



## Chris Schroder

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February 10th, 2025

To: ACCO VENDOR AFFILIATES

From: Felicity (Felix) Johnson, Meeting Planner

RE: ACCO 2025 Spring Conference Embassy Suites, Norman, OK

Dear ACCO Vendor Affiliates,

It is Conference time again! The conference dates for vendors are April 2nd and 3rd, 2025. If you plan on participation in the 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](http://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 Conference

TENTATIVE AGENDA

**Embassy Suites Hotel & Conference Center**

2501 CONFERENCE DRIVE, NORMAN OK

## Vendor Only Early Setup Day

**TUESDAY, April 1st, 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, APRIL 2ND 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 – 11:00 PM HOSPITALITY BUFFET & EVENING ENTERTAINMENT

## Second Day of Conference

**THURSDAY, APRIL 3RD, 2025**

7:30 AM REGISTRATION OPENS

7:30 AM EXHIBIT HALL OPENS

3:30 PM EXHIBIT HALL CLOSES/TEAR DOWN

TBD BUFFET & BINGO

\*AGENDA IS SUBJECT TO CHANGE\*



ACCO SPRING  
CONFERENCE  
April 2nd & 3rd, 2025  
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 3/14/25 or \$600 if reserved after 3/14/25.
- Setup is on Tuesday, April 1st, 2025, 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, April 1st, 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 3/14/25 or \$150 at the conference.
- An individual NON-MEMBER may attend for \$350 per attendee.

### 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 3/14/25. 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 - \$2,200

- Booth and 6 total 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 total 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 total registrations included
- Listed on final agenda
- Company logo displayed in General Session

### Bronze Sponsorship Level - \$850

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

### Lanyard Sponsorship - \$1,500

- 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 Spring Conference
- Final Agenda recognition

## Breakfast Sponsorship

### Breakfast Sponsorship - **Sold Out**

- 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 (3/14.25) 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 or email 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**

- Booth and 6 total registrations included

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

- Booth and 4 total registrations included

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

- Booth and 3 total registrations included

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

- Booth and 2 total registrations included

\_\_\_ **\$1500 I would like to be a Lanyard Sponsor**

\_\_\_ **SOLD OUT Breakfast Sponsor**

\_\_\_ **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 3/14/25  
\$150 after 3/14/25

## Additional Registration

with booth or sponsorship  
\$75 before 3/14/25  
\$100 after 3/14/25

## Non-Members - \$350 per person

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

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

## Indoor Exhibit Booth Displays

\$500 before 3/14/25

\$600 after 3/14/25

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

## Outdoor Exhibit Booth Displays

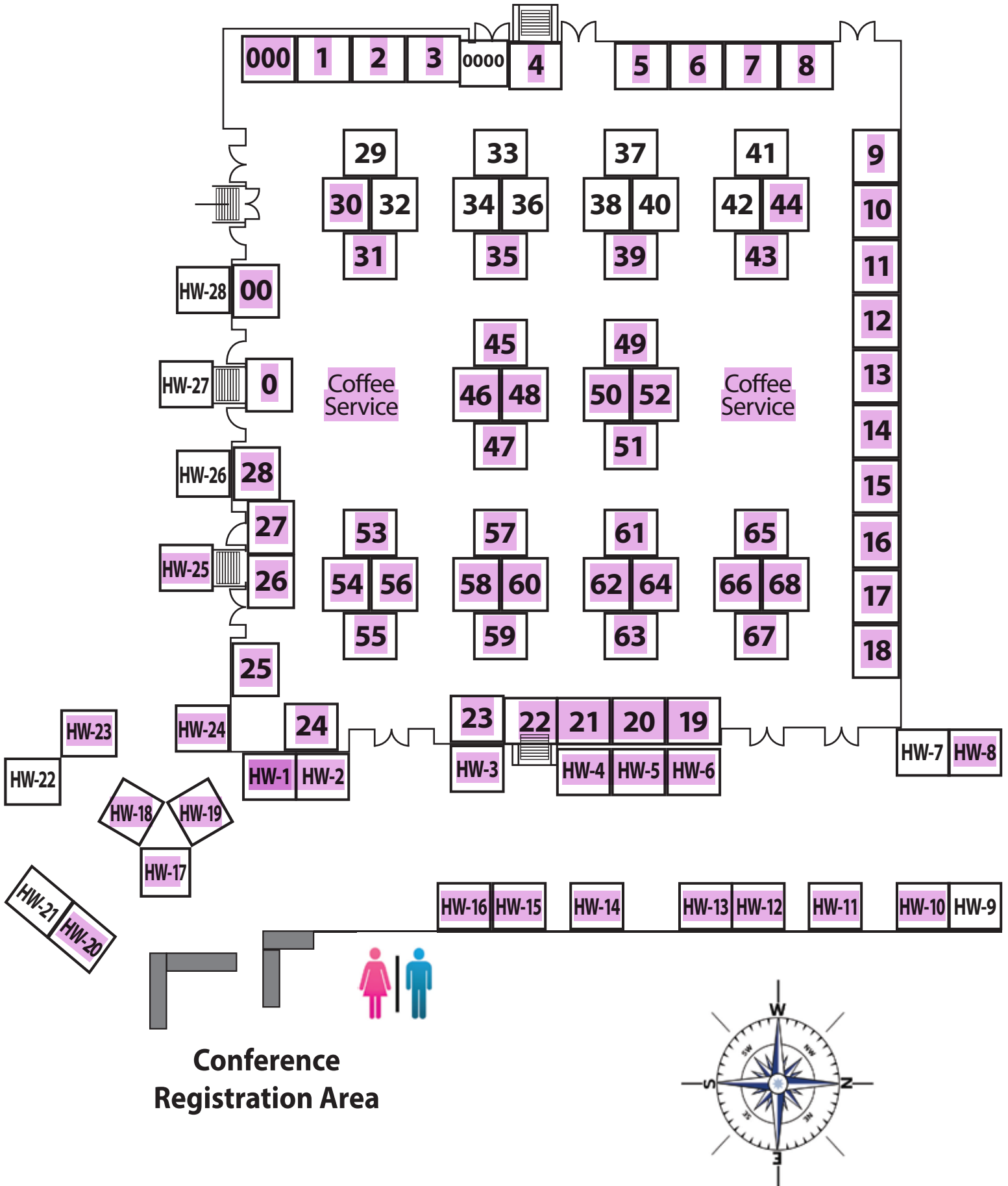
\$350 for two pieces of equipment

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



NORTH



# EMBASSY SUITES

SE Doors

NE Doors

North Doors

Curbside 1

Curbside 2

Curbside 3

EAST

SOUTH

Note: Spots 1-4 are for smaller equipment