



## Chris Schroder

Executive Director

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June 9th, 2025

To: ACCO CORPORATE VENDOR AFFILIATES

From: Felicity (Felix) Johnson, Meeting Planner

RE: ACCO 2025 Summer Safety Conference  
Embassy Suites, Norman, OK

Dear ACCO Executive Vendor Affiliates,

It is Summer Conference time again! The conference dates for vendors are July 30th & July 31st. If you plan on participating in the 2025 ACCO Summer 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](http://www.okacco.com) and click the RED button that states "CORPORATE Member" located on our home page.**

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 Summer Safety Conference

## **TENTATIVE AGENDA**

### **Embassy Suites Hotel & Conference Center**

2501 Conference Drive, Norman OK

## **VENDOR ONLY SETUP DAY**

**Tuesday, July 29th, 2025**

2:00 PM – 6:00 PM Outside Equipment Setup

2:00 PM – 6:00 PM Early Exhibit Hall Setup

## **FIRST DAY OF CONFERENCE**

**Wednesday, July 30th, 2025**

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

5:30 PM Exhibit Hall Closes

5:45 PM – 11:30 PM Hospitality Buffet & Evening Entertainment

## **SECOND DAY OF CONFERENCE**

**Thursday, July 31st, 2025**

7:30 AM Registration Opens

7:30 AM Exhibit Hall Opens

7:30 AM-11:30 AM Visit with Vendors

10:00 AM – 11:30 AM ACCO Safety Speaker

**11:30 am Exhibit Hall closes/Teardown**

11:30 AM Luncheon

12:30 PM – 3:30 PM Family Fun Carnival

4:00 PM - 21st Annual Cook Off & Picnic

**\*agenda is subject to change\***



# ACCO 2025 Summer CONFERENCE

July 30th & July 31st  
Embassy Suites, Norman, OK

## Vendor Information and Guidelines

### Indoor Exhibit Booth Displays

- Exhibit booths are reserved on a first-come, first-serve basis upon receipt of payment.
- Booths are \$500 if reserved by 7/11/2025 or \$600 if reserved after 7/11/2025
- Setup is on Tuesday, July 29th, 2025 from 2pm -6pm
- Please note that diagrammed booth locations are approximate and may be adjusted
- Booths are 10'x6' (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

**SOLD OUT**

### 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, July 29th, 2025, 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 7/11/2025 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 7/11/2025. 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:**

ANY 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 - \$2,200

- Booth and 6 registrations included
- Listed on final agenda
- Company logo displayed in General Session
- Displayed on signage throughout conference

### Gold Sponsorship Level - \$1,700

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

### Silver Sponsorship Level - \$1,200

- Booth and 3 registrations included
- Listed on final agenda
- Company logo displayed in General Session

### Bronze Sponsorship Level - \$850

- Booth and 2 Registrations
- Listed on final agenda
- Company logo displayed in General Session

### Lanyard Sponsorship - **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 2025 ACCO SUMMER Conference
- Final Agenda recognition

## Breakfast Sponsorship

### 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
- 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 (7/11/2025) there are 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 50<sup>th</sup> Street, Oklahoma City, OK 73105

**Phone:** 405-516-5317 (Felix)

**Email:** [info@okacco.com](mailto: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 - \$2,200**

- 6 Registrations (2 w/ booth & 4 w/sponsorship)

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

- 4 Registrations (2 w/booth & 2 w/sponsorship)

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

- 3 Registrations (2 w/booth & 1 w/sponsorship)

       **Yes, I would like to be a Bronze Sponsor - \$850**

- 2 Registrations included with your booth

       **LANYARD SPONSOR - SOLD OUT**

       **Yes, I would like to be the Breakfast Sponsor \$500**

       **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 7/11/25  
\$150 after 7/11/25

## Additional Registration

with booth or sponsorship  
\$75 before 7/11/25  
\$100 after 7/11/25

## **Non - Members \$350.00 per person**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Indoor Exhibit Booth Displays

\$500 before 7/11/25

\$600 after 7/11/25

Includes 2 registrations (list names above)

### Booth Choices

       1<sup>st</sup>        2<sup>nd</sup>        3<sup>rd</sup>        4<sup>th</sup>

       Booth included with sponsorship

## **SOLD OUT!** Outdoor Exhibit Booth Displays

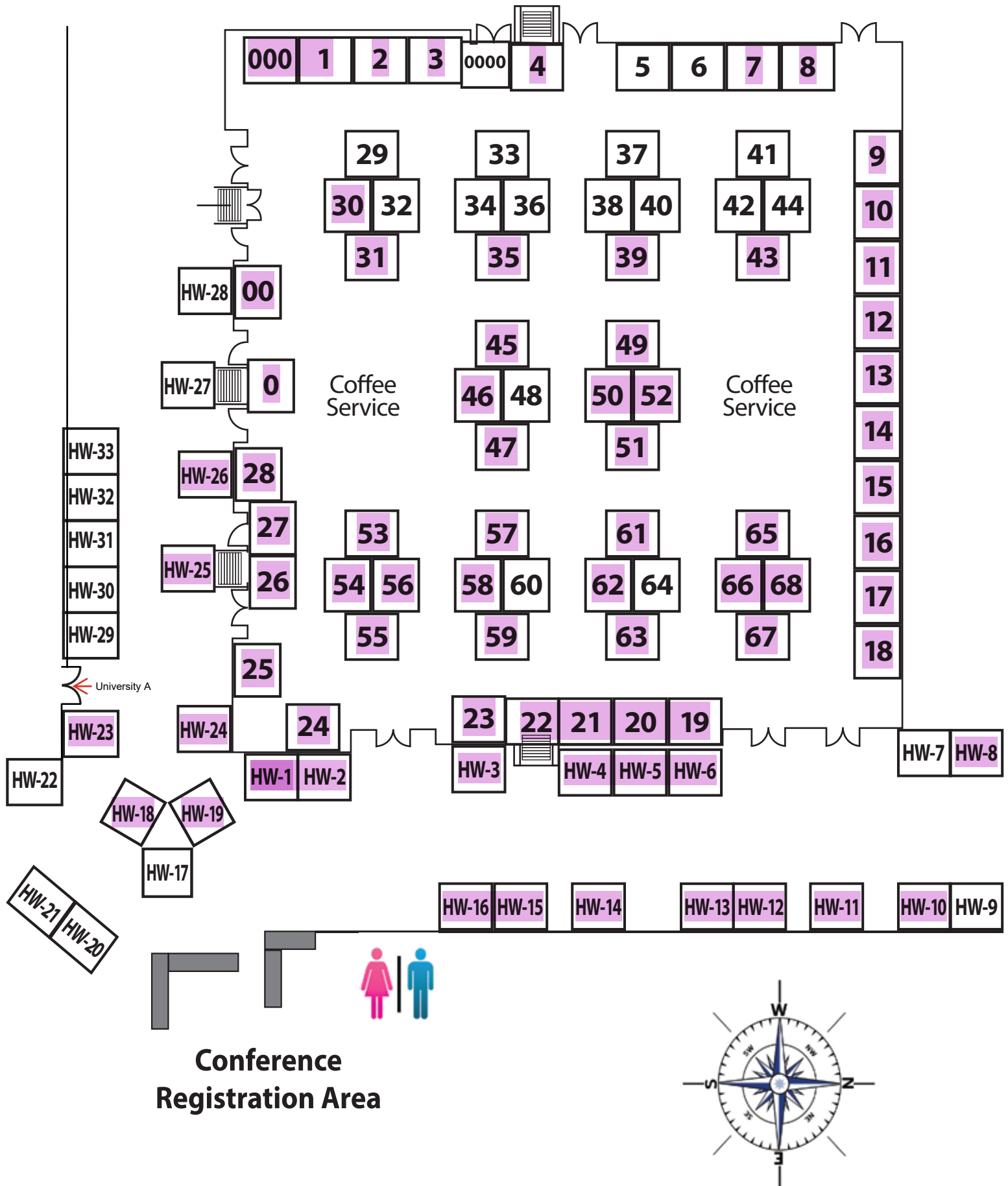
\$350 for two pieces of equipment

Includes 1 registration (list name above)

### Booth Choices

       1<sup>st</sup>        2<sup>nd</sup>        3<sup>rd</sup>        4<sup>th</sup>

# CONFERENCE BOOTH MAP



# Show Off Your Culinary Skills

## ACCO's 22nd Annual Cook-Off Contest!

**There is prize \$\$\$\$ up for grabs.**

**As well as the very coveted**

**Cooks Trophy!**

**How do you get to sign up for such a fun event? Fill out the below information! and return to ACCO by July 1st, 2025.**



Cook's Name: \_\_\_\_\_

County/Company: \_\_\_\_\_

Choice of Meat: \_\_\_\_\_  
(reasonable cost)

Amount of Meat Requested: \_\_\_\_\_

Title of Entrée: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
(if different from the cook)

Contact Phone #: \_\_\_\_\_

**When:** ACCO 2025 Summer Conference, July 30th & 31st, 2025 . The delicious entrées will be consumed by conference attendees on the evening of the August 1st during the Safety Dinner. V.I.T's (very important tasters) will sample your creation during a blind taste testing prior to the picnic.

**Where:** Embassy Suites Hotel at 2501 Conference Drive in Norman, Oklahoma.

**Who:** Any County/State/ACCO personnel & ACCO Vendors who think they have the skills to produce mouthwatering, out of this world eats.

**Why:** Because who doesn't like to have bragging rights for a year as being the best? Plus, the money is always nice too.

**NEW: ALL cook booths will be assigned to a parking area.**

### The Rules

With any good thing in life, there are a few guidelines:

- ACCO will provide or reimburse the cost of the meat of your choice, within reason. This excludes steak
- Items that will be on hand for you to use include: foil, foil pans, Head Country Seasoning, ice & gloves
  - Minimum is 25lbs of meat to be cooked
  - For reimbursements, you **MUST** have a receipt

### **Get Your Cook On!**

**If you have a special request, speak to Dale at 405-516-5307. This page can be emailed to:**  
ACCO, 429 NE 50<sup>th</sup> Street, OKC, OK 73105 email: [dalef@okacco.com](mailto:dalef@okacco.com) or [felixj@okacco.com](mailto:felixj@okacco.com)