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May 19, 2015

TO: ACCO VENDOR AFFILIATES

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

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

Dear ACCO Vendor Affiliates:

It is Summer Conference time again! The conference dates for vendors are August 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>, 2015. If you plan on participating in the 2015 ACCO Summer Conference, please fill the forms out in their entirety then mail, email or fax them to the contact information provided with your payment. **Please look over the forms carefully as they have changed.** Also, I have provided an outdoor booth space map. Be advised that this only shows two sections of the parking lot as we will be utilizing the entire third section for picnic necessities. We are available any time should you have questions or need help filling out the forms. 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](mailto:felixj@okacco.com)

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

\*\*Packet Includes: Tentative Agenda, Vendor Information, Hospitality Options, ACCO Registration Form, Inside Booth Layouts, Outdoor Exhibit Layouts, Indemnity Agreement, Cook-off Contest, and Payment Form\*\*

**The Association of County Commissioner of Oklahoma  
2015 Summer Conference  
Embassy Suites Hotel & Conference Center  
2501 Conference Drive, Norman Ok  
August 4<sup>th</sup> – 6<sup>th</sup>**

**Vendors Only Setup Day**

*Tuesday, August 4, 2015*

2:00 PM-6:00 PM	Outside Equipment Setup
2:00 PM-6:00 PM	Early Exhibit Hall Setup – OK “E”

**First Day of Conference**

*Wednesday, August 5, 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

9:30 AM County Engineers Meeting

10:00 AM ACCO Ladies

10:30 AM-11:30 AM Hot Topic Workshop - TBD

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 may follow

5:00 PM Hospitality Buffet Opens

7:00 PM Entertainment TBD

12:00 AM Hospitality/Entertainment CLOSES

**Second Day of Conference**

*Thursday, August 6, 2015*

7:30 AM Registration Opens

7:30 AM Exhibit Hall Opens

7:30 AM - 9:30 AM Visit with Vendors

9:30 AM –11:30 AM Carl Potter ~ Safety Speaker

11:30 AM Exhibit Hall Teardown

12:00 PM Hamburger/Hotdog Lunch

1:00 PM – 4:00 PM Safety Day Displays & Events

5:00 PM 12<sup>th</sup> Annual ACCO Cook-Off

Picnic & Safety Awards Ceremony

## ACCO Vendor Information & Guidelines Summer Conference August 5<sup>th</sup> & 6<sup>th</sup>

There are many ways to get involved at our ACCO conferences! Below, please find a description of each of the multiple opportunities we offer our Vendors to participate. If you should have any questions, please call Jonnie Leckie @ 405-516-5326 or Felicity Johnson @ 405-516-5317.

### Indoor Exhibit Booth Displays

\*Exhibit booths are reserved on a first come first serve basis upon receipt of payment

\*Booths are \$350 if reserved by 7/10/15 or \$450 if reserved after 7/10/15

\*\$25 early bird discount if reserved by 6/5/15

\*Setup is on Tuesday, August 4, 2015 from 2pm -6pm

\*Internet is \$25 for two days (unless otherwise noted with your sponsorship level)

\*Extra tables are \$15 (unless otherwise noted with your sponsorship level)

\*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, August 4, 2015

\* See diagram to choose location

\*Listing on final agenda

\* Please sign and return the indemnity form

### Conference Sponsor Information

#### **Platinum Sponsorship Level - \$2,000**

- \*Listed on final agenda
- \*\$25 early bird discount if reserved by 6/5/15
- \*Company logo on ACCO website as sponsor
- \*Company listing in newsletter
- \*6 complimentary registration
- \*Complimentary 10' exhibit booth
- \*Complimentary internet for 2 days
- \*Complimentary electricity in booth
- \*Complimentary extra table (if needed)
- \*Displayed on signage throughout conference
- \*Chance to win on night stay @ Embassy Suites

#### **Gold Sponsorship Level - \$1,500**

- \*Listed on final agenda
- \*\$25 early bird discount if reserved by 6/5/15
- \*Company name on ACCO website as sponsor
- \*Company listing in newsletter
- \*4 complimentary registration
- \*Complimentary 10' exhibit booth
- \*Complimentary internet for 2 days
- \*Complimentary electricity in booth
- \*Complimentary extra table (if needed)
- \*Displayed on signage throughout conference

#### **Silver Sponsorship Level - \$1,000**

- \*Listed on final agenda
- \*\$25 early bird discount if reserved by 6/5/15
- \*Company name on ACCO website as sponsor
- \*Company listing in newsletter
- \*3 complimentary registrations
- \*Complimentary 10' exhibit booth
- \*Complimentary internet for 2 days
- \*Complimentary electricity in booth
- \*\$15 for extra table

#### **Bronze Sponsorship - \$650**

- \*Listed on final agenda
- \*\$25 early bird discount if reserved by 6/5/15
- \*Company name on ACCO website as sponsor
- \*Company listing in newsletter
- \*2 complimentary registrations
- \*Complimentary 10' exhibit booth
- \*Internet access for \$25 for two days
- \*Complimentary electricity in booth
- \*\$15 for extra table

## Hospitality Options

### Individual Hospitality Rooms

- \* 4 complimentary registrations
- \* Must notify ACCO if sharing w/another company
- \* Rooms not guaranteed without payment
- \* Build your own food package from the provided menus. (Menus available upon request)
- \* Contact Felix @ 405-516-5317 should you have special menu request. All special requests must be approved by ACCO & the hotel.
- \* Sales tax & hotel service charge apply.
- \* \$500 cancellation fee before 7/10/15; 100% **NON-REFUNDABLE** after 7/10/15
- \* Host bars inside the hospitality rooms may be purchased with a \$250 minimum and increased in \$100 increments.
- \* Signage in the room with your company name provided by ACCO.
- \* Included on final agenda
- \* Entered into drawing for a (1) night stay @ the Embassy Suites to be used at the next ACCO conference.
- \* Newsletter & ACCO website recognition
- \* Signage throughout conference.

### Hospitality Buffet Sponsorship - \$750

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

### Hospitality Bar Sponsorship -\$500

- \* 2 complimentary registrations
- \* Signage displayed at hallway bar
- \* Included on final agenda
- \* Newsletter & website recognition

## Conference Agenda Advertising

For \$150, 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](mailto:jonniel@okacco.com) by 7/10/15. **No exceptions!**
- \* Must be jpg or pdf format

### Individual Registration

- \* An individual association member may attend for \$100 if registered by 7/10/15 or \$125 after 7/10/15
- \* An individual non-member may attend for \$350

### Additional Registration

- \* Any company with a booth, outdoor display or hospitality needing more than the complimentary registrations included in their package can purchase them for an additional fee.
- \* Additional registrations are \$60 before 7/10/15. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75 per person.

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### HOUSING

**Embassy Suites - \$115**

**405-364-8040**

**Hilton Garden Inn - \$115**

**405-579-0100**

**Holiday Inn- \$115**

**405-928-5300**

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Please mail, email or fax forms to:

ACCO

Attn: Jonnie Leckie

429 NE 50<sup>th</sup>, 3<sup>rd</sup> Floor

Oklahoma City, OK 73105

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

Email: [jonniel@okacco.com](mailto:jonniel@okacco.com)

Payment **MUST** accompany registration form

# ACCO Vendor Registration Form Summer Conference August 5<sup>th</sup> & 6<sup>th</sup>

Please fill out and check all that apply to you. Please mail, email or fax forms to:

## ACCO

Attn: Jonnie Leckie  
429 NE 50<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Oklahoma City, OK 73105  
Phone: 405-516-5326 Fax: 405-524-3700  
Email: jonnie@okacco.com

Payments **MUST** accompany registration form

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Phone# \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Indoor Exhibit Booth Displays

\$350 before 7/10/15

\$450 after 7/10/15

\$25 early bird discount if received by 6/5/15

Booth Choices

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

\_\_\_ Yes, I would like to purchase internet @ \$25

\_\_\_ Yes, I would like to purchase an extra table @ \$15

2 complimentary registrations

## Outdoor Heavy Equipment Displays

\$250 for two pieces of equipment

Booth Choices

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

1 complimentary registration

## Hospitality Options

### Individual Hospitality Rooms

4 complimentary registrations

### Hospitality Buffet Sponsorship - \$750

3 complimentary registrations

### Hospitality Bar Sponsorship - \$500

2 complimentary registrations

## Conference Agenda Advertising - \$150

Email logo to jonnie@okacco by 7/10/15

## Conference Sponsor

Booth Choices

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

### Platinum Sponsorship Level - \$2,000

6 complimentary registrations

\$25 early bird discount if received by 6/5/15

### Gold Sponsorship Level - \$1,500

4 complimentary registrations

\$25 early bird discount if received by 6/5/15

### Silver Sponsorship Level - \$1,000

3 complimentary registrations

\$25 early bird discount if received by 6/5/15

\_\_\_ Yes, I would like to purchase an extra table @ \$15

### Bronze Sponsorship - \$650

2 complimentary registrations

\$25 early bird discount if received by 6/5/15

\_\_\_ Yes, I would like to purchase internet @ \$25

\_\_\_ Yes, I would like to purchase an extra table @ \$15

## Individual Registration

Vendor Members

\$100 before 7/10/15

\$125 after 7/10/15

Non Members - \$350

## Additional Registration

\$60 before 7/10/15

\$75 after 7/10/15

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

1. \_\_\_\_\_

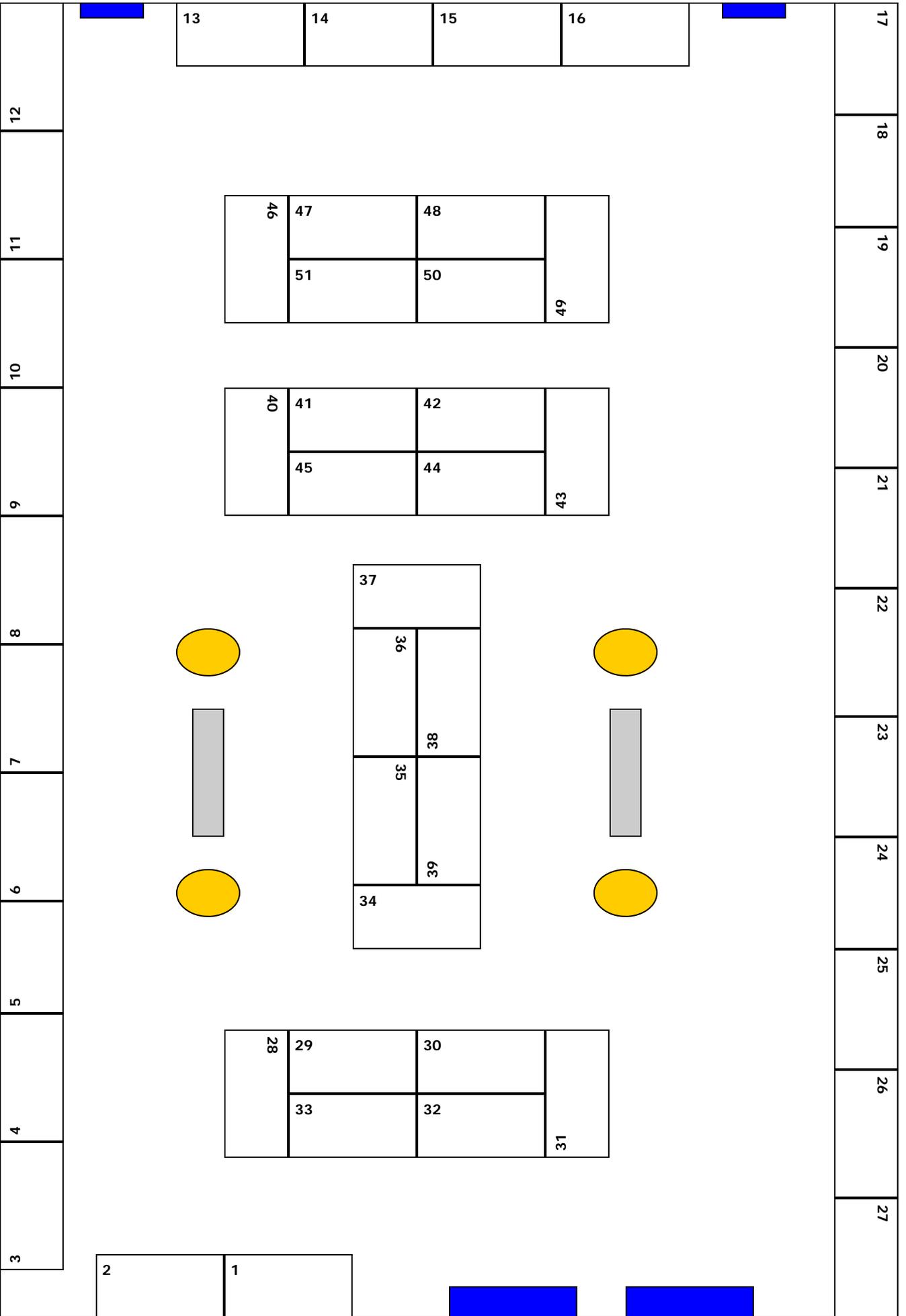
2. \_\_\_\_\_

3. \_\_\_\_\_

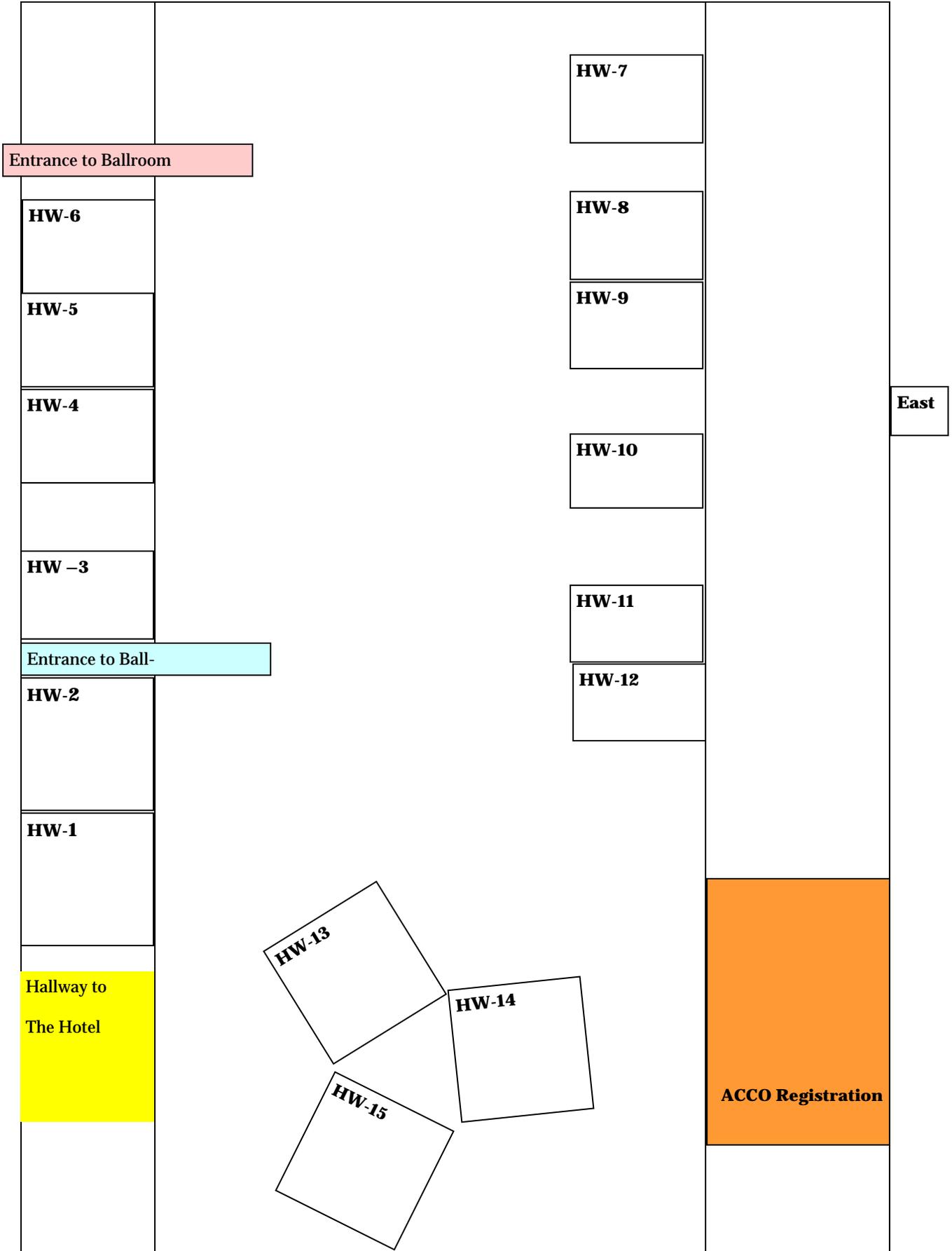
4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_



**Embassy Conference Center Hallway "N"**





Please keep in mind that these are approximate equipment spaces.  
Be sure to put the number of the location you wish to have on your booth space form

**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 1<sup>ST</sup> DAY OF THE ACCO CONFERENCE SET-UP.

# ACCO AUGUST CONFERENCE PICNIC COOK-OFF CONTEST



The Summer 2015 ACCO/Safety Conference will be August 5<sup>th</sup> & 6<sup>th</sup>. The ACCO/Safety Picnic will be held on Thursday, August 6<sup>th</sup> at 5:00 pm in the Oklahoma E Room of the Embassy Suites Hotel at 2501 Conference Drive in Norman, Oklahoma.

**THIS WILL BE THE 12<sup>th</sup> ANNUAL COOK-OFF CONTEST** with grand prizes \$\$\$\$\$ to the winners and the ACCO COOK-OFF Traveling Trophy will be up for grabs and placed in the winner's possession until the 2016 summer conference. The trophy has been with Wright Asphalt Products, winner of the 2014 Cook-Off.

V.I.T's (very important tasters) will be chosen to decide just who will be crowned the winner and take possession of the trophy until 2016.

**County/State/ACCO personnel and ACCO Vendors and/or any entity associated with county government** are eligible to participate in the COOK OFF CONTEST.

Make sure your vendors and others are notified about the contest. The more cooks the more fun.

The conference attendees will enjoy the meat cooked by the contestants at the picnic. Each cook will have a sample set up so their meat can compete in the blind taste contest. We would like each cook to prepare at least 50 lbs of meat.

You must provide the information requested below prior to the deadline of July 10<sup>th</sup>. ACCO will provide or reimburse the meat of your choice (within reason). If you have a special request, speak to Dale at (405) 516-5307 or email at [dalef@okaccocom](mailto:dalef@okaccocom).

\_\_\_\_\_  
Name

\_\_\_\_\_  
County/Business name

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

\_\_\_\_\_  
Amount of meat requested

\_\_\_\_\_  
Additional items requested

\_\_\_\_\_  
Contact phone and address



## Payment Form

Please submit with your registration form

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Phone# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Credit Card# \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Check # \_\_\_\_\_

Description	Amount

Total \_\_\_\_\_

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

**\*CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 7/10/15 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 2014 ACCO conferences for online use or in any publication.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date