

Conference Exhibitor/Sponsor Request
2010 ANNUAL CONFERENCE

OCTOBER 18TH – 19TH, 2010 THE CONFERENCE CENTER AT OCLC
 6565 Kilgour Place, Dublin Ohio 43017
<http://www.oclc.org/conferencecenter>



All CPO Conference Sponsors and Exhibitors are invited to all CPO sponsored meals and entertainment. You are also welcome to attend all General and Breakout Sessions as part of your CPO conference support and participation.

Please contact Nick Ostrosky, Sponsor Committee Chairperson (nick.ostrosky@fmr.com, or 859-386-4672) with any questions.

- Please review our [Cancellation Policy](#).
- **Registrations will be canceled if payment is not received by August 1.**
- Sponsors and Exhibitors are limited to two (2) persons per table.
- Access to the OCLC Vendor Showcase (OCLC Atrium) will begin at 8:00AM on Monday, October 18th, 2010.
- ALL exhibitors must be present at the networking social event Monday October 18th, 5:30PM - 7:30PM.
- Tear-down of booths/displays/tables will begin NO EARLIER than 3:15PM on Tuesday, October 19th.

EXHIBITOR	\$425.00	Registration fees must be paid by August 1st, 2010
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- Skirted table in OCLC Atrium vendor expo area, or equivalent space for your display booth.
- Recognition in participant guide (logo, fifty-word corporate description, contact information to be provided by Exhibitor by August 1, 2010).
- If you are unable to attend, you may reserve space on a literature-only table at the reduced rate of \$300.00.

SPONSOR	\$850.00	Registration fees must be paid by August 1st, 2010
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- Reserved skirted table in OCLC Atrium area, or equivalent space for your display booth.
- Recognition in participant guide (full-page advertisement including logo, corporate description, contact information, etc. – to be provided by Sponsor by August 1, 2010).
- Opportunity to provide PowerPoint or comparable electronic presentation (visual only, maximum of five slides) to run in main room and/or break-out sessions during breaks at the conference.
- Inclusion of corporate logo in relevant conference advertising, promotional and marketing materials.
- Identification as “Sponsor of 2010 Annual Conference” in CPO newsletter.
- Identification as “Sponsor of Annual Conference” on CPO web site for one year or until next CPO Conference.

POTENTIAL HOSPITALITY SPONSORSHIPS AVAILABLE. CONTACT JESSICA KIELMEYER (JESSICA.KIELMEYER@MOTORISTSGROUP.COM) MONDAY NETWORKING SOCIAL EVENT OR EVENING EVENT ----- TUESDAY BREAKFAST OR LUNCH

Enclosed is payment for: (please check one)

Exhibitor	\$425.00	Sponsor	\$850.00
Literature Only	\$300.00	Interested in a Hospitality Sponsorship	

Check Enclosed (Payable to “Contingency Planners of OHIO”, P.O. Box 430, Pickerington, Ohio 43147)
 Visa MasterCard Discover American Express
 (If card used, signature is required below)

Card Number: _____ Expiration Date: _____

Name as it appears on credit card: _____

Signature: _____

(By signing, I agree to all terms documented, including times of exhibition, set-up/tear-down, and cancellation policy.)

By registering for the conference you agree to allow photos to be taken during the event and/or published in association with CPO.

Organization: _____	
Address: _____	
City: _____	State/Zip: _____
Phone: _____	Web site: _____
Contact: _____	Title: _____
E-Mail: _____	Fax: _____

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Cancellation Policy

If your company is unable to participate after paying for your registration the following cancellation policy will apply. For the purposes of this policy, "registration" includes the Exhibitor or Sponsor registration and any additional hospitality sponsorship payments.

- Cancellations of a paid Exhibitor or Sponsor registration on or before August 31, 2010 will be refunded at 50% of the registration fee.
- Cancellations of a paid Exhibitor or Sponsor registration after August 31, 2010 will be forfeited by the Exhibitor/Sponsor.