

# OKLAHOMA FIRE CHIEFS ASSOCIATION'S

90th Annual Conference • March 7-9, 2012 • Embassy Suites in Norman

## Associate Membership Information

The OFCA Conference is March 7-9, 2012, at the Embassy Suites (2501 Conference Dr, Norman, OK). Only OFCA Associate members can display. Memberships run from July 1, 2011-June 30, 2012. Deadline for membership payment to attend the conference is February 20, 2012.

Please make sure you register in the vendor's room when you arrive.

This year, we are planning to have a hospitality gathering in the vendor's room after golf on Wednesday night, from 5:30 to 7:30, having a buffet set up in the center of the room. We are asking if the vendors would contribute an extra \$50 with their membership, it would be applied, hopefully towards two \$500 drawings with a second and third place prize.

Firefighters will need to drop by and visit each vendor in order to get their name in the drawing. One name would be drawn Wednesday night, the other during the banquet on Thursday night. They have to be present to win. In exchange, there would be a drawing for the vendors to have two chances for a free membership for next year. You also would have to be present to win.

We are providing a program in which all our Associate Members will receive an eighth page advertisement (2.5 h x 4 w) at no cost. If you want to place an additional ad, the cost is: ¼ page (\$20), ½ page (\$30). Please send in your ad to [penelopes@osfa.info](mailto:penelopes@osfa.info) in a PDF or JPEG format. Ads must be received by February 28. All ads are in color.

The Associate Members provide lunch on Thursday and invite you to join us. After lunch on Thursday, you will be given the opportunity to introduce yourself and your company. Afterwards, everyone is encouraged to visit the vendors.

### Move-In and Out Plan

**Move-in** – Embassy Suite Ballroom, Wednesday, March 7, from 8:00 a.m.-3:00 p.m. You may enter on the east side of the building. Large fire apparatus can park in the east parking lot. There will be a table inside to check in and answer any questions. At this time you will be able to register and enter into the free drawing.

**Move Out** day is Thursday, March 8. Displays should be moved out by 5:30 p.m. before the reception starts.

You are entitled to an approximately 10 x 10 area. Please refer to the next page for details. If you do not need tables, please specify space only. All information must be received by February 28th to guarantee your space. Please mark your requests.

**Accommodations:** Embassy Suites Norman Hotel and Conference Center, 2501 Conference Drive, Norman, Oklahoma. Book by February 5th to receive the OFCA special rate of \$99 for a standard suite.

**Please fill out Associate Member Conference Registration on next page and return it with payment**

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## Associate Member Conference Registration Form

Dues (\$325) and exhibits must be paid prior to convention. Please mark your requests on the participation form. Dues are from July 1, 2011 to June 30, 2012.

- (1) - 6ft Table with Skirting/Draping, 2 Chairs & Wastebasket - \$47.00
- (2) - 6ft Tables-one with and one without Skirting/Draping, 2 Chairs & Wastebasket \$47.00
  
- (2) - 6ft Table with Skirting/Draping, 2 Chairs & Wastebasket WITH ELECTRIC-\$54.00
  
- If you do not need tables, please specify space only
  
- Outdoor Space- # trucks \_\_\_\_\_ ( no outside table displays allowed)
- I would support \$50 toward door prize drawings
- I would support \$100 toward a golf hole sponsor at the OFCA golf tournament.
- I would support \$\_\_\_\_\_ for the dinner Wednesday night.

### Payment Methods

- Visa                       MasterCard                       Check

Company Name \_\_\_\_\_

Name on card \_\_\_\_\_ Phone # \_\_\_\_\_

Billing address \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Event Amount \_\_\_\_\_

Please list participants

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Make Checks payable to: OFCA, 2716 NE 50th Street, Oklahoma City, OK 73111**

We look forward to a successful convention. Thank you for your support.

Elaine Griffin, OFCA Executive Assistant  
2716 NE 50th Street, Oklahoma City, OK 73111