

# 2024 MAJOR CRIMES CONFERENCE

Hosted by the OSBI Agents Association

## VENDOR REGISTRATION AND AGREEMENT FORM

October 1 - 4, 2024  
 Choctaw Casino  
 4216 S. Highway 69/75, Durant, OK

### VENDOR REGISTRATION INFORMATION

**Selection Process** - Selection of vendors will be on a 'first come, first serve' basis based on when payment is received, along with the completed Vendor Registration and Vendor Agreement Forms.

**Early Bird Special** - The early bird rate is \$500 if payment is received by September 15, 2024. After September 15, the rate goes up to \$700. Payment for exhibit space must be received before the space is secured. Each vendor space will include one 6-foot draped exhibit table and two chairs. Electricity will be available if needed.

**Cancellation Policy** - The fee for a vendor display is non-refundable. A 100% cancellation fee will be charged for this event.

**Inquiries** - For inquiries regarding the conference and/or payment, contact Special Agent Heather Cropper, Conference Committee Chair at (580) 216-0243 or by email at [fund.raising@osbiaa.org](mailto:fund.raising@osbiaa.org).

**Please complete the following information to secure your vendor display space today!**

Email form to [fund.raising@osbiaa.org](mailto:fund.raising@osbiaa.org) or mail the form and a check to OSBIAA, P.O. Box 14365, Oklahoma City, OK 73113.  
 Your vendor display space is **not** guaranteed until payment is received.

COMPANY NAME		TITLE OF DISPLAY	
MAILING ADDRESS		WEBSITE URL	
CITY	STATE	ZIP	
REPRESENTATIVE(S) IN CHARGE OF DISPLAY AT CONFERENCE			
COST \$500		AMOUNT PAID \$	
CARD #	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX		
NAME ON CARD	CVV CODE	EXP. DATE	
ELECTRICITY NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
MATERIALS TO BE DISPLAYED AT CONFERENCE <i>Description of product(s)</i>			
BRIEFLY DESCRIBE HOW YOUR PRODUCT/SERVICE SUPPORTS INVESTIGATIONS AND/OR LAW ENFORCEMENT <i>50 words or less</i>			
NAME OF AUTHORIZED REPRESENTATIVE		TITLE	
EMAIL	OFFICE PHONE	CELL PHONE	
AUTHORIZED SIGNATURE		DATE	

*If paying by check, please complete the form and mail to OSBIAA, ATTN: Heather Cropper, P.O. Box 14365, Oklahoma City, OK 73113.  
 Make checks payable to OSBI Foundation, Inc.*

# VENDOR AGREEMENT

**Setup and Teardown** - Vendors may set up booth space between 3 p.m. - 5 p.m. on Tuesday, October 1 or by 9 a.m. on Wednesday, October 2, 2024. Tear down needs to be completed by noon on Friday, October 4, 2024.

**Hours of Operation** - Vendors must staff their booth space between the following hours:

- Wednesday, October 2 9 a.m. - 5 p.m.
- Thursday, October 3 9 a.m. - 5 p.m.
- Friday, October 4 9 a.m. - Noon

**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.

**Management Rights** - The OSBIAA reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character and purpose of the OSBI Major Crimes Conference.

**Security** - The vendor is solely responsible for his/her own exhibit material and should insure against loss or damage. The OSBIAA, and/or the venue, 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.

**Drawings, contests, raffles, lotteries** - The vendor may conduct drawings that do not involve the requirement of payment or other consideration for the chance to play or win. The vendor must be in full compliance of all applicable federal, state and local laws, and any requirements of the Choctaw Casino.

The drawing and notification of a winner is the responsibility of the vendor and must be drawn and delivered by noon on October 4, 2024.

**Vendor Selection** - A vendor will not be accepted if the OSBIAA determines the booth space is in poor taste, offensive to persons in attendance, promotes an activity that is unethical or illegal. The OSBIAA reserves the right to reject, at any time, any vendor agreement for any reason.

**No Shows** - Any vendor which reserves booth space and does not show up for the Major Crimes Conference will forfeit 100% of the total cost of the assigned space.

**Video / Photo Release** - By participating in the OSBI Major Crimes Conference, vendors grant the OSBIAA the right to videotape or take photographs during the conference and reproduce them in educational, news, or promotional material whether in print, electronic or other media including the OSBIAA website and social media platforms for the OSBI and OSBIAA.

**Website** - The OSBI Agents Association will allow vendors to request their company information be advertised on the Agents Association website. You will be able to request content postings from the time of payment to the conclusion of 2024. 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 [fund.raising@osbiaa.org](mailto:fund.raising@osbiaa.org).

Vendor has read and agrees to comply with this agreement.

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

**THANK YOU for supporting the 2024 OSBI Major Crimes Conference  
and the OSBI Agents Association & Foundation.**

