

GLOBAL CHRISTIAN EDUCATORS' CONFERENCE

JUNE 26, 2024 | TULSA, OK

ORU_{ef}

Vendor Guide

Thank you for registering as a vendor for the Global Christian Educators' Conference! We pray it is a fruitful time as you interact with our administrators, teachers, and Christian education leaders.

LOCATION

This year's conference will be located at:

Victory Christian School
7700 S Lewis Ave
Tulsa, OK 74136

Please see the back of this Guide for parking instructions and a map of the facilities.

SCHEDULE

Vendor Set-Up

Tuesday, June 25
4:00pm - 6:00 pm

Conference

Wednesday, June 26

7:15	Doors Open	11:25	Lunch
8:00	Welcome	12:25	Workshop Session C
8:30	General Session 1	1:15	Break
9:20	Break	1:25	Workshop Session D
9:35	Workshop Session A	2:15	Break
10:25	Break	2:40	General Session 2
10:35	Workshop Session B	3:50	Conference Concludes

Vendor Teardown

Wednesday, June 26
4:00pm - 5:30pm

PARKING

The conference location has free parking for all vendors. Please see the map of Victory Christian School at the back of this Vendor Guide for more details.

The ORUef office is located in CityPlex Towers, in Tower 60 (the tallest one in the middle) on the 6th Floor, Suite 600. CityPlex has free 30-minute and 2-hour parking directly in front of Tower 60 that vendors may use when picking up pre-shipped materials. Please see the ORUef Office map at the back of this Vendor Guide for more details.

FOOD & LODGING

Vendors are invited to participate in lunch on-site on Wednesday, as indicated at the time of registration. Please see your Vendor Package for details. If you need to purchase additional lunches, please contact Joy Lin Hall at jlhall@oru.edu. The surrounding areas of Tulsa, Jenks, and Tulsa Hills have many options for breakfast and dinner.

Home2Suites Tulsa Hills is offering a special conference rate to GCEC participants. For pricing information and booking, please visit <https://group.home2suites.com/2t5rhw>.

PRE-SHIPPING MATERIALS

Vendor materials may be delivered to the ORUef office prior to the day of set-up, if needed. We strongly encourage vendors to insure all materials being shipped. Please follow these guidelines:

- Clearly mark all boxes with your company name.
- Ship by FedEx or UPS to*
ICAA & ORUef
Attn: Karen Paul
2448 E 81st St
Tower 60, Suite 600
Tulsa, OK 74137
- Email kpaul@oru.edu your company name, how many items we should expect, and the name of the representative who will pick up the materials.

Materials should not arrive at the ORUef office more than two weeks before the date of the conference.

Pre-shipped materials must be picked up by your company representative from the ORUef office (see address above) on Tuesday, June 25, 1:30pm - 3:30pm. Please see the back of this Vendor Guide for a map. ORUef will not deliver any items to the conference site on behalf of vendors.

*Please do not ship materials to Oral Roberts University.

Any materials remaining at the conference site or in the ORUef office after teardown on Wednesday, June 26, 2024, will be considered donations. These donated items will be distributed to member schools or disposed of at the discretion of ORUef staff.

BADGES

A badge will be provided during set-up for all registered vendor representatives. This badge is required for lunch at the conference on Wednesday.

BOOTH INFORMATION

All vendor booths include one table (or more, if purchased as an add-on during registration); black tablecloths; and chairs for the number of representatives registered. Vendors who indicated a need for an electrical outlet will be positioned near one, and an extension cord will be available.

Signs and materials may not be hung on walls or from ceilings around booths. If backdrops or hanging signs will be used, please bring a free-standing frame as needed.

SPEAKING OPPORTUNITIES

The Platinum package includes 3 minutes of stage time (as available) for vendors to promote services and products to conference attendees. Stage time will be scheduled by ORUef and communicated prior to the event. Scheduled stage times will be during gatherings of all conference attendees (i.e., a general session or lunch). We ask that vendors stay within the 3-minute timeframe. A promotional video of up to 3 minutes can be substituted for the speaking opportunity. Vendors who purchased a package other than Platinum will not be afforded stage time.

PRIZE DRAWINGS

Throughout the conference, prize drawings will be conducted from the stage. If the vendor's package includes stage time, it will be conducted in conjunction with the scheduled presentation time. If not, the vendor will be notified when to be in the room and recognized at the time of the drawing. Please present all prize items at time of registration so ORUef staff can plan for distribution.

DISPOSAL OF PACKING MATERIALS

Empty boxes that need to be disposed of should be broken down flat and left on the booth table after teardown on Wednesday.

SHIPPING PACKAGES AFTER EVENT

Vendors are responsible for making arrangements ahead of time for any boxes or other items that will need to be shipped after the conference. All boxes or items must be pre-paid, labeled, scheduled, and left in the designated holding area at Victory Christian School. VCS and ORUef are not responsible for these items. We strongly encourage vendors to insure all materials being shipped.

Any items left in a location other than the holding area on Wednesday or not picked up by the delivery company by end-of-day on the Friday of the week of the conference will be considered donations. These donated items will be distributed to member schools or disposed of at the discretion of ORUef staff.

CHANGES TO REGISTRATION

In the event that a vendor needs to change or cancel registration, please email jlhall@oru.edu. Full refunds may be given for cancellations until one month prior to the event. After that, half of the registration cost may be refunded.

If a vendor needs to substitute a new representative for one who was registered, please email jlhall@oru.edu with the new representative's name, title, and email address.

CONTACT INFORMATION

General Vendor Contact

Joy Lin Hall
Assistant Director
(918)493-8865
jlhall@oru.edu

Pre-Shipping Materials

Karen Paul
Office Administrator
(918)493-8880
kpaul@oru.edu

ORUef / ICAA

2448 E 81st St
Tower 60, Suite 600
Tulsa, OK 74137

ORUef Office

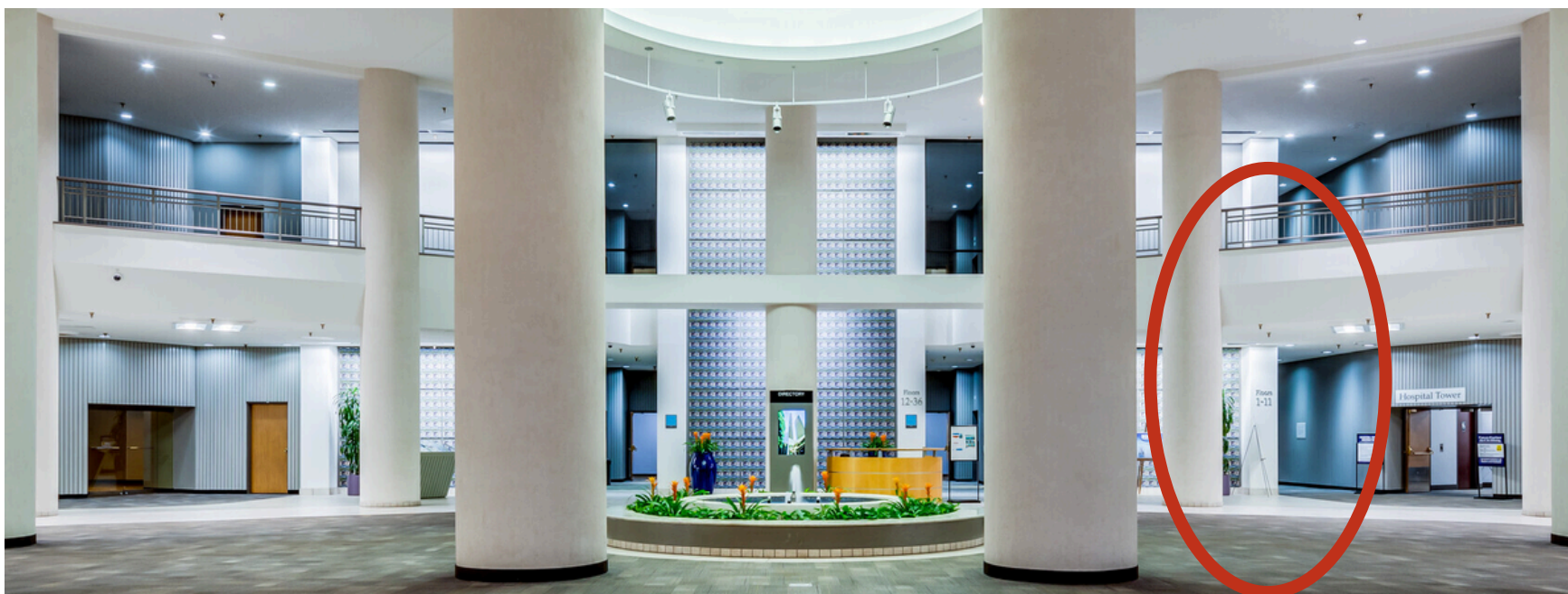
CityPlex - Tower 60
Suite 600 (6th floor)
2448 E 81st St
Tulsa, OK 74137

**Please note that Delaware Avenue is under construction between 81st and 91st.
Only the north-bound lane is open.**

**Vendors may park in front of the building in 30-minute or 2-hour
Visitor Parking and enter through the doors to Tower 60 (middle building).
Please do not enter through Tower 20 or Tower 30 entrances.**



**In the main lobby of Tower 60, you will see a Subway, fountain, and security desk.
There are three sets of elevators near the security desk. Take the set to Floors 1-11
(far right) to the 6th floor and the ORUef office.**



VICTORY CHRISTIAN SCHOOL

7700 S Lewis Ave

Tulsa, OK 74136

Victory Christian School is located on Lewis Ave. between 71st and 81st, across from Oral Roberts University.

Enter the parking lot through the stoplight intersection of Lewis Avenue and Billy Joe Daugherty Circle.

Vendors may park in front of the building in Lots A1, A2, A3, B1, B2, and B3.

Please enter the building through the door marked with an arrow on the map below.

Please do not enter the building through Victory Christian School (to the right) or Victory College (to the left).



VICTORY CHURCH MAIN CAMPUS

MAP KEY

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|------------------------|-------------------------------|
| 1. 1329 CLASSROOM | 9. 1ST FLOOR CHAPEL |
| 2. 1324 CLASSROOM | 10. 2ND FLOOR CHAPEL |
| 3. 1325 CLASSROOM | 11. DREAM TEAM CHAPEL |
| 4. 1328 CLASSROOM | 12. 2ND FLOOR HALL |
| 5. 1326 NEXT GEN. S.C. | 13. VK CHECK-IN ROOM |
| 6. 1319 MUSIC LAB | 14. CHOIR ROOM/WORSHIP STUDIO |
| 7. 1318 MUSIC | 15. NEXT GEN. AUDITORIUM |
| 8. 1317 CLASSROOM | 16. MAIN AUDITORIUM |

