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February 3, 2015

TO: BASIC VENDOR AFFILIATES

FROM: Felicity (Felix) Johnson, Meeting Planner
 Jonnie Leckie, Co-Meeting Planner

RE: ACCO SPRING CONFERENCE 2015
 Embassy Suites, Norman, OK

Dear Basic Vendor Affiliates:

It is Spring Conference time again! The conference dates for vendors are March 31st-April 2nd, 2015. If you plan on participating in the 2015 ACCO Spring Conference, please fill out the forms in their entirety and mail, email or fax them to the information provided. As always, feel free to call us if we can help. We are available any time should you have questions. We will do all we can to ensure your conference experience is a good one.

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!

For questions and/or more information please contact:

Felicity (Felix) Johnson
Meeting Planner
 Ph: (405) 516-5317
 Fax (405) 524-3700
felixj@okacco.com

Jonnie Leckie
Co-Meeting Planner
 Ph: (405) 516-5326
 Fax: (405) 524-3700
jonniel@okacco.com

Packet Includes: Tentative Agenda, Exhibit Information, Hold Harmless Indemnity, Booth Layouts, Sponsor Information, Hospitality Options, Advertising Options, & Payment Form

#

**The Association of County Commissioner of Oklahoma
2015 Spring Conference
Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman Ok
April 1-2, 2015**

Vendor Only Setup Day

Tuesday March 31, 2015

2:00 PM-6:00 PM	Outside Equipment Setup
2:00 PM-6:00 PM	Early Exhibit Hall Setup – OK “F, G, H, I, J”

First Day of Conference

Wednesday, April 1, 2015

6:30 AM -8:00 AM	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
9:00 AM-11:00 AM	Hot Topic Workshop
10:00 AM	County Engineers Meeting
11:00 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 may follow
5:30 PM - 11 PM	Hospitality Rooms, Music, Dancing

Second Day of Conference

Thursday, April 2, 2015

7:30 AM	Registration Opens
7:30 AM	Exhibit Hall Opens
8:30 AM - 4:30 PM	Commissioner Workshops
8:30 AM - 4:30 PM	Commissioner Assistant Workshops
(Note: Workshops to be announced on the next agenda)	
2:00 PM	Exhibit Hall Shuts Down
TBD	Pizza & BINGO

Agenda is subject to change

ACCO Exhibitor Information Spring Conference April 1-2, 2015

Indoor Exhibit Booth Guidelines:

- *Exhibit booths are reserved on a first come, first serve basis upon receipt of payment
- *Booths are \$350 if reserved by 3/13/15
\$450 after 3/13/15
- *\$25 early bird discount if reserved by 2/10/15
- *Setup is on Tuesday, March 31, 2015 from 2pm-6pm
- *Internet is \$25 for two days (unless otherwise noted With your sponsorship level)
- *Extra tables are \$15 each
- *Please note that diagrammed booth locations are approximate and may be adjusted
- *Booths are 6'x10' (one company per booth)
Includes: draped back wall and side dividers, identification sign, 6' draped table, 2 chairs, a waste basket, & complimentary electricity.
Multiple booths may be purchased.
- *2 complimentary registrations
- *Listing on final agenda

Outdoor Heavy Equipment Displays

- *Two pieces of equipment for \$250
- *(1) complimentary registration
- *Setup is on Tuesday, March 31, 2015 from 2pm-6pm

Individual Registration

- *An individual association member may attend for \$100 if registered by 3/13/15
- *If not registered by 3/13/15, you may register at the conference for \$125. We will not accept registrations in the office after 3/13/15
- *An individual non-member may attend for \$350

HOUSING
Embassy Suites-**SOLD OUT!!**
405-364-8040
Holiday Inn Express Suites-\$115+tax/night w/ breakfast
(Across the street from Embassy)
405-928-5300

ACCO Exhibitor Registration

Booth Choices:

___1st Choice ___2nd Choice ___3rd Choice

Check the boxes that apply:

- Our company is a conference sponsor. There is no charge for this booth.
- Inside Booth Outside Equipment
- Yes, I would like to purchase internet @ \$25
- Yes, I would like to purchase an extra table @ \$15
- I am registering as an individual

Place all applicable purchases on payment form

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone# _____

E-Mail Address _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Representatives exceeding the allotted number of registrants may attend at an additional \$60 each if registered by 3/13/15. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75/person.

Please mail, e-mail or fax forms to:

ACCO
Attn: Jonnie Leckie
429 NE 50th, 3rd Floor
Oklahoma City, OK 73105
Phone: 405-516-5326 Fax: 405-524-3700
E-mail: jonniet@okacco.com

Payment must accompany application

QUESTIONS???? CALL JONNIE LECKIE @ 405-516-5326 OR FELICITY JOHNSON @ 405-516-5317

OUTSIDE EQUIPMENT VENDOR DISPLAY'S

INDEMNITY AND HOLD HARMLESS AGREEMENT

The Vendor agrees that it will fully indemnify, hold harmless and defend the Association of County Commissioners of Oklahoma ("ACCO") and its insurer, ACCO-SIG, from any and all liability for claims (including contribution or indemnification claims) and/or lawsuits by anyone resulting from or relating to the Vendor's delivery, demonstration and/or use (in any manner) of road equipment, tractors, graders, semis, trailers, etc. (*i.e.*, any type of equipment the Vendor can possibly bring to an ACCO conference) at any ACCO conference. This indemnity and hold harmless agreement includes claims of any type, including claims for bodily injury and property damage. Simply stated, the Vendor is solely responsible for any damage and/or claims that arise from its use of equipment (of any kind) at any ACCO conference.

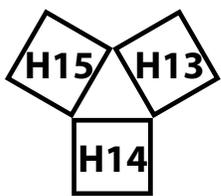
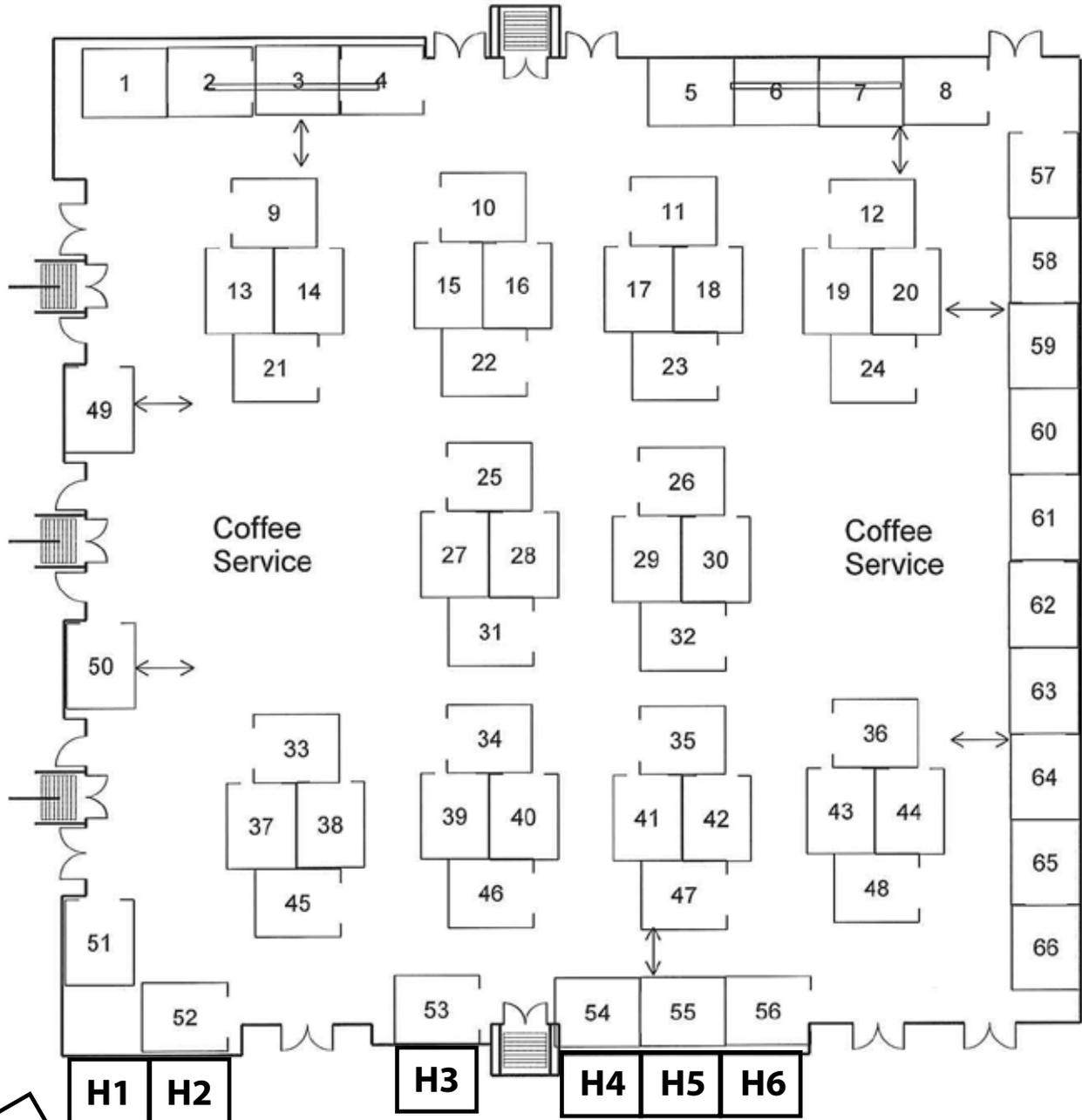
COMPANY REPRESENTATIVE

COMPANY NAME

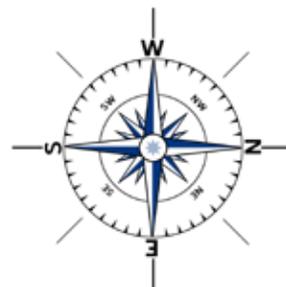
DATE

VENDORS PLEASE NOTE THAT ANY COMPANY DISPLAYING WILL REQUIRE THAT THE ABOVE AGREEMENT BE SIGNED AND RETURNED PRIOR TO THE 1ST DAY OF THE ACCO CONFERENCE SET-UP.

AC'15 SPRING CONFERENCE BOOTH MAP



**Conference
Registration Area**



ACCO Conference Sponsor Information

Platinum Sponsorship Level - \$2,000

- *Listed on final agenda
- *Company logo on ACCO website as sponsor
- *Company listing in newsletter w/contact info
- *(6) comp registrations
- * **Comp 10' exhibit booth**
- *Complimentary internet for 2 days
- *Comp electricity in booth
- *Comp extra table (if needed)
- *Displayed on signage throughout conference
- *Chance to win one night stay @ Embassy Suites

Gold Sponsorship Level - \$1,500

- *Listed on final agenda
- *Company logo on ACCO website as sponsor
- *Recognition in newsletter w/sponsor level
- *(4) comp registrations
- * **Comp 10' exhibit booth**
- *Complimentary internet for 2 days
- *Comp electricity in booth
- *Comp extra table (if needed)
- *Displayed on signage throughout conference

Silver Sponsorship Level - \$1,000

- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Recognition in newsletter w/sponsor level
- *(3) comp registrations
- * **Comp 10' exhibit booth**
- *Complimentary internet for 2 days
- *Comp electricity in booth
- *\$15 for extra table

Bronze Sponsorship - \$650

- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Recognition in newsletter w/sponsor level
- *(2) comp registrations
- * **Comp 10' exhibit booth**
- *Internet access for \$25
- *Complimentary electricity in booth
- *\$15 for extra table

HOUSING

Embassy Suites **SOLD OUT!!**

\$99+tax/night w/breakfast

405-364-8040

Holiday Inn Express Suites

\$115+tax/night w/ breakfast

(Across the street from Embassy)

405-928-5300

ACCO Conference Sponsor Application

ACCO 2015 Spring Conference

April 1-2, 2015

Embassy Suites-Norman, OK

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone# _____

E-Mail Address _____

Yes, our company will participate as a.....

Platinum Sponsor

Gold Sponsor

Silver Sponsor

Bronze Sponsor

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

***Representatives exceeding the allotted number of registrants may attend at an additional \$60 each if registered by 3/13/15. Additional representatives may be added after this date at the conference for \$75/person.**

***Please complete the exhibit form if you wish to take advantage of the comp booth.**

Please mail, e-mail or fax forms to:

ACCO

Attn: Jonnie Leckie

429 NE 50th, 3rd Floor

Oklahoma City, OK 73105

Phone: 405-516-5326 Fax: 405-524-3700

E-mail: jonnie@okacco.com

Hospitality Options/Guidelines

Wednesday, April 1, 2015

Individual Hospitality Rooms:

1. (4) Registrations
2. Must notify ACCO if sharing w/another company
3. Rooms not guaranteed w/o payment
4. Build your own food package from the enclosed menus. Food based on 75 person minimum
5. Contact Felix @ 405-516-5317 should you have special menu requests. All special requests must be approved by ACCO & the hotel.
6. Sales tax & hotel service charge apply
7. \$500 cancellation fee before 3/13/15; 100% NON-REFUNDABLE after 3/13/15.
8. Host bars inside the hospitality rooms may be purchased with a \$250 minimum and increased in \$100 increments.
9. Signage with your company name provided by ACCO
10. Included on final agenda as well attendee packets
11. Entered into drawing for a (1) night stay @ the Embassy Suites to be used at the next ACCO conference.
12. Newsletter & ACCO website recognition
13. Signage throughout conference

Individual Hospitality (Menus Upon Request)

Hospitality Buffet Sponsorships:

\$750 Sponsorship

- *(3) Registrations
- *Signage/banner close to buffet
- *Included on final agenda & handouts
- *Newsletter & website recognition
- *Entered into drawing for (1) night stay @ The Embassy Suites to be used @ next ACCO conference

Hospitality Sponsor ___\$750

****We will have an attendee hospitality buffet which is available for you to sponsor. We will all gather together for hors d'oeuvres and drinks with sponsorship signage proudly displayed. You may still host your own hospitality room if you so choose.****

QUESTIONS???? CALL JONNIE LECKIE @ 405-516-5326 OR FELICITY JOHNSON @ 405-516-5317

Please mail, e-mail or fax forms to:

ACCO
 Attn: Jonnie Leckie
 429 NE 50th, 3rd Floor
 Oklahoma City, OK 73105
 Phone: 405-516-5326 Fax: 405-524-3700
 E-mail: jonniel@okacco.com

Hospitality Bar Sponsorship:

*\$500 (minimum) Sponsorship

- *Signage displayed at hallway bar
- *(2) registrations
- *Included on final agenda & handouts
- *Newsletter & website recognition
- *You may sponsor in any amount \$500 and above

Hospitality Bar Sponsor Amount\$_____

Bingo Night Sponsor

Thursday, April 2, 2015

1. \$500 Bronze Sponsorship

- *(2) Registrations
- *Final Agenda & handouts
- *Newsletter & website recognition
- *Signage throughout conference

2. \$750 Silver Sponsorship

- *(4) Registrations
- *Final Agenda & handouts
- *Newsletter & website recognition
- *Signage throughout conference

3. \$1,000 Silver Gold Sponsorship

- *(6) Registrations
- *Final Agenda & handouts
- *Newsletter & website recognition
- *Signage throughout conference
- *Chance to win (1) night stay @ Embassy Suites to be used @ next ACCO conference

Company_____

Mailing Address_____

City_____State_____Zip_____

Contact Person_____

Phone#_____

E-Mail Address_____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

***Representatives exceeding the allotted number of registrants may attend at an additional \$60 each if registered by 3/13/15. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75/person.**

Payment must accompany application

ADVERTISING OPPORTUNITY FOR 2015!!!

Vendors have the opportunity to advertise their company logo in the ACCO Conference agenda. Get your company more visibility with key county personnel and other partnering organizations!

REQUIREMENTS:

**Your logo can be no bigger than 1x2*

**Must have your logo emailed to jonniel@okacco.com
by 3/13/15
NO EXCEPTIONS!!*

**Must be jpg or pdf format*

**Cost = \$150.00*

All you have to do is add the following:
Agenda Advertising - \$150 to the payment form

Credit Card/Terms & Conditions



Company _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone# _____

E-Mail Address _____

Credit Card# _____
 (We only accept VISA or Mastercard)

Expiration Date _____ CVV Code _____

Description	Amount

TOTAL _____

Add up each page (sponsor, exhibit, hospitality, advertising etc) and input the amounts in the box provided above.

***CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 3/13/15 and are not transferable to a future conference.

***ATTENDANCE POLICY:** ALL persons attending ALL or ANY PART of an ACCO conference are required to register. Name badges are NOT to be shared but can be replaced with another company employee if one cannot attend.

***HOTEL POLICY:**

- 1.) All hotel rooms must be guaranteed with a credit card
- 2.) Verify with hotel that your reservation has been made
- 3.) Failure to check into your first night will cancel your entire reservation
- 4.) NO SHOWS will be charged one night's stay for non-cancellation
- 5.) Early check outs will charged a \$50 early check out fee

I/We hereby authorize the Association of County Commissioners of Oklahoma to charge my credit card the amount given.

I/We have filled out and read the registration form and all of the policies including attendance, refund and hotel policies.

I/We authorize ACCO to have the absolute right to publish and use any and all photographs or video of our company and representatives during the 2015 ACCO conferences for online use or in any publication.

Signature

Date