



SAIGE 2016 Annual National Training Program
"Serving Our Nations"
Hard Rock Hotel & Casino, Catoosa, OK
June 6-9, 2016
Exhibitor Information

Greetings SAIGE Exhibitor:

We welcome your participation in our 13th Annual National Training Program being held at the Hard Rock Hotel in Catoosa, OK, outside of Tulsa. Here is some information to help you have a successful experience at our event.

Exhibit Fees:

Government Agencies and Private Companies - One table, two chairs - \$1500

501-c-3 Non-Profit Organizations – *contact Duane Matt for information*

No less than two weeks prior to the event we will send you the Exhibit Hall layout and map of the hotel. It is important that you **register no later than May 27, 2016, as there will be no on-site registrations for exhibits.**

Two methods of payment are available:

To pay by credit/debit card you may access our secure online registration system at <http://www.etches.com/saige2016>. Please contact me, Duane Matt, at dmatt@saige.org and *I will provide you with the password needed for you to register.*

If you want to be invoiced, please contact the SAIGE Treasurer, Sue Morris at smorris@saige.org or by phone at 918-637-7038. After you make your payment arrangements, you will still need to register online at <http://www.etches.com/saige2016>. This is to ensure we have your credentials ready when you check in at the Exhibits registration table on Monday. *She will provide you with the needed password information to register* when you arrange payment with her. Ms. Morris can also register you as an Exhibitor when you speak with her if you prefer that to registering yourself online.

Setup for Exhibitors is on Monday, June 6, from 8:30 am-12:00 pm. Take down is Thursday, June 9, between 4:00 and 5:00 pm.

Hours of the Exhibit Hall are 7:30 a.m. to 5:00 p.m. Tuesday through Thursday of that week. If you need power to your booth, additional lighting, computer or phone lines, please contact me directly for arrangements. If there is a cost for additional items it will be at your own expense and are to be paid to the hotel.

Please be sure to ***make your hotel reservations early*** as we have a limited number of sleeping rooms in our block. Please make your own room reservations by calling the hotel directly at 1-800-760-6700. Or you may make your reservation on their website at www.HardRockCasinoTulsa.com. **Be sure to mention/use our Group Code: SAIGEJUNE2016, to ensure you receive the government per diem rate of \$89 per night. The cutoff date for hotel reservations is May 15, 2016.** The Hotel has a free shuttle from Tulsa International Airport, but you need to request this of the hotel if possible at least a week in advance. Please call Hard Rock Valet services at 918-384-7673 to request pickup and return shuttle services. Other arrangements can be made at the airport for rental cars. The Hard Rock Hotel is approximately 9 miles from the airport.

Thank you for your support of SAIGE. We look forward to seeing you in Catoosa, OK in June. Please feel free to contact me with any questions.

Sincerely,

Duane Matt
303-293-5072
Exhibits Coordinator