

Contacts for Election Materials questions:

Tulsa Convention Center

Address: 100 Civic Center, Tulsa, OK 74103

Contact: Eric Kehr, Technical Services Manager, SMG Tulsa

Phone: (918) 894-4334

Email: EKehr@smgtulsa.com

Policy: The only tape approved for use in the Convention Center is painter's tape or gaff tape. NCAI will be liable for any damage to the walls, so please be cautious. No use of plaques outside of meeting rooms for election materials. Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric, decorative walls or podiums. All materials must be flameproof.

Hyatt Regency Tulsa

Address: 100 East 2nd Street, Tulsa, OK 74103

Contact: Denise E. Davis, Convention Services Manager

Phone: (918) 560-2251

Email: denise.davis@hyattregencytulsa.com

Policy: Nothing can be hung on public area walls or doors. Banners must be hung by the hotel at \$25.00 a piece – space is limited so you must contact Ms. Davis ahead of time to find out if there is space. Free-standing signs are fine, but you will need to rent an easel stand that is \$10 each (limited quantity, based on availability).

DoubleTree by Hilton Tulsa

Address: 616 West 7th Street, Tulsa, OK 74127

Contact: Rachell LeLeux, Director of Catering & Events

Phone: (918) 732-3615

Email: Rachell.LeLeux@Hilton.com

Policy: No signage can be hung on the walls or doors in public space. You may contact Ms. LeLeux to rent easels, but the hotel has a limited number and rental fee is \$15. Banners can be hung inside meeting space with approval and the charge is \$25 per banner.