



2022 OK-IAI Educational Conference  
*Experience, Respect, Results*



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 24<sup>th</sup> and 25<sup>th</sup> 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 25<sup>th</sup> 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](mailto: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](mailto: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](mailto:okiaitreasurer@yahoo.com)

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