



2026 Oklahoma Agriculture Expo

Welcome Vendor,

OKANA Resort & Indoor Waterpark is honored to host the 2026 Oklahoma Agriculture Expo Conference. We are looking forward to your arrival and the opportunity for you to experience our hospitality! I am confident that our facilities, amenities, and service will exceed your expectations.

I've included a few forms that must be signed before arriving and instructions on shipping information in and out of the hotel.

Sincerely,

Liz Roberts

Liz.roberts@okanaresort.com

OKANA Resort and Indoor Waterpark

Waiver of Liability & Property Information

- The Conference Center area is carpeted.
- Outside food and beverage is not allowed in the conference center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel please contact Liz Roberts, liz.roberts@okanaresort.com.
- The use of electrical pallets jacks or forklift is not permitted without permission from the hotel. Please contact the hotel to secure approval and to decide if these are required for unloading or transporting your materials.
 - **For loading and unloading, please use the glass doors on the North side of the Conference Center.**
- **Vehicles may remain unattended while unloading/loading materials and equipment. After equipment has been unloaded and delivered to an appropriate room, vehicles need to be moved to an appropriate parking area.**
 - Open flame is not allowed in the Conference Center.
 - Easement access to any and all fire emergency exits must not be blocked or obstructed in any way.
- The hotel does not assume liability or responsibility for any damage or loss to the Hotels carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl or paint due to any form of automobile (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removal of the item.
- The hotel does not provide storage space for any exhibit display materials or merchandise. All material must be removed from the hotel premises by the predetermined strike time.

By signing this page, you agree to waive any and all liability of OKANA Resort & Indoor Waterpark, or its staff. All vendors must have a signed copy of this document at OKANA Resort & Indoor Waterpark on file before day of setup.

Signature:

Print Name:

Date

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Company/Vendor Name and Booth #: _____

Shipping & Handling of Exhibit Materials

Shipping Dates to Hotel: (smaller items)	No EARLIER than October 28, 2026
Hotel Shipping Contact:	Liz Roberts (903) 815-1676

Inbound Shipping

- Exhibit materials may be sent directly to the Hotel but not before the direct shipment dates listed above.
- **All packages must be clearly marked with the conference name and exhibitors' name to insure timely delivery**

Outbound Shipping

- All exhibitors must have prepaid shipping labels attached to their packages and be left at their vendor booth for outbound shipping.

Setup Information

- All materials will be placed in your exhibit booth prior to your setup time assuming the proper information is included on the labels.

Direct Shipping Label Format

Contact Name & Phone #: _____

Exhibitor or Booth Name & Number: _____

Conference Name: **Oklahoma Agriculture Expo ATTN: LIZ ROBERTS**

SHIP TO: OKANA RESORT & INDOOR WATERPARK

Exhibitor Name:

**639 FIRST AMERICANS BLVD.
OKLAHOMA CITY, OK 73129**

Audio Visual/Power Needs

Tony Veguilla

tony.veguilla@inspiresolutions.com

Thank you and we look forward to welcoming you to
OKANA RESORT AND INDOOR WATERPARK.