

# CSCCa National Conference Exhibitor Information

## Collegiate Strength and Conditioning Coaches association

Oklahoma City Convention Center  
May 2-4, 2022 – Oklahoma City, OK

Final Registration Payments  
Due by February 28, 2022  
(Please Print Neatly or Type)

Dear Marketing Director:

We would like to take the opportunity to invite you to exhibit at the 2022 annual National Conference for the Collegiate Strength and Conditioning Coaches association (CSCCa), a nonprofit professional, educational organization for strength and conditioning coaches of collegiate and professional athletic teams. We currently have exhibitors showcasing training equipment, nutritional supplements, flooring, and other strength- and conditioning-related products. We have a limited number of booths available and booths are reserved on a first-come first-served basis. We are expecting approximately 1500-1600 attendees. The 2022 CSCCa National Conference will be held in Oklahoma City, OK, May 2-4, 2022. Conference sessions and exhibit hall will be located at the Oklahoma City Convention Center, with hotel accommodations available at the Oklahoma City Omni Hotel, as well as other overflow hotels to be designated on the CSCCa Website.

Please find our conference and exhibition information below.

### Booth Rates

1 Booth:	\$1,100.00
2 Booths:	\$2,100.00
3 Booths:	\$3,050.00
4 Booths:	\$3,975.00
Each Additional Booth:	\$900.00
Premium Booths:(*)	= +\$100
Booths with Pillar:(**)	= not available for individual sale
	\$300 discount provided

### Booth Selection

Attached is a diagram of the spaces that are currently available. Booths marked in color (corresponding to product type) are already reserved. Booths spaces are 10'x10'. The booth rental cost includes the space with pipe and drape, and a sign with the company's exhibit name. **Additional items (such as table, chairs, electricity, etc.) must be brought by the exhibiting company or ordered through the official show decorator or through the conference facility as indicated on the appropriate order forms.** Premium booths are indicated with an asterisk (\*) and booths with pillar interference are indicated with a double asterisk (\*\*). **Booth reservations are made upon receipt of a completed contract and registration form** via email and filled on a first-come, first-served basis.

### Payment Information

**A non-refundable \$200.00 deposit per booth space is required within two weeks of receiving your contract/registration form.** This deposit will be applied toward your total booth payment. Final payments must be received by the CSCCa National Office no later than February 28, 2022. **Payment can be made by business check or by credit card. Please be aware, however, that there will be a 2.75% processing fee for all credit card payments. You must call our office at 801-375-9400 to make payment by credit card. See the contract/registration form for the correct mailing address to make payment by check.**

**If we have not received payment by the invoiced due date, we will release your reserved booth(s). Once the payment has been received, we will work with you to reserve your top choice from the booths available at that time.**

Please Note: Companies located outside of the United States must check with the CSCCa National Office before submitting payment to determine the most appropriate payment method and potential additional fees.

### Exhibit Hall Hours

Monday, May 2	4:30 p.m. to 7:00 p.m.
Tuesday, May 3	6:30 a.m. to 8:00 a.m./10:00 a.m. to 5:00 p.m.
Wednesday, May 4	6:30 a.m. to 10:30 a.m.

These are tentative hours for the exhibit hall.

### Food Events

There will be two food events held in the exhibit hall: the Opening Social and the Exhibit Hall Brunch. During these events, no conference sessions will be scheduled, and there will be food and beverages throughout the exhibit hall for the coaches and exhibitors. Below are the tentative times for these scheduled events:

**Opening Social:** Monday, May 2, 2022, 4:30-6:00pm  
**Exhibit Hall Brunch:** Tuesday, May 3, 2022, 11:00am -12:30pm

These events will provide a great opportunity for exhibitors and conference attendees to meet and mingle.

### Show Decorator

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We will be utilizing JP Display as the Service Contractor for this year's conference. You should direct any questions regarding orders, booth set up & take down to JP Display at 801-523-7083 or [orders@jpdisplay.com](mailto:orders@jpdisplay.com).

### Scheduling Dock Times

If you have a large truck that needs access to the dock for delivery and pick up of your booth contents, you will need to contact our show decorator, Rick Peters, to schedule a docking time. This is necessary so that we can optimize dock space usage during move in and move out. To schedule a docking time, you will need to contact Rick at [rick@jpdisplay.com](mailto:rick@jpdisplay.com).

### Booth Set-Up

Set-up is currently scheduled to begin at 8:00 a.m. on Sunday May 1, 2022. All booths must be set up and ready for the exhibit hall to open at 4:30 p.m. on Monday, May 2.

### Booth Take Down

We surveyed CSCCa exhibitors regarding exhibit hall closing time on Wednesday. The overwhelming response from those that responded was to have the hall close at 10:30 a.m. Consequently, breakdown begins at 10:30 a.m. on Wednesday, May 4, 2022, and must be completed by 6:00 p.m. that evening. **Exhibitors may not begin booth break down prior to 10:30 a.m. on Wednesday unless arrangements have been made prior to the National Conference.** Exhibitors will be granted a 30 minute grace period until 11:00 a.m. allowing them to finish speaking with coaches before they will be required to begin booth take down. **Empty crates will not be returned until 11:00 a.m.** Please schedule your departure to allow enough time to complete your break down.

### Security

It is important to note that although the Oklahoma City Convention Center does have security, neither the Convention Center nor the CSCCa can accept responsibility for any items left unattended by exhibitors, or for any items lost, damaged, or stolen during the conference.

### Hotel Information

**We have been guaranteed a room rate of \$189 per night plus applicable state and local taxes for single and double occupancy at the Omni Hotel in Oklahoma City.** Please keep in mind that although the cut-off date for this rate is Friday, April 8, 2022, we have only been guaranteed this rate for a limited number of rooms. Please make your reservations well in advance of this date to take advantage of this special rate!

**IMPORTANT:** Please be aware of "room poachers"—third-party organizations that fraudulently pose as affiliates of organizations hosting conferences and other events. Their method of operation is to trick conference attendees into reserving rooms through them instead of through the official methods offered by the host organization. These groups often offer nonexistent rooms or false pricing. Never give your personal information to anyone who contacts you claiming to be affiliated with the CSCCa and offering hotel reservations. **The CSCCa and its affiliated conference sites will NEVER solicit you for room reservations.** Please book hotel reservations directly through the Oklahoma City Omni Hotel by calling 1-800-843-6664 or by using the following link:

<https://www.omnihotels.com/hotels/oklahoma-city/meetings/2022-collegiate-strength-and-conditioning-coaches-conf-04282022>

### Other Required Forms

The CSCCa will send you a Badge Request Form which allows you to indicate what names should be printed for your exhibit hall badges. Exhibitors are allowed a maximum of 4 badges per reserved booth. Additional badges will cost \$75 per badge. Please write names legibly and exactly as you would like them to appear on the printed badge. Badge reprints will be \$5.00 at the conference. You are also able to indicate whether or not the individuals with your company will be in attendance at the Opening Social and Exhibit Hall Brunch. This document must be submitted by Monday, April 4, 2022. You will also receive a sample Certificate of Insurance. The sample you receive indicates the insurance requirements of the CSCCa. Your company's Certificate of Insurance must be received by Monday, April 4, 2022.

If you are interested in exhibiting at this event, please complete the enclosed contract/registration form and return it to the CSCCa National Office, along with your deposit.

I look forward to hearing from you and hope that you will choose to take part in this exciting event!

Sincerely,

*Allan Johnson*

CSCCa Chief Development Officer