



## VOICES FOR CHILDREN

Oklahoma CASA Conference  
2026 Exhibitor Registration

**March 20-21, 2026**

Embassy Suites & Conference Center  
2501 Conference Drive, Norman, OK 73069  
405-364-8040

Please fill out the information below and sign the waiver to guarantee your exhibit space. The deadline to register for an exhibitor booth is February 20, 2026.

Exhibitor/Organization \_\_\_\_\_

Exhibitor Representative \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

Exhibitor Phone \_\_\_\_\_ Email \_\_\_\_\_

Check the one that applies: \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ For Profit Organization

### **Prices**

Initial Set-Up (includes 1 - 6' Skirted Table, 2 Chairs and a wastebasket)

**Non-Profit, \$55** \_\_\_\_\_

**For-Profit, \$75** \_\_\_\_\_

**Extra Table, \$40** \_\_\_\_\_  
(For-profit vendors only)

**Electric.** Please check if you need electric.  
We will try our best to reserve spots for those  
that need it for items at their booths.

**TOTAL** \_\_\_\_\_

Payment method: \_\_\_\_\_ Check (enclosed) \_\_\_\_\_ Credit Card (see instructions below)

***To use credit card for registration, send registration fee to [jennifer@oklahomacasa.org](mailto:jennifer@oklahomacasa.org) through PayPal and email or mail form. If you need assistance, please call 405-524-8999.***

**Please make checks payable to the Oklahoma CASA Assoc. Deadline to register is February 20<sup>th</sup>. Exhibitor booth registration is *non-refundable*.**

**Tables will be available for set up on Friday, March 20th starting at 7:00 am (conference registration starts at 8:00 am). Possible set up time Thursday evening if available. The tables will be located in the hallway of the Embassy Convention Center so they *will not* be secure at night. Must provide own coverage at night. Tables are limited to the first 12-18 who register. For any questions, please contact Jennifer Emfinger at (405) 524-8999.**

**Please email or mail completed forms to:**

[jennifer@oklahomacasa.org](mailto:jennifer@oklahomacasa.org)  
Oklahoma CASA Association  
P.O. Box 54946  
Oklahoma City, OK 73154



## **Embassy Suites Norman – Hotel & Conference Center**

### **Waiver of Liability & Property Information**

- The Conference Center area is carpeted.
- Outside food and beverage is not allowed in the conference 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.
- Vehicles may remain unattended while unloading/loading materials and equipment. After equipment has been unloaded and delivered to appropriate room, vehicles need to be moved to an appropriated parking area.
- Special arrangements for in/out privileges in the Embassy Suites Norman Hotel & Conference Center should be made separately.
- The garage door size is 14' tall x 16' wide. 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.
- Open flame is not allowed in the Conference Center.
- Smoking is only allowed in the designated areas.
- 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.
- 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.
- The hotel does not provide storage space for any exhibit display materials or merchandise. All material must be removed from the hotel premises by the predetermined strike time.
- Exhibit layout must be approved by your catering representative at least 60 days prior to arrival
- Exhibit teardown must occur within 2 hours of end of show, unless otherwise arranged with catering representative.

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Vendor Name: \_\_\_\_\_

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Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Vendor Name: \_\_\_\_\_