Please note that space is limited and confirmed registration will be made on a first come first served basis. In order to process your application, you must complete all sections of this form. The information, exactly as it appears below, will be printed in the conference agenda. All booths include a standard banquet table and two chairs (unless additional registrations or tables are purchased). Please inquire for rates.

All applications are subject to committee approval.

The University of Oklahoma is an equal opportunity employer. Printed at no cost to Oklahoma taxpayers.

<table>
<thead>
<tr>
<th>Registration and Contact Information (Primary Exhibitor/Vendor Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Organization/Company Name</strong></td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Zip</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Alternative Phone</strong></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
</tr>
<tr>
<td><strong>Website</strong></td>
</tr>
</tbody>
</table>

Secondary Exhibitor (complimentary):

1) **Full Name**
   First Name for Name Badge
   E-mail

For Additional Registrations ($150.00 each):

1) **Full Name**
   First Name for Name Badge
   E-mail

2) **Full Name**
   First Name for Name Badge
   E-mail

3) **Full Name**
   First Name for Name Badge
   E-mail

☐ Exhibit requires electricity/outlet (additional $45.00 charge per table per day assessed by hotel)
**** Important – Arts & Crafts Vendor Applications ****

We strive to support Native American artists and artisans. In doing so, reserving an arts and crafts booth during this conference is competitive. You must send photos (via email) of your arts and crafts to apply for a booth. Only those selected by our committee will be registered for conference. Each year, we limit the number of vendors based on our attendance. There will be no on-site registration for Art & Crafts Vendors, who must be paid in full before setting-up. Personal checks will not be accepted (cash, certified check or credit card only). For more information, contact Shawn Badgett at the contact info below.

American Indian Institute
1639 Cross Center Dr.
Norman, Oklahoma 73019
Tel: (405) 325-4127  Fax: (405) 325-7757  Email: shawnatou@ou.edu
Please e-mail, mail, or fax registration applications.
You will receive notification and invoice for payment if accepted.

Exhibit Area Fees
Informational Exhibitors: $400
Arts and Craft Exhibitors: $400
Additional Tables: $50 each
Electricity: $45.00 per table per day

Additional registrations for people in your party (for 3 or more): $150 each

Purchase price of first table includes: Registration for two (2) people and includes conference materials, daily lunch, refreshments, and access to conference workshops. Please note: Additional registrations are available for $150/each, for others in your party who may be helping with your exhibit/space. You must have a conference pass and meal tickets to access any conference-sponsored activities and food. The purchase of an additional table does not include registration for an additional person, it only includes a table.

Expected Payment
Total tables
Total exhibitor/vendors in your party: _______
Total fees $ _______

Agreement: Exhibit space will not be final or reserved without payment. Approval of your application and processing of your payment constitutes reservation of exhibit space. Aii will not knowingly accept exhibitors that discriminate on the basis of ethnic group, race, religion, gender, sexual orientation, age, record of public offense, and/or disability. All applications are subject to committee approval.

Arts & Crafts Vendors must be paid before they will be allowed to set up. No personal checks accepted.

☐ By checking this box, our company adheres to and abides by the University of Oklahoma’s policy on non-discrimination. We hereby make application for exhibit space at the 15th Native Women and Men’s Wellness Conference. We agree to abide by the terms and conditions set forth by American Indian Institute (Aii).

Electronic Signature (please type or sign your full name): _______

A small portion of the room rate at the host hotel will be credited to the organization to help offset costs of the conference.

Photo Release: I understand that while at the event or its related activities I may be photographed or videotaped. I agree to allow my name, photo, video or film likeness or reproductions thereof made through any media, including electronic media, to be used for any legitimate purpose including but not limited to use on a website, social media or brochure. To the fullest extent allowed by law, I hereby grant a non-exclusive, royalty free right to use my name and likeness to the Board of Regents of the University of Oklahoma. I am legally competent to agree to this Release.

Attendees with special dietary needs that are medically necessary have the responsibility to make the University of Oklahoma event staff aware of their needs. Event staff will use reasonable efforts to pass special need information on to the Hotel or catering staff regarding food allergies and dietary restrictions. Hotel or caterer is solely responsible for the preparation of the food and University has no control other than to confirm with the Hotel they have been made aware of the special dietary needs and are accommodating the need. Because of the number of meals served and the number of items used each day, along with food product changes from food vendors, it cannot be guaranteed that every allergen in the food served will be identified and labeled. Attendee acknowledges and understands that there is a possibility of cross-contamination of food prepared in the Hotel or caterer’s kitchen, and Attendee agrees to assume the risk. The University cannot assume any liability for adverse reactions to food consumed, or items one may come in contact with while eating at the event. Attendees with life-threatening food allergies who may need to use an Epi-Pen or other similar treatment should be carrying their own and be able to administer them. University event staff are not trained to administer Epi-Pens and cannot provide or administer them. Attendee acknowledges that there are certain risks of physical injury or illness associated with consumption of food at the event, up to and including death. Attendee acknowledges and hereby states that participation in this Activity is entered into as a free and voluntary act. By clicking “I Agree” below to agree to these terms and conditions, Attendee hereby releases the Board of Regents of the University of Oklahoma its employees and agents from any liability whatsoever related to any adverse reaction to food consumed or which attendee came in contact with while at the event. Attendee understands that by agreeing to these terms, attendee gives up substantial legal rights that attendee may otherwise have to recover damages.

For accommodations on the basis of disability, please contact American Indian Institute at (405) 325-4127 or shawnatou@ou.edu no later than one (1) month prior to the conference.
EXHIBIT RULES AND REGULATIONS

A. CONTRACT
This application, properly executed by applicant (Exhibitor) shall upon written acceptance and notification of space assigned by the University of Oklahoma constitute a valid and binding contract between Exhibitor and the American Indian Institute (Aii).

B. SPACE RENTAL
1. Standard Booth: This contract for use of space provides one skirted banquet table, two chairs, and access for two (2) people to all conference-related activities and food.

2. Assignment of Space: Assignment of space will be based on the order of date of receipt of application as well as size, utility requirements and location of space requested. Assignment of space is final and shall constitute an acceptance of the exhibitors’ offer to occupy space. Space assignments may be revoked or changed by the University of Oklahoma any time that the minimum payment schedule is not met.

3. Cancellation of Show: In the event that fire, strike or other circumstances beyond the control of the University of Oklahoma cause the exhibit to be cancelled, full refund of exhibit rental fees will be made.

4. Furnishings: Additional furniture, accessories, signs, electrical outlets, etc., are the sole responsibility of the exhibitor. Table coverings as well as all booth equipment must be of non-flammable material. All decorative materials must be fire-resistant and in accord with the standards established by the San Diego, CA Fire Department.

C. CANCELLATION OF EXHIBIT CONTRACT
1. Cancellation: In the event that notification of intent to cancel is received by the University of Oklahoma in writing by February 12, 2016 all sums paid by the exhibitor, less $150 cancellation fee, will be refunded.

2. Failure to Occupy Space: The exhibitor will forfeit space not occupied by the close of the exhibit installation period as specified in the accompanying material and this space may be resold, reassigned or used by the University of Oklahoma. If the exhibit is on hand, the University of Oklahoma reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.

D. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS AND EXHIBIT FACILITIES
1. Acceptability of Exhibits: It shall be the responsibility of the American Indian Institute (Aii) through their logistics contractor, The University of Oklahoma, to provide space for individuals, governmental agencies, as well as profit and not-for-profit organizations to exhibit their materials to members and non-members attending Aii meetings, especially the annual conference. The purpose of exhibits and, therefore, exhibitors must abide by certain rules and regulations. Only exhibitors whose materials are related to the explicit purposes of Aii and of the exhibits will be approved or allowed to maintain displays. These materials must be directly relevant and be of value to our profession. Any particular exhibit shall be operated in a way that will not detract from other exhibits, the exhibition or convention as a whole. Each exhibitor must agree to abide by the policy of Aii on non-discrimination. Aii reserves the right to bar any potential exhibitor or require the immediate withdrawal of any exhibit, which it believes to be injurious to the purposes of Aii or of the exhibits.

2. Restrictions on Use of Space: No exhibitor shall sublet, assign or share any part of the space allocated to him without the written consent of the University of Oklahoma, and purchase of additional registration(s).

3. Construction of Exhibits: Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. No sidewalk higher than 36” may extend forward from the back wall more than one-half the depth of the exhibit space. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of proposed layout at least 50 days before the meeting or before construction is ordered and receive written approval from the University of Oklahoma.

4. Appearance of Exhibits: Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor’s expense. The University reserves the right to have such finishing done, billing the exhibitor for charges incurred.

5. Installation and Dismantling of Exhibits: All installation and dismantling of exhibits must be carried out during the time indicated in this contract. The set up for exhibits is scheduled on Sunday, February 28, 2016 from 12:00 – 2:00 pm, opening on Sunday from 2:00 – 6:00 pm during Pre-Registration. Exhibit space will be open again on February 29 and March 1; and 7:30 am – 12:00 pm on March 2. Exhibits must be dismantled before the official closing date and time of March 2 at 2:00 pm. It is the responsibility of the exhibitor to see that all materials are delivered to the Catamaran Resort Hotel and Spa and removed from the venue by February 28, 2016. Should exhibitor fail to remove exhibit, this removal will be arranged by the University of Oklahoma at the expense of the exhibitor.

6. Drayage: All shipments of exhibit material must be made as indicated in the exhibitor’s service kit.

7. Labor: Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations may be obtained from the hotel. Display persons, painters, carpenters, electricians, and other skilled labor can be arranged through the hotel at established rates.

8. Fire and Safety Regulations: The exhibitor hereby agrees to be bound by (i) all applicable fire, utility and building codes and regulations; (ii) any rules or regulations of the facility where the exhibition is held; (iii) the terms of all leases and agreements between Aii and the managers or owners of said facility; and (iv) the terms of all leases and agreements between Aii and any other party relating to the exhibition. All decorations and booth equipment must be fireproof and electrical wiring must meet the safety requirements of the official service contractor. Affidavits attesting to flameproof compliance with Fire Department Regulations must be submitted when requested. No combustible materials shall be stored in or around exhibit booths.

9. Damage to Exhibit Facilities: The exhibitor must surrender space occupied in the same condition it was at commencement of occupation. The exhibitor or its agents shall not injure or deface facilities, the booths or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

E. LIABILITY
1. Security: Protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

2. Responsibility of Aii and the Exhibit Facility: Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to comply strictly with applicable terms and conditions contained in the agreement between Aii and its agents and the Catamaran Resort Hotel and Spa regarding the exhibition premises. The exhibitor further agrees to assume complete responsibility for any damage arising under this contract by the exhibitor, its agents, employees and business invitees and to indemnify and hold the University of Oklahoma and Aii, its officers, directors, employees, agent and business invitees harmless from and against any and all actions, proceedings, claims, damages, attorney’s fees and expenses of whatsoever kind, arising out of or relating to this contract, including any action incident to or arising from exhibitor’s occupation of or use of booth space or exhibit premises and any actions brought by the Catamaran Resort Hotel and Spa or its agents against the University of Oklahoma and/or Aii.