

**Date:** February 23, 2009  
**TO:** ACCO 2009 Vendor Affiliates  
**RE:** ACCO 2009 April Spring Conference

Dear Vendor Affiliates,

This is the first conference of the year and we are excited. This years ACCO Spring Conference will be held at the Biltmore Hotel located at I-40 and Meridian, OKC, OK, April 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>. Included in the packet you will find the necessary forms to get registered. Some of the forms have changed so please make sure that you read over each one carefully. Below please find a tentative schedule for our vendors for the ACCO Spring Conference

**Tentative Agenda: (Subject to change)**

<u>Monday, April 6<sup>th</sup></u>	<u>Tuesday, April 7<sup>th</sup></u>	<u>Wednesday, April 8<sup>th</sup></u>
7am to 11am Outside Equip. Set-up	6am-8am Booth Set-up	6am-7:30am Breakfast With The Vendors
5:30pm – 7:30pm Pre-Trade Show Set-up	8am-4pm Exhibits Open  4:30pm Hospitality Rooms	7:30am Exhibit Hall Opens  2:00pm-Exhibit Hall Closes  4:00pm Hospitality Rooms  7:30pm- Bingo

**Inside Booths:** We will have 44 booths available; some will be 8 x 10's and then there will be some 8 X 8's. All booths are on a first come – first serve basis, based on completed paper work with payment. No booths will be guaranteed without payment. Deadline for all paperwork is Wednesday, March 23<sup>rd</sup>, 2009.

**Hospitality Rooms** –The dates for the hospitality room are April 7<sup>th</sup> and 8<sup>th</sup>, 2009.

Please feel free to call Felix at (405) 516-5317 or Amanda (405) 516-5309 with any conference questions. If paying by Visa/MC, please call Felix at the above number.

Mail all Registrations to:  
ACCO, Attention: Felix Johnson, 429 NE 50<sup>th</sup> Street, OKC, OK 73105 Phone: (405) 516-5317 Fax: (405) 524-3700

# VENDOR AFFILIATE FORM PACKET

**BELOW PLEASE FIND A SHORT EXPLANATION OF EACH FORM INSIDE THIS PACKET.**

- **Inside Booth Space Form** – For vendor members with a booth display
- **Outside Booth Display Form** – Large Equipment Displays in the Southeast Parking Lot
- **Hospitality Room Form** – For Vendors wishing to do an evening hospitality room in the ACCO Blocked Rooms. Note: a signed “Code of Ethics” and “Current Liability Insurance” must be on file **BEFORE** the drawing of the rooms on **March 18, 2009**. Without these two documents, it will make a vendor ineligible to be in the drawing. Note: there are some new ACCO Board-adopted changes to the hospitality rooms so please read your forms carefully.
- **Additional ONLY Registration Form** – Vendors already hosting a booth and/or hospitality room would use this form for additional employees attending the conference. All additional employees need to be registered for the ACCO conference.
- **Individual Only Vendor Registration Form** – Vendor members sending a representative only and will not be hosting a booth or hospitality room will use this form.
- **Vendor Sponsorship Form** – Vendors wishing to take part in the optional conference sponsorship please return your sponsorship **no later than March 23, 2009**. This helps us to meet the advertising deadlines for your company.
- **Payment-** All booths, registrations, and hospitality rooms are not guaranteed until payment is received.

**Please make sure to read each form and fill them out completely. All forms need to be returned with payment. To pay by Visa/MC please call Felix at the ACCO office at 405-516-5317, Thank you.**

Mail: All forms and payments to:  
ACCO, ATTN: Felix, 429 NE 50<sup>th</sup> Street, 3<sup>rd</sup> Floor, OKC, OK 73105.

**"Inside Booth Space Form"**  
**ACCO 2009 Spring Conference**  
**Biltmore Hotel, I-40 & Meridian, OKC, OK**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Inside Booth Space Vendors have (2) Options: (See Attached Layout)**

(a) Inside Booth - Ballroom  
10 x 8 \_\_\_\_\_

(b) Inside Booth - Ballroom  
8 x 8 \_\_\_\_\_

Electricity \_\_\_\_\_ Yes \_\_\_\_\_ No \*\*\*\* (Please Check One) \*\*\*\*

Extra 6 foot table \$15.00 \_\_\_\_\_ yes \_\_\_\_\_ no

**You may pick (3) Booth choices: (we will do our best to accommodate everyone)**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**(2) Registrations come with all "Inside Booths"**

**NOTE: Booths are "NOT" guaranteed until payment is received.**

Name (1) \_\_\_\_\_

Name (2) \_\_\_\_\_

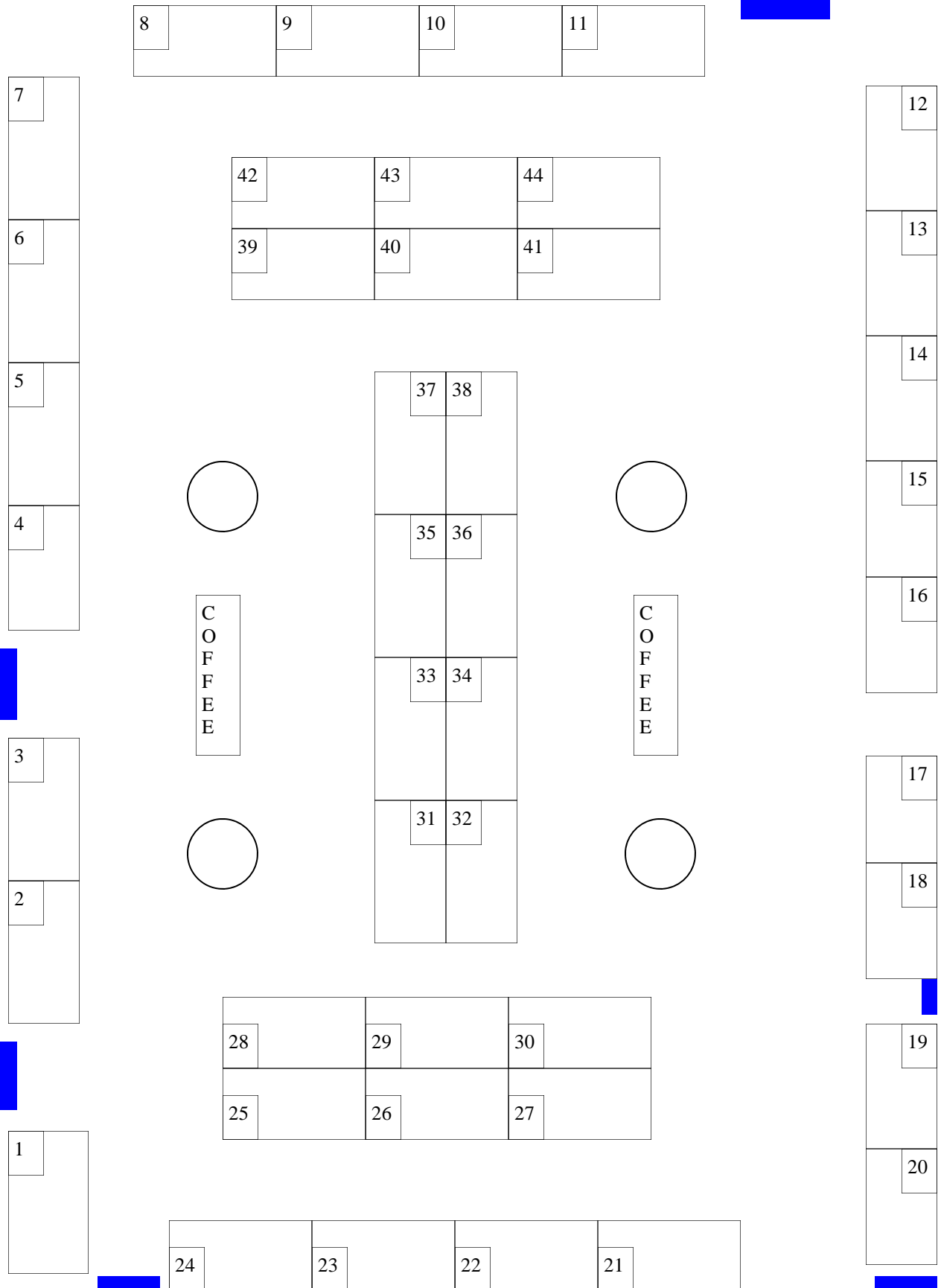
All Inside Booth Prices: \$350.00 Received on or before March 23, 2009  
(postmarked)

\$450.00 Received on or after March 24, 2009  
(postmarked)

**NOTE: ALL BOOTH SPACES WILL BE STRICTLY BASED ON A "PAID" FIRST-COME, FIRST SERVE BASIS; ACCORDING TO THE POST DATE ON THE ENVELOPE.**

**\*\*\*\*No Refunds will be issued after March 23, 2009\*\*\*\***

Conference Booth Layout—Biltmore Hotel, I-40 & Meridian, OKC, April 7th & 8th  
 -N-



## "Outside Equipment Booth Form" ACCO 2009 Spring Conference

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(2) Pieces of Equipment are allowed with each "Outside Equipment Booth Space"

Price Per Booth:           \$200.00 X number of booths \_\_\_\_\_ Total \$\_\_\_\_\_

**Each outside booth registration receives (1) Vendor registration.**

Name: \_\_\_\_\_

**\*\*\*\*\* SET UP TIME FOR EQUIPMENT \*\*\*\*\***

PLEASE MAKE ARRANGMENTS TO HAVE ALL EQUIPMENT DELIVERED NO SOONER THAN  
"MONDAY MORNING" April 6<sup>th</sup>, 2009, BETWEEN 7:00AM AND 11:00AM. **NO EQUIPMENT WILL BE  
ALLOWED PRIOR TO THAT TIME TO PARK IN THE ACCO BLOCKED AREA.**

Note: Security will assist us in keeping the "Outside Booths" safe and organized.

Thank you, for your cooperation.

# **HOSPITALITY ROOM REGISTRATION FORM**

**BILTMORE HOTEL, I-40 & MERIDIAN, OKC, OK  
ACCO 2009 SPRING CONFERENCE**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

## **RULES FOR THE ACCO BLOCKED HOSPITALITY ROOMS**

1. **Current ACCO Vendor Affiliates, with dues paid, Code of Ethic's on file, current Insurance on file.**
2. All rooms will be drawn on Wednesday, March 18<sup>th</sup>, 2009.
3. Suites will be drawn 1<sup>st</sup> and then the remaining rooms drawn 2<sup>nd</sup>.
4. All drawings will be done by either ACCO Executive Director and/or an ACCO Executive Board Member, and a member of the Vendor Committee
5. Vendors that would like suites can opt to be in the regular room or atrium area drawing if their name was not drawn for a suite.
6. All hospitality rooms come with (2) registrations; additional persons will be at a cost of \$60.00 per person. ALL Vendor employees will need to be registered; those not registered will be billed.
7. Suites will have a registration cost of \$225.00 plus your room rate to the hotel.
8. Regular rooms/Atrium Area will have a registration cost of \$175.00 plus your room rate to the hotel.
9. **Deadline for hospitality room forms is Wednesday, March 18<sup>th</sup>, 2009, no later than 10:00am, all forms can be faxed or mailed to the contact information below.**
10. Rooms must be paid in full following the drawing no later than March 18<sup>th</sup>, 2009.

### **Suites: Registration Cost \$225.00 (Comes with (2) individual registrations)**

Yes: \_\_\_\_\_ We would like to place our name in the drawing for a suite at the Spring Conference.

Yes: \_\_\_\_\_ If we do not receive a suite we would like to be in the drawings for a regular room.

No: \_\_\_\_\_ If we do not get drawn for a suite, please remove our name from the drawings.

### **Regular Rooms/Atrium Area: Cost \$175.00 (Comes with (2) individual registrations)**

Yes: \_\_\_\_\_ We would like to be in the drawing for a regular hospitality room.

Yes: \_\_\_\_\_ We would like to be in the drawing for the Atrium Area (No Alcohol Allowed in Atrium Area.)

### **Name Badges for hospitality room registrations:**

Name (1): \_\_\_\_\_ Name (2) \_\_\_\_\_

(Please use "Additional Vendor Registration Form" for your additional registrations, Thank you.)

Mail or Fax your form to:  
**PLEASE FORWARD  
PAYMENT PRIOR TO  
CONFERENCE 03/18/09**

**ACCO  
429 N E 50<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Oklahoma City, OK 73105  
Phone: 405-516-5317  
Fax: 405-524-3700  
Email: [felixj@okacco.com](mailto:felixj@okacco.com)**

**"ADDITIONAL Vendor Registration Form"**  
**ACCO 2009 Spring Conference**

**NOTE:**

**THIS FORM IS FOR ADDITIONAL REGISTRATIONS ONLY FOR VENDORS HOSTING A BOOTH OR HOSPITALITY AND NEED MORE THAN 2 REGISTRATIONS FOR THEIR BOOTH OR HOSPITALITY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Vendor Registrations:**

**Before 3/23/09  
(Postmarked)  
\$60.00**

**After 3/24/09  
(Postmarked)  
\$75.00**

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return all registrations on or before **March 23, 2009** to avoid additional registration fees. All registered Vendors are required to wear their name badges during the conference.  
***No refunds after March 23, 2009***

Please return all forms to:

**ACCO**  
ATTN: Felicity (Felix) Johnson  
429 N. E. 50<sup>th</sup> Street  
Oklahoma City, OK 73105  
Phone: (405) 516-5317  
Fax: (405) 524-3700  
E-mail: [felixj@okacco.com](mailto:felixj@okacco.com)

**"INDIVIDUAL Only Vendor Registration Form"**  
**ACCO 2009 Spring Conference**

**NOTE: THIS FORM IS FOR INDIVIDUAL REGISTRATIONS ONLY**  
**(VENDORS NOT HOSTING A BOOTH OR HOSPITALITY)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Vendor Registrations:	Before 3/23/09 (Postmarked) \$100.00	After 3/24/09 (Postmarked) \$125.00
Name: _____	_____	_____
Name: _____	_____	_____
Name: _____	_____	_____
Name: _____	_____	_____
Name: _____	_____	_____
Name: _____	_____	_____

Please return all registrations on or before the **March 23, 2009 deadline** to avoid additional registration fees. All registered Vendors are required to wear their name badges during the conference.

**No refunds after March 23, 2009**

Please return all forms to:

ACCO  
ATTN: Felicity (Felix) Johnson  
429 N. E. 50<sup>th</sup> Street  
Oklahoma City, OK 73105  
Phone: (405) 516-5317  
Fax: (405) 524-3700  
E-mail: [felixj@okacco.com](mailto:felixj@okacco.com)

# "Sponsorship Form"

## ACCO 2009

# Spring Conference

COMPANY NAME: \_\_\_\_\_

### ACCO ANNUAL SPRING CONFERENCE

SPONSORSHIP LEVELS FOR THE CONFERENCE:

**GOLD** \_\_\_\_\_  
\$500.00

**SILVER** \_\_\_\_\_  
\$300.00

**BRONZE** \_\_\_\_\_  
\$200.00

WE INVITE ALL OF OUR REGISTERED ATTENDEE'S TO JOIN US FOR FUN  
AND FELLOWSHIP!

*As always, we would like to say "thank you" to our vendors for their  
participation.*

*Your continued support is appreciated.*

**PLEASE NOTE: ALL SPONSORSHIPS ARE OPTIONAL, THANK YOU!**