

Dear Vendor,

It's time once again to make your reservations for exhibit space at the **2019** Oklahoma School Plant Management Association's State Conference, Sept. 24-26 at the newly constructed Lake Murray State Park. If you are a returning vendor we would like to thank you for your previous support, without it we would not be able to continue to provide many of the services we currently provide. We would be delighted to once again have your participation this year.

If you are a new company, we thank you for considering becoming an OSPMA vendor. Please review the attached information and if you have any questions give me a call. We would like nothing better than to see you at Lake Murray in September.

We will have **vendor set-up** before and during the Golf Tournament (Lake Murray Golf Course) on **Tuesday September 24, 2019 & 7:00 – 8:00 a.m. on Wednesday Sept. 25, 2019**. The **Trade Show** will be conducted between **8:00 a.m. and 4:00 p.m. on Wednesday the 25th and continue Thursday morning**. This year we are asking that your prize drawings be conducted in our Thursday morning meeting where we will have our keynote address annual business meeting. Our hope is that this will not only encourage our members to visit your booths one last time Thursday morning but also help to increase attendance to our keynote speaker and business meeting. Along with the location change we are planning a change in activities such as adding an optional "meet and greet" Tuesday evening at the Blue Heroin restaurant, having a corn hole tournament Wednesday evening and vendor receptions if so desired. One of our Gold Sponsors has approached us about providing a BBQ dinner for everyone at the pavilion Wednesday evening. We'll follow this with the corn hole tournament and still leave some time for any receptions our vendors would like to sponsor at their cabin or room.

As always we will rely on our vendors for many of the prizes for the golf and corn hole tournaments. If you have something to contribute to this cause please note that on your registration. Thanks in advance.

The Board of Directors has already constructed the agenda. Although we do not anticipate any meaningful changes to it, we can't rule out adjustments in breakout session topics and presenters. We are optimistic the location change and new approach to our breakout sessions will attract some new members and possibly the return of some of our previous attendees.

If you would like to increase your companies visibility at the conference, you may want to consider becoming a Gold, Silver or Bronze sponsor. Information for these sponsorship's are included in the attachments to this email.

We very much value your support and are looking forward to working with you and your company moving forward. We are hoping the updates to our conference meet with your approval and this annual meeting continues to be very useful to all of our vendors in developing a successful and continuous working relationship with school districts across the State of Oklahoma who are OSPMA members.

If you have ideas on how to make this a better conference or any questions please do not hesitate to contact me.

Charles Womack
Executive Director OSPMA
Email: director@ospma.org
Phone: 918-352-5454
Website: www.ospma.org