The Consortium for Student Retention Data Exchange (CSRDE) at the University of Oklahoma invites you to participate in the 8th Annual National Symposium on Student Retention in New Orleans, Louisiana. This symposium offers many opportunities for Exhibitors and Vendors to connect with motivated and on-target prospects while also demonstrating support for higher education’s efforts to improve student success.

Please review the following options and see what makes the most sense for your organization. If we can help answer any questions please contact Dr. Rosemary Hayes, Executive Director of the CSRDE at 405-325-2158 or csrde@ou.edu.

<table>
<thead>
<tr>
<th>Participation Options</th>
<th>Benefits</th>
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</table>
| **1. Exhibit Booth**  | - Up to Two Booth-Only representatives are included with this option. Ideal for those who prefer to concentrate on Booth visitors rather than attending sessions  
- Make your own arrangements for meals  
- Conference agenda and hard copy of Attendees List is included  
- Display Table/Booth of company’s products and services  
- Two chairs. Visit there with conferees |
| Your Booth space includes 2 Booth-Only Badges. No access to sessions or meals included.  
- $800/ Display Table/Booth |
| **2. One and One Option** | - One representative will have full access to the conference, meals, and breaks  
- The other representative will not have conference or meal access. However, they can work the booth and enjoy the breaks  
- Interact with even more conferees  
- If you would like to present during the conference, also submit the optional Exhibitor Presentation Application. Space is limited.  
- Share Booth duties |
| This option allows for one company representative with a Full Conference Badge and the other optional representative with a Booth-Only Badge.  
- $1225 Before Sept 1, 2012 or  
- $1298 After Sept. 1, 2012 |
| **3. Full Access Option** | - Both Reps have full access to the conference, meals, and breaks  
- If you would like to present during the conference, also submit the optional Exhibitor Presentation Application. Space is limited.  
- Interact with even more conferees  
- Share Booth duties |
| This option allows for two company representatives with two Full Conference Badges and a Booth:  
- $1650 before Sept 1, 2012 or  
- $1796 after Sept 1, 2012 |
| Notes:  
- Only Exhibitors with a Full Conference Access Badge may sit in on conference sessions  
- Company representatives may apply for a Vendor Presentation time block which occurs during the concurrent sessions. Space is limited, so act quickly. All Company Presenters must have Full Conference Badges  
- Companies that are exhibiting may bring additional staff to the conference at the cost of $425 before Sept. 1 and $498 after Sept. 1 |
Exhibitor Application Form

To ensure your Display Table/Booth space, all applications for exhibits at the National Symposium on Student Retention must be received by July 1, 2012 and paid in FULL by September 1, 2012. A Display Table/Booth includes Exhibit badges for 2 representatives. It DOES NOT include access to conference sessions or meals. However, Exhibit badges may be upgraded to Full Conference Registration with additional fees.

Please provide the following information (please type or print clearly):

<table>
<thead>
<tr>
<th>Primary Representative</th>
<th>☐ Full Conference Registration</th>
<th>☐ Booth Worker Only -no session access</th>
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<tbody>
<tr>
<td>Organization:</td>
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<tr>
<td>Preferred Salutation:</td>
<td>☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss</td>
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<td>E-mail:</td>
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<table>
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<tr>
<th>Second Representative</th>
<th>☐ Full Conference Registration</th>
<th>☐ Booth Worker Only -no session access</th>
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Special Needs Request: The University of Oklahoma is committed to making their activities accessible to persons with disabilities or special needs. If you anticipate a need for service, please list here or notify us at least three (3) weeks in advance of the conference.
REQUEST FOR DISPLAY TABLE/BOOTH SPACE

Please Check for Exhibit Space: □ Yes, please reserve a Display Table/Booth space. See payment form.

Payment of the exhibitor fee includes the following:
- One one-line identification sign, one 6' table and table cloth
- Two folding chairs and a waste bin

*Audio-visual equipment rental, electricity and internet access are not included. Contact the hotel for arrangements and additional charges to Exhibitor.*

Please describe the nature of the materials, processes, or services to be exhibited:

__________________________________________________________________________

If you are planning to offer items for sale, please fill out the following:

Price range of items offered: __________________________
Average price: __________________________

Requirements for display:

<table>
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<th>Type of Display</th>
<th>Table Top Display □</th>
<th>Floor Display □</th>
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<tr>
<td>Dimensions of your display</td>
<td>Length: _______</td>
<td>Width: _______</td>
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**PAYMENT TERMS**: A $500 U.S. deposit must accompany this application by July 1, 2012. Payment of the balance is due no later than September 1, 2012. Upon receipt of both the completed application and deposit, the application for Vendors/Exhibitors will be reviewed for acceptance by the Center for Institutional Data Exchange and Analysis at the University of Oklahoma (C-IDEA), the sponsor of the CSRDE and the National Symposium on Student Retention. Priority will be given to long-term exhibitors and sponsors. Applications are reviewed for acceptance on a first-paid, first-come, first-reviewed basis. Acceptance of this application as a Vendor/Exhibitor is at the sole discretion of the C-IDEA. Vendors/Exhibitors will be notified of the status of their applications and those not accepted will receive refunds of their deposits.

**Notice of cancellation**. The CSRDE Office must receive notification of cancellation of approved Vendor/Exhibitor space or participation in writing by September 1, 2012, in order to receive a refund of the initial deposit or full payment, less a $200 processing fee. No refunds will be granted after September 1, 2012.

Organization: ____________________________________________________________

**VENDOR/EXHIBITOR ACCEPTANCE**: I, the duly authorized representative of the above organization, on behalf of said organization, subscribe and agree to all the terms and conditions contained in this contract.

Vendor/Representative Name: ______________________________________________

Signature: __________________________ Date: __________________________

Authorized Signature: __________________________

Date: __________________________

**Next Step**: Please return this form with the Vendor/Exhibitor Payment Form to The University of Oklahoma, Registration and Records (See payment form for address and fax number)
EXHIBITOR PAYMENT FORM
October 29- October 31, 2012

(Please type or print clearly)

Contact Name: ___________________________ Contact Phone: ___________________________
Name of Organization: _____________________ Contact Email: ___________________________

1. Exhibitor Booth Only. Includes up to two Booth-Only Exhibitor Badges.
   Includes Display Table/Booth- Includes 6’ table, tablecloth, signage, 2 folding chairs, and a waste bin.
   (Note: Internet and electrical hook ups are not included. Arrangements for these services can be made with the hotel and will be paid for by the exhibitor)
   1. $800.

2. One and One Option. This option consists of One Exhibit Booth-Only Badge and One Full Conference Badge with an Exhibit Booth. No additional badges included.
   Before Sept 1, 2012-----$1225.
   After Sept. 1, 2012---$1298.

   Before Sept 1, 2012-----$1650.
   After Sept. 1, 2012---$1796.

4. Add-on Additional Representative. Must have purchased option 1, 2, or 3
   Before Sept 1, 2012-----$425.
   After Sept. 1, 2012---$498.

TOTAL DUE: $__________

All Applications must be accompanied by a minimum deposit of $500

AMOUNT PAID: $__________
The balance must be paid in full by September 1, 2012

BALANCE DUE: $__________

Select Payment Option:

☐ Check Payable to: The University of Oklahoma, C-IDEA Federal ID #: 73-6017987
Mail to: The University of Oklahoma
        Attn: C-IDEA
        1700 Asp Avenue, Room B1
        Norman, OK  73072-6400

☐ Credit Card Call-In Call toll free: 800-522-0772, ext. 1022
☐ Fax Credit Card Fax to: 405-325-7164
Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express
Credit Card Number: ___________________________ Expiration Date: __________
Cardholder Name: ___________________________ Signature: ___________________________

Please be sure to Fax (405-325-7164) or Mail (see address in payment box above):  
☐ The completed Vendor/Exhibitor Application
☐ Payment form (this form) with your payment
Optional Exhibitor Presentation Application

A limited number of concurrent presentation spaces have been reserved for company representatives to use for presentations. In order to be eligible to present at the conference the Exhibitor must do two things:

1. Complete and submit with your payment the Exhibitor Application and Payment Form.
2. Email a 200 word abstract with the name and titles of the presenters. Note: Company Representatives and any partners from colleges involved in the vendor presentation must be registered as Full Conference Access Exhibitors or Conference Attendees.

We want your presentation to be well received. Our audience will be expecting a presentation with an educational, rather than promotional focus. Case studies that clearly identify the problem, discuss the interventions or solutions applied, and measure the success of the interventions will be well received.

Abstracts for presentation will be selected based on the appropriateness of the subject to the objectives of the conference, space availability, and history of participation in previous National Symposium on Student Retention events. Only Exhibitors with Full Conference Access Badges can be considered.

Step 1: Submit an application and payment for your company to Exhibit that includes at least one full registration badge.

Each person presenting in the concurrent session must be a registered conference participant. Whether you are presenting with a team from your organization or with a customer from a college or university, each presenter must be a paid conference registrant.

Option 2 and Option 3 of the Exhibitor Options would provide you with either one or two company representatives that would be eligible to participate in the conference sessions.

Step 2: Email a two hundred word abstract on your presentation. Include the following information:

- Title of the Presentation
- 200 word abstract that provides a brief description on the case study or subject to be discussed. Identify if possible, what your audience will take away from the session. (Lessons learned, strategies, etc).
- The Names, Job Titles, and Contact information for the Presenters. Note: Presenters from your company should sync up with the information you have provided in the Exhibitor application.
- Email should be directed to:
  - csrde@ou.edu
  - Subject: Abstract for Vendor Presentation

Again, only a limited number of sessions have been reserved for vendor presentations. So, please submit your application and payment forms as soon as possible.

Questions? Contact Dr. Rosemary Hayes, Executive Director of the Consortium for Student Retention Data Exchange at the University of Oklahoma at 405-325-2158 or csrde@ou.edu.