Dear APDA Oklahoma Chapter Friend:

APDA is proud to announce our **APDA 2019 Oklahoma State Parkinson’s Education Forum** on **Saturday, July 27th, 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 12th** for benefits requiring your logo on the invitation. **All others must respond by Friday, July 19th.**

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  
Executive Director  
APDA - Oklahoma Chapter  
JJohnson@APDAParkinson.org  
918-747-3747

Enclosures: Sponsorship Levels, Selection Form, Rules
Please direct any questions to: Jennifer Johnson 918-747-3747, JJohnson@APDAParkinson.org
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**: 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.**

7. **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 accepted.

8. **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.

9. **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.

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**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

“Pearls of Wisdom: Courage”

TOPICS/ AGENDA - Subject to change

Saturday, July 27th, 2019
DoubleTree by Hilton Tulsa – Downtown
Check in - 9:00a
Event starts – 9:30a
Event ends – 4:00p

APDA Parkinson’s Education Forum

9:00  Registration & Health Fair
9:30  Announcements, Introductions, & Thank Yous to Board Members
9:45  Spkr – Gail Bieber, MSW, LCSW, CCM – “Living with Parkinson’s disease: Courage in the Face of Fear”
10:30 Spkr - TBD
10:50 Movement Break - Pedaling for Parkinson’s disease
11:00 Health Fair, Restroom Break
11:15 Spkr – John Cattaneo, MD – “Cognition in Chronic Neurological Disease: Parkinson’s Dementia & Lewy Body Disease”
12:00 Lunch is served
12:45 Speaker – Rebecca Gilbert, MD, PhD – Vice President, Chief Scientific Officer APDA – “Medical Marijuana and PD”
1:15  Voice & Movement Break – LSVT BIG & LOUD
1:30  Spkr - TBD
1:50  Keynote Spkr – Kevin Klos, MD - “New Therapies and Current Research on Parkinson’s disease”
2:35 Health Fair, Restroom Break
2:50 Q&A Forum with Presenters
3:20 Door Prizes and Thank Yous
3:30 Dismiss