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February 12, 2024

To: ACCO VENDOR AFFILIATES

From: Felicity (Felix) Johnson, Meeting Planner

RE: ACCO 2024 Spring Conference
Embassy Suites, Norman, OK

Dear ACCO Vendor Affiliates,

It is Spring Conference time again! The conference dates for vendors are March 27th & 28th. If you plan on participation in the 2024 ACCO Spring Conference, please fill the forms out in their entirety then mail or email them to the contact information provided with your payment. Please look over the forms carefully.

To better protect your financial information, we will no longer be accepting credit cards via fax, email or by phone. To pay by credit card, please visit our website www.okacco.com and click the RED button that states "Corporate Member" located on our home page. It will take you to our secure credit card website.

ACCO greatly values each and every one of our Vendor Affiliate Members. Our partnership together provides our members with a wealth of knowledge and access to a great deal of services. As always, participation is on a voluntary basis, and we hope to see you there!

ACCO Spring Conference

TENTATIVE AGENDA

Embassy Suites Hotel & Conference Center

2501 CONFERENCE DRIVE, NORMAN OK

MARCH 27TH & 28TH

Vendor Only Setup Day

TUESDAY, MARCH 26TH, 2024

2:00 PM – 6:00 PM OUTSIDE EQUIPMENT SETUP

2:00 PM – 6:00 PM EARLY EXHIBIT HALL SETUP

First Day of Conference

WEDNESDAY, MARCH 27TH, 2024

6:30AM – 7:30AM EXHIBIT HALL SETUP

NOTE: PLEASE HAVE YOUR BOOTHS READY WHEN THE EXHIBIT HALL OPENS

7:30 AM REGISTRATION OPENS

7:30 AM EXHIBIT HALL OPENS

9:00 AM ODOT CAB BOARD MEETING

9:30 AM COUNTY ENGINEERS MEETING

10:00 AM – 11:30 AM ACCO FORUM

11:30 AM – 1:30 PM VISIT WITH VENDORS

1:30 PM – 3:30 PM GENERAL SESSION

3:30 PM ACCO DISTRICT MEETINGS

4:00 PM CED MEETINGS

5:30 PM EXHIBIT HALL CLOSES

5:45 PM – 11:00 PM HOSPITALITY BUFFET & EVENING ENTERTAINMENT

Second Day of Conference

THURSDAY, MARCH 28TH, 2024

7:30 AM REGISTRATION OPENS

7:30 AM EXHIBIT HALL OPENS

3:00 PM EXHIBIT HALL CLOSES/TEAR DOWN

TBD BUFFET & BINGO

AGENDA IS SUBJECT TO CHANGE



ACCO 2024 SPRING CONFERENCE

March 27th & 28th
Embassy Suites, Norman, OK

Vendor Information and Guidelines

Indoor Exhibit Booth Displays

- Exhibit booths are reserved on a first-come, first-served basis upon receipt of payment.
- Booths are \$500 if reserved by 3/8/2024 or \$600 if reserved after 3/8/2024
- Setup is on Tuesday, March 26th, 2024, from 2pm -6pm
- Please note that diagrammed booth locations are approximate and may be adjusted
- Booths are 6'x10' (one company per booth) Includes: draped backwall and side dividers, identification sign, 6' draped table, 2 chairs, a waste basket & complimentary Wi-Fi & electricity. Multiple booths may be purchased.
- 2 registrations included
- Listing on final agenda

Outdoor Exhibit Booth Displays

- Two pieces of equipment for \$350 (Note: Spaces 1-4 are not for oversized equipment. Please refer to attached booth diagram.)
- 1 registration included
- Setup is on Tuesday, March 26th, 2024, from 2pm -6pm
- See diagram to choose location
- Listing on final agenda

Registrations

Individuals Registrations

- An individual vendor member may attend for \$125 if registered by 3/8/2024 or \$150 at the conference.
- An individual non-member may attend for \$350 per registrations.

Additional Registrations

- Any company with a booth, outdoor display or hospitality sponsorship needing more than the registrations included in their package can purchase them for an additional fee.
- Additional registrations are \$75 before 3/8/2024. If additional registrations are needed after the deadline, you may register at the conference for \$100 per person.

ACCO is not responsible for any item left in booths at any time

ATTENDANCE POLICY:

ALL persons attending ALL or ANY PART of an ACCO conference are required to register. Name badges are NOT to be shared. Each person must register. Vendors who are pre-registered and unable to attend may switch name badges at conference registration.

Conference Sponsorships

Platinum Sponsorship Level - \$1,700

- 4 registrations included
- Listed on final agenda
- Company logo displayed in General Session
- Displayed on signage throughout conference

Gold Sponsorship Level - \$1,200

- 2 registrations included
- Listed on final agenda
- Company logo displayed in General Session
- Displayed on signage throughout conference

Silver Sponsorship Level - \$700

- 1 registration included
- Listed on final agenda
- Company logo displayed in General Session

Bronze Sponsorship Level - \$350

- Listed on final agenda
- Company logo displayed in General Session

~~Lanyard Sponsorship - \$1,500~~

Sold Out

- Only available to 1 company, first-come, first-served basis upon receipt of payment.
- Company name and/or logo printed on all county personnel name badge lanyards at the 2024 ACCO Spring Conference
- Final Agenda recognition

~~Breakfast Sponsorship~~

Sold Out

Breakfast Sponsorship - \$500

- Only available to 1 company, first-come, first-served basis upon receipt of payment.
- Signage at both breakfast tables in the vendor hall on Wednesday morning
- Final Agenda recognition

Hospitality Sponsorship

Hospitality Sponsorship - \$600

- Signage/banner near the buffet
- Included on final agenda
- Final Agenda recognition

Band Sponsorship

Band Sponsorship - \$1,500

- Only available to 1 company, first-come, first-served basis upon receipt of payment.
- Special signage at the event
- Final Agenda recognition

CANCELLATION/REFUND POLICY:

After the conference deadline (3/8/2024) there will be no refunds issued for registrations, booths or sponsorships.

Please fill out the Vendor Registration Form and mail or email forms to:

ACCO, Attn: Conference
429 NE 50th Street, Oklahoma City, OK 73105

Email: info@okacco.com
Phone: 405-516-5317 (Felix)

Payments by check MUST accompany registration form

ACCO Vendor Registration Form

Please fill out the Vendor Registration Form and mail, email or fax forms to:

ACCO, Attn: Conference 429 NE 50th Street, Oklahoma City, OK 73105

Phone: 405-516-5317 (Felix)

Email: info@okacco.com

Payment **MUST** accompany registration form

Company _____

Mailing Address _____

City, State, Zip _____

Contact Person _____

Phone # _____

Email _____

Sponsorships

Conference Sponsors (see information page for all inclusions)
Please fill out indoor booth section and list registrants' names

___ **Yes, I would like to be a Platinum Sponsor - \$1,700**

- 4 registrations included

___ **Yes, I would like to be a Gold Sponsor - \$1,200**

- 2 registrations included

___ **Yes, I would like to be a Silver Sponsor - \$700**

- 1 registration included

___ **Yes, I would like to be a Bronze Sponsor - \$350**

___ **Lanyard Sponsor - SOLD OUT**

___ **Breakfast Sponsor - SOLD OUT**

___ **Yes, I would like to be a Hospitality Sponsor - \$600**

___ **Yes, I would like to be the Band Sponsor - \$1,500**

Individual Registration

Vendor Members
\$125 before 3/8/24
\$150 after 3/8/24

Non-Members - \$350

Additional Registration

with booth or sponsorship
\$75 before 3/8/24
\$100 after 3/8/24

Name(s) of person(s) to be registered:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Indoor Exhibit Booth Displays

\$500 before 3/8/24

\$600 after 3/8/24

Sold Out

Includes 2 registrations (list names above)

Booth Choices

___ 1st ___ 2nd ___ 3rd ___ 4th

___ Booth included with sponsorship

Outdoor Exhibit Booth Displays

\$350 for two pieces of equipment

Includes 1 registration (list name above)

Booth Choices

___ 1st ___ 2nd ___ 3rd ___ 4th

CONFERENCE BOOTH MAP



