANY THE CONTRACT IN ORDER TO RESERVE SPACE AT BUILD MY FUTURE.** Fire, theft, liability and extended coverage insurance is not provided by the Build My Future OKC or State Fair Park. Exhibitor may obtain such coverage at its own expense. Exhibitor remains responsible for all property brought into the Show and shall bear the sole risk of loss for that property. Exhibitor shall indemnify and hold harmless the Build My Future OKC, and its directors, agents and employees from any damages caused by theft or other perils normally covered by extended coverage, liability, theft, or fire policies, as well as for all claims, losses, liability, or damages for injury, death, or property damage that may arise from activities of the exhibitor, its employees, agents, invitees, and licensees.

22. Exhibitor hereby represents and warrants to the Build My Future OKC that the exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.

23. AMENDMENTS: The Build My Future OKC has full power to interpret or amend these rules. Whatever these rules do not cover, the Build My Future OKC reserves the right to make rules to cover to be in the best interest of the Show, and the exhibitor agrees to accept and abide by such rulings.

24. PENALTIES: The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor's right to be in the next year's show.



Build My Future OKC - Oklahoma Expo Hall