

SWCBA Regional Meeting 2025
October 19-21, 2025
Atherton Hotel
Stillwater, OK 74078



Vendor Information and Guidelines

Table Assignment

Table assignments will be made based on the date both the application and full payment are received. Companies wishing to exhibit side by side must submit their applications together, along with a written request. Table space is limited to the first 65 applicants.

Fees

The tabletop display fee is \$425.00. A second table may be added for \$100.00. Vendor registration is not considered complete until full payment is received. Complimentary Wi-Fi is provided. Electricity is available at no additional charge but is limited and available on a first-come, first-served basis.

Included in Your Fee

Each full registration includes:

- One 6' skirted table
- Two chairs
- Company name sign
- One ticket to the Vendor Appreciation Luncheon
- One Opening Night ticket and one Closing Night Festival ticket (each with a set of refreshment tickets)

Booth Cancellations

All cancellations must be submitted in writing to SWCBA, Attn: Kathryn Vanover, or via email at swcba@swcba.com.

- Cancellations received on or before August 31, 2025: 80% refund of total booth fee
- Cancellations received between September 1 and October 1, 2025: 50% refund
- Cancellations made after October 1, 2025: No refund

Refunds will be processed within 45 days of receipt of the written cancellation notice.

Hotel Reservations

(Please indicate on your registration form if you are staying at a different hotel.)

Attendees are responsible for booking their own hotel accommodations. SWCBA has secured a special group rate:

- \$109.95 per night for queen rooms
- \$119.95 per night for kings, doubles, queen suites, and king suites

All rates are subject to applicable taxes.

When making reservations, please mention that you are attending the Southwest College Bookstore Association meeting.

Reservations Phone Number: 405-744-6835

Parking Facilities

- Valet parking: \$10.00 per day (special rate)
- Student Union Parking Garage: \$15.00 per day

Shipping and Receiving

Items may be shipped to arrive between October 6–10, 2025 (No Saturday deliveries) to the following address:

SWCBA
c/o Dave Mulberger
120 Student Union
Stillwater, OK 74078
(Box ___ of ___)

Questions?

Contact Kathryn Vanover

Email: swcba@swcba.com

Phone: 918-533-1279