



**Oklahoma Coaches Association Coaches Clinic**  
**Exhibits: July 26-29, 2026**  
**University of Central Oklahoma Edmond, Oklahoma 73034**

**Dear Exhibitor,**

This letter contains information regarding exhibitor space for 2026 Oklahoma Coaches Association Annual Clinic. The dates for the clinic are **July 25-30, 2026**, in Edmond, Oklahoma. The clinic headquarters will be located at **University of Central Oklahoma in the Nigh Center**. The college is located at 100 North University Drive, Edmond, Oklahoma 73034.

Each booth space will be \$500. All booth space(s) require a contract and payment at time of reservation. Booth payments can be made by check or credit card. If paying by credit card contact Lea Mouss at the OCA office (405) 635-9300 or mail the check to the Oklahoma Coaches Association, 8080 Crystal Park Avenue, Oklahoma City, OK 73139.

**Enclosed you will find the following information:**

- Contract: Please fill it out completely. Please make sure your contract accompanies your payment.
- Exhibitor Guidelines: Includes all valuable information regarding payment, set-up times, cancellations, etc.
- Exhibitor Map: Please choose the location best suited for your company. The OCA will try to accommodate you to the best of our ability.
- Booth Assignment Policy: Booths will be allocated based on the order in which completed contracts and corresponding payments are received.

**Door Prizes:**

We are asking We ask that each exhibitor furnish two door prizes. Exhibitors will receive a QR Code when they check in. Coaches that visit your booth will scan the QR Code. Winners will receive a text notification around midday each day and can pick up their prize at your booth.

**Badges:**

Please indicate in your contract the number of badges your company will need. Representatives will receive exhibitor identification badges at check-in.

**Cancellations and Refunds:**

- Prior to and on May 1, 2026, A refund of booth fees less an \$80 service charge.
- After May 1, 2026, and before July 1, 2026, Exhibitor will receive \$200.
- July 1, 2026, through July 14, 2026, Exhibitor will receive \$100.
- On and after July 15, 2026, no refund will be issued.

**Set-Up Times/Check-In Times:**

- Exhibitor registration will be open from 1:00-5:00 pm on Sunday, July 26th, and from 8:30-11:00 am on Monday, July 27<sup>th</sup>. You will need to check in at room 202 on the 2<sup>nd</sup> floor.
- Companies that fail to check in by 11:00 am on Monday, July 26th will be marked as a NO SHOW and forfeit their space without refund.
- If a situation arises and you will be checking in late, please contact us.
- Please ensure that all exhibits are removed by 12:00 p.m. on Wednesday, July 29, 2026.

**Security:**

Security will be present in the exhibit areas, provided by the Oklahoma Coaches Association; however, they are not responsible for any items that may be stolen.

**Shipping Information:**

- Contact Mark Breeden, Midwest Decorating, 405-684-1432

**Electricity Information:**

- Electricity will be managed through UCO. Contact Catina Johnson at 405-974-2358. Electricity is free along with Wi-Fi this year.

**Booth Description:**

- Dimensions may vary due to location, check layout for dimensions.
- 8-ft high back drapes
- 3-ft high side dividers
- One 6-ft display table, draped
- Two chairs
- One 7"x44" identification sign

Exhibitors shall keep all merchandise, table, or other materials used for display completely inside the boundaries of the space contracted for the exhibitor. Please respect these guidelines.

*Vendors, please be aware of this contract clause: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the university premises and will indemnify, defend, and hold harmless the university, as well as their respective agents, and employees from any and all damages and claims.*

*The university will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities on the university's premises except for any claims, loss, or damages arising from the university's own negligence. The Oklahoma Coaches Association will be responsible for negotiating the contract with its exhibitors.*

If you have any questions, contact the OCA office at **405-635-9300**.

Sincerely,

**Wayne Dozier**  
Executive Director

**Jeff Shafer**  
Exhibit Coordinator



Oklahoma Coaches Association Coaches Clinic  
 Exhibits: July 26-29, 2026  
 University of Central Oklahoma Edmond, Oklahoma 73034

## APPLICATION FOR EXHIBIT SPACE

This agreement is made and entered into between the Oklahoma Coaches Association and...

**COMPANY INFORMATION: PLEASE PRINT**

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Company Representative and/or Contact Person

\_\_\_\_\_  
 Company Mailing Address, Including City, State, and Zip Code

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Phone #

\_\_\_\_\_  
 Exhibitor's Signature

The OCA agrees to furnish one booth space that is equipped with side and back drapes, an identification sign, a 6-ft. display table, I.D. badges and security for the exhibit area. For the services provided, the exhibitor will pay a fee of \$500.00 per booth space.

Payment can be made by check or credit card. Booth space will be on a first come, first serve basis. Payment secures your booth location. Make checks payable to the Oklahoma Coaches Association.

Refer to the exhibit layout and list your booth choices with number 1 being your first choice.

	1	2	3
Choices			

Exhibitor badges bearing your company name will be furnished. Number of badges: \_\_\_\_\_

Number of years the company has been an Exhibitor with the OCA \_\_\_\_\_.

*Please consult the Exhibitor Information Page for further details.*

**Return this completed form and payment to:**

Oklahoma Coaches Association  
 8080 Crystal Park Dr. Oklahoma City, Ok 73139  
[Jeff.shafer@oklahomacoaches.org](mailto:Jeff.shafer@oklahomacoaches.org) (405)635-9300

Date Received: \_\_\_\_\_

Payment: \_\_\_\_\_

Booth Assignment: \_\_\_\_\_