



## TRADE SHOW EXHIBITOR RESOURCE GUIDE & EXHIBIT SPACE CONTRACT

Oklahoma Cattlemen's Association 40<sup>th</sup> Annual Ranch Rodeo  
August 16 & 17, 2024

**SPACES:** Booth spaces are \$3.50 per square foot each and are sold on an 8' x 10' basis. Exhibitors may combine spaces to form larger spaces such as, 8' x 10', 8' x 20', etc.

**Please note: Many, but not all, booths are located on woodchip flooring. Additionally, we have incorporated a 30-foot extension area for trade show spacing that will be on the arena dirt. Prepare accordingly for shavings or dirt unless notified otherwise.**

**WHAT'S INCLUDED:** Booth spaces include pipe/drape only. No tables and chairs are provided. Individual electrical connection is available upon request for an additional fee. Wi-Fi can be purchased onsite. Vendors receive **two wristbands per 8x10 space, which must be worn at all times**, for booth admission. The wristbands provided are for booth access *only*. If you wish to purchase tickets to watch the rodeo, **Additional tickets are available on [ticketmaster](#)® or, call Lazy E Arena at (405) 282 - 3004.**

**RATES:** Prices for each space are \$3.50 / square foot. You may select multiple booths to create larger spaces. Electrical connection is \$30 for a standard connection and \$60 for a special connection. WiFi can be purchased through the Lazy E Arena on-site.

**DISCOUNTS: OCA ASSOCIATE MEMBERS:** Associate members are entitled to 10% off their total booth space purchase. The discount is associated with your company profile and will be reflected on your invoice. If you are a new exhibitor, please contact Courtney McNeff Betts at 405-613-0239 or [cbetts@okcattlemen.org](mailto:cbetts@okcattlemen.org) to verify you qualify for this discount.

**PAYMENT:** Full payment must be made by July 15, 2024.

**CANCELLATIONS:** Cancellations must be made in writing to OCA. Refunds shall be given only if OCA is notified in writing by July 15, 2024. The 2024 booth payments cannot be applied to future events. Any booth purchase cancellations made after July 15, will not be refunded.

**PRINTING DEADLINE:** Exhibitors selecting and/or paying for space after July 15, 2024, may not be listed in the official program handbook.



## OCA Ranch Rodeo Important Dates / Times:

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### Trade Show Move-In:

**Large Equipment** (ANYTHING driven in/ requiring a freight entrance):

Wednesday, August 14, 7:00AM – 12:00PM

\*\*\*Large equipment exhibitors please plan to move in before noon on Wednesday. Please call the OCA office by **MONDAY, AUGUST 12**, to schedule an approximate arrival time so that we can be prepared when you arrive at the Lazy E Arena (405) 613 0239\*\*\*

**Standard Booth:** Thursday, August 15, 11:00PM – 5:00PM OR Friday August 16, 8:00AM – 2:00PM

\*\*\*Overhead doors at Lazy E Arena are **NOT** to be opened Friday or Saturday. If you require overhead doors to move in your booth, please plan to move-in on Thursday\*\*\*

All exhibitors must be in place **NO LATER THAN 2:00PM August 16**, no exceptions.

### OCA Ranch Rodeo Trade Show Times:

Friday, August 16: 5:00PM – End of Performance

Saturday, August 17: 9:00AM – 3:00PM; 5:00PM – End of Performance

\*\*Please note, 9:00AM – 3:00PM is optional. The arena is open for the Ranch Horse Competition, but vendors are not required to be in their booth\*\*

### Trade Show Move-Out:

**Standard Booth:** Saturday, August 17, post performance OR Sunday, August 18, 8:00AM – 12:00PM

**Large Equipment:** Sunday, August 18, 8:00AM – 12:00PM

To register for a booth, a printed booth contract is attached OR you can submit a registration at [okcattlemen.org](http://okcattlemen.org)

**Additional questions or interested in sponsoring this event?**

Call or text Courtney McNeff Betts at (405) 613 - 0239 or email [cbetts@okcattlemen.org](mailto:cbetts@okcattlemen.org).

