

# Sponsorship Proposal

## APDA 2019 Oklahoma

### State Parkinson's Education Forum

#### "Pearls of Wisdom: Courage"

Saturday, July 27<sup>th</sup>, 2019

Dear APDA Oklahoma Chapter Friend:

APDA is proud to announce our **APDA 2019 Oklahoma State Parkinson's Education Forum** on **Saturday, July 27<sup>th</sup>, 2019** to be held at the **Doubletree Downtown in Tulsa, Oklahoma**. In addition, APDA is also excited to bring you even more benefits to participate in our event. We hope you will take advantage of this wonderful opportunity.

Enclosed with this letter you will find the **Exhibitor Proposal** for our 2019 Forum. This form indicates the various levels of sponsorship and services each sponsor receive for their selected level. **We MUST have a response no later than Friday, July 12<sup>th</sup>** for benefits requiring your logo on the invitation. **All others must respond by Friday, July 19<sup>th</sup>**.

Space is limited and **selection forms along with your proof of insurance** will be accepted on a first come, first served basis. Selection forms must be complete. We assign space based on the sponsorship level and when the selection form is received.

We highly value your suggestions as well as your feedback. Therefore we have provided multiple ways for you to give your input. If you have suggestions prior to the event, please place them on your selection form. If you have any questions or concerns during the process, please email me personally and I'll be happy to do my best to address your concerns. We will also be providing evaluations after the events to ensure your voice is heard. We hope to make your experience as pleasant as possible.

**Please be sure to participate in our booth contest this year.**

**Deck your booth out, keeping in mind the theme:**

**"Pearls of Wisdom: Courage"**

**The winner will receive a complimentary table at the 2020 forum.**

**Also, please bring a door prize to the event to be given away to encourage our participants future involvement in the event. This will also give your company recognition at the end of the event.**

Many of you are previous sponsors and we hope to see you again this year. For all of you, previous sponsors and new sponsors, rest assured that as we continue to work to improve in our event and make your experience the best it can be. Please know that this is an excellent venue for you to showcase your products/services.

We look forward to seeing you this year!



*Jennifer D. Johnson*

Jennifer D. Johnson  
Executive Director  
APDA - Oklahoma Chapter  
JJJohnson@APDAParkinson.org  
918-747-3747

Enclosures: Sponsorship Levels, Selection Form, Rules

**ORGANIZATION INFO**

Organization Name: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ # of meals requested (2 max): \_\_\_\_\_  
 Individual(s) manning booth: \_\_\_\_\_  
 Screening provided (include special accommodations): \_\_\_\_\_

**PLATINUM LEVEL SPONSOR (Please check)**

\_\_\_\_\_ For Profit (\$6,000) All Gold Level Selection benefits plus ♦Agency literature at each  
 \_\_\_\_\_ Non-Profit (\$4,000) participants seat placed by rep, ♦Sponsor provided banner with  
 company logo prominently displayed, ♦Recognition in pre and post  
 forum social media blasts, ♦Recognition in invites, ♦Sponsorship  
 table in Platinum level premium location, ♦ 20 min non-branded  
 presentation.

**GOLD LEVEL SELECTION (Please check)**

\_\_\_\_\_ For Profit (\$4,000) All Silver Level Selection benefits plus, ♦Recognition on our website,  
 \_\_\_\_\_ Non-Profit (\$1,500) and ♦Recognition in video program. ♦Sponsorship table in Gold level  
 preferred location.

**SILVER LEVEL SELECTION (Please Check)**

\_\_\_\_\_ For Profit (\$800) All Bronze level selection benefits plus, ♦Company logo on printed  
 \_\_\_\_\_ Non-Profit (\$350) program, and ♦Sponsorship table in Silver Level location.  
 \_\_\_\_\_ Refreshment (\$850) Refreshment sponsor, includes all Silver level benefits plus  
 recognition on all tables as Refreshemnt Sponsor

**BRONZE LEVEL SELECTION (Please Check)**

\_\_\_\_\_ For Profit (\$300) ♦6' draped Sponsorship table in a Bronze Level location & ♦Doorprize  
 \_\_\_\_\_ Non-Profit (\$200) submission for recognition of your company from the podium at the  
 time of giveaway. ♦2 meals for up to 2 reps.

**ADDITIONAL MEAL (>2/table)**

\_\_\_\_\_ # of add'l meals (\$20/meal) Each table will be provided 2 meals. Anything above 2 would receive  
 this minimal charge.

**PAYMENT INFO (Please check)**

\_\_\_\_\_ Electricity Charge (\$25) \_\_\_\_\_ Check enclosed \_\_\_\_\_ Check  
 \_\_\_\_\_ Credit Card (Complete section below & email to Jennifer Johnson at [JJohnson@APDAParkinson.org](mailto:JJohnson@APDAParkinson.org)  
 .....

Credit Card Type (circle one):    

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ / \_\_\_\_\_  
 M M Y Y

Zip Code associated with above account \_\_\_\_\_

CVV/CVI Code: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 (Visa/MC/Disc: 3 digit code) (Required for receipt)  
 (Amer. Express: 4 digit code)

I authorize American Parkinson Disease Association to charge my credit card in the amount of \$\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make payments to:** American Parkinson Disease Association – Oklahoma Chapter  
 P.O. Box 3113, Broken Arrow, OK 74013

**Your continued support of the American Parkinson Disease Association is greatly appreciated.**  
 Please direct any questions to: **Jennifer Johnson 918-747-3747, [JJohnson@APDAParkinson.org](mailto:JJohnson@APDAParkinson.org)**

# AMERICAN PARKINSON DISEASE ASSOCIATION

## Oklahoma Chapter

P.O. Box 3113

Broken Arrow, Oklahoma 74013

(918) 747- 3747

## APDA 2019 OKLAHOMA STATE PARKINSON'S EDUCATION FORUM

### EXHIBIT RULES AND INFORMATION

JULY 27, 2019

- 1. ELIGIBLE EXHIBITS-** The APDA Oklahoma Chapter Board reserves the right to determine the eligibility of any company or product for inclusion in the conference, and it reserves the right to reject, eject, or prohibit any exhibit or exhibitor.
- 2. INSTALLATION-** Display/dismantling dates and hours for installation of display and dismantling will be specified at a later date. All storage and handling charges for failure to remove exhibit material from the conference facility shall be the responsibility of the exhibitor.
- 3. LIABILITY-** The exhibitor agrees to make no claim, for any reason whatsoever, against American Parkinson Disease Association or the Oklahoma Chapter and sponsors for the loss, theft, damage, or destruction of goods, or for any injury to himself or employees, nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for the removal of the exhibit, or for failure to hold the conference as scheduled.
- 4. DAMAGE TO PROPERTY-** Exhibitors are liable for any damage caused to tables, building, floors, walls, and columns, to standard booth equipment or to other exhibitors' property. Exhibitors may not apply paint, lacquer, or any other coating to building columns, floors, and walls.
- 5. FIRE, SAFETY, AND HEALTH-** The exhibitor agrees to accept full responsibility for compliance with local, city, and fire, safety and health ordinance regarding the installation of equipment. This includes use of safety guards and devices where necessary to prevent personal accidents. No open flames will be permitted.
- 6. EXHIBITOR RESPONSIBILITY-**
- 7. Each exhibitor must have one attendant in the booth during hours. Failure to do so may result in application denial for future events.** Exhibitors are to furnish their own extension cords, lights, etc and must be pre-approved at the time of registration. If electricity is required, this charge must be included on the selection form. **Proof of insurance will be required for participants prior to the event.**
- 8. EXHIBIT SET UP AND HOURS- Check-in for exhibitors will be located at the APDA table. Setup times will be sent to participants at a later date.**
- 9. SALES, SOLICITATION, ETC. -** Exhibitors may provide items for sale/order from the designated exhibit space. Items should be clearly marked, including price. Exhibitors wishing to sell merchandise shall be responsible for safeguarding of merchandise, receipts and cash. Conference sponsors accept no liability thereof. All sales must be conducted in a manner as not to obstruct participant "traffic" flow or otherwise disrupt conference activities. Candy is approved, but **no other food items are not accepted.**
- 10. APPROVAL OF EXHIBIT SPACE-** Approval does not constitute endorsement of products or services by the American Parkinson Disease Association or the Oklahoma Chapter, or any of its sponsors.
- 11. DOOR PRIZES- All exhibitors are encouraged to provide a doorprize for our participant. This is a great way to be recognized from the podium as well as show your support to those with Parkinson's Disease.** Door prizes should be brought to the APDA table at the time of check in. Please make sure and bring your item the morning of the event.



**APDA 2019 Oklahoma  
State Parkinson's Education Forum  
"Pearls of Wisdom: Courage"**

**TOPICS/ AGENDA**

*Saturday, July 27<sup>th</sup>, 2019*

*DoubleTree by Hilton Tulsa – Downtown*

*Check in - 9:30a*

*Event starts – 10:00a*

*Event ends – 3:30p*

**Speaker – TBD**

**Topic – TBD**

**Speaker – TBD**

**Topic – 2019 Update on Parkinson's Disease**

**APDA Parkinson's Education Forum**

- 9:30 Registration & Health Fair**
- 10:00 Announcements, Introductions, & Thank Yous to Board Members**
- 10:15 Movement Break**
- 10:30 Speaker**
- 11:15 Health Fair, Restroom Break**
- 11:30 Movement Break**
- 11:45 Lunch is Served**
- 12:05 Speaker**
- 12:40 Movement Break**
- 12:55 Health Fair, Restroom Break**
- 1:15 2019 Update on Parkinson's Disease – Speaker TBD**
- 2:00 Presentation of Emeritus Award**
- 2:05 Q&A Forum with Presenters**
- 2:45 Door Prizes and Thank Yous**
- 3:00 Dismiss**