



33rd EFO Annual Meeting & Trade Show Reed Conference Center – Midwest City, Oklahoma

Exhibitor Information

October 14-16, 2024

Thank you again for registering to have an Exhibitor Booth at the 33rd EFO Annual Meeting and Trade Show. It is shaping up to be a very exciting conference with our speakers and their topics.

Booth Information

Below are the details for the Exhibitor Booths that you need to know for set up and take down.

- Signs will be posted in booth for each company. EFO is responsible for assigning booth spaces. **Booth numbers are not provided** since this is a small regional conference (~300 attendees)
- Size of each booth is 8X8 with a 6 ft table, drayage, 2 chairs, and a trash can are provided.
- **Electricity is \$50.00. The deadline to order is September 28, 2024.**
- Set up is available on October 14th between 2:00 pm – 6:00 pm or before 7 am on October 15th. Early set up prior to 2:00 pm is NOT available.
- Booth take down is after lunch on Wednesday, October 16th.
- Your exhibit booth may be shipped to the conference center directly. **They will accept packages 48 hours prior to arrival.** Label clearly the shipment as noted below:

Shipping Label Information:

Reed Conference Center

ATTN: (Person who is Receiving Package), 33rd EFO Annual Meeting, Hold for 10/16/2024

5800 Will Rogers Road

Midwest City, OK 73110

- For additional information regarding Booth Information, please contact Jennifer Wasinger.

Attendee Registration Information

Each Exhibitor Booth receives **1 registration** for the conference with the booth. A second Exhibitor ticket is available for \$200. If additional personnel from your company are planning to attend the conference, they will need to register as a Member or Non-Member, as appropriate. **All tickets must have names submitted by Sept 24, 2024.** If you are not certain of the names of personnel registered for your booth and/or company, please contact Jody Reinhart at Jody@envirofdok.org.

Hotel Reservations

For hotel reservations, use this link to make your reservations as soon as possible to get the conference hotel room rate at the link below. Please tell them you are with the EFO conference to get the conference rate. The group rate **ends on Monday, September 30, 2024**, but register as soon as possible. Once the rooms sell, the block rate is gone. <https://www.marriott.com/event-reservations/reservation-link.mi?id=1717519833480&key=GRP&app=resvlink>

Please note that if they are sold out, there are other hotel options located nearby.

If you have any other questions, please contact one of the following:

General Conference	• Jennifer Wasinger	Activities Committee Chair	405.613.0181	Jennifer.wasinger@freese.com
Registration, Sponsorship, Exhibitors, Badges, etc.	• Jody Reinhart	Membership Director	580.334.1288	jody@envirofdok.org
Golf, Other	• Bud Ground	President	405.509.1135	bud@envirofdok.org