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June 12, 2017

To: ACCO VENDOR AFFILIATES

From: Felicity (Felix) Johnson, Meeting Planner
Amanda Beadnell, Co-Meeting Planner

RE: ACCO 2017 Summer Conference
Embassy Suites, Norman, OK

Dear ACCO Vendor Affiliates:

It is Summer Conference time again! The conference dates for vendors are August 1st, 2nd, & 3rd. If you plan on participating in the 2017 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.

- **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 purple button that states "VENDOR PAY" located on our home page. From there you will be redirected to our secure credit card payment website.**
- **Remember your signed exhibitor release of liability form and payment are required to ensure a booth space. It is on a first come first serve basis.**

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)576-3153
info@okacco.com

****Packet Includes: Tentative Agenda, ACCO Vendor Information & Guidelines (2 pages), Booth Layouts (2 pages), Vendor Registration Form, Exhibitor Release of Liability Form, Cooking Form****

ACCO Summer Conference

Tentative Agenda

Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman OK
August 2nd & 3rd

VENDOR ONLY SETUP DAY

Tuesday, August 1st, 2017

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

FIRST DAY OF CONFERENCE

Wednesday, August 2nd, 2017

6:30 AM – 7:30 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

9:45 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 – 4:30 PMACCO District Meetings/
CED meetings may follow

5:30 PM – 11 PM Hospitality Buffet, Music, Dancing

SECOND DAY OF CONFERENCE

Thursday, August 3rd, 2017

7:30 AM Registration Opens

7:30 AM Exhibit Hall Opens

7:30 AM – 11:30 AM Visit with Vendors

11:30 Exhibit Hall Closes/Teardown

12:00 PM Hotdog/Hamburger Lunch

1:00 PM – 4:00 PM Family Fun Carnival

5:00 PM 15th Annual Cook Off & Picnic

Agenda is subject to change

2017

Summer Conference

August 2nd & 3rd

ACCO Vendor Information & Guidelines

Please fill out the Vendor Registration Form and mail, email or fax forms to:
ACCO, Attn: Felicity Johnson 429 NE 50th Street, Oklahoma City, OK 73105.

Email: info@okacco.com Fax: 405-576-3153 Phone: 405-516-5317

Payments **MUST** accompany registration form

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 Felicity Johnson @ 405-516-5317.

Indoor Exhibit Booth Displays

*Exhibit booths are reserved on a first come first serve basis upon receipt of payment & Exhibitors release of liability form

*Booths are \$350 if reserved by 7/14/17 or \$450 if reserved **after** 7/14/17

*\$25 early bird discount if reserved by 6/16/17

*Setup is on Tues, August 1st, 2017 from 2pm -6pm

*Internet can be purchased through the hotel at their registration desk.

*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

*Please sign & return the exhibitors release of liability form.

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 info@okacco.com by 7/14/17. **No exceptions!**

*Must be jpg or pdf format

Outdoor Heavy Equipment Displays

***Two pieces** of equipment for \$250
(Note: Spaces 1-4 are not for oversized equipment please refer to attached booth diagram.)

*1 complimentary registration

*Setup is on Tues, August 1st, 2017 at 2pm

* See diagram to choose location

*Listing on final agenda

* Please sign and return the indemnity form & exhibitor release of liability form.

Registrations

Individual Registration

* An individual association member may attend for \$100 if registered by 7/14/17 or \$125 **after** 7/14/17
***An individual non-member may attend for \$350 per registration.**

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 7/14/17. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75 per person.

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

Sponsorship Opportunity

Conference Sponsors

Platinum Sponsorship Level - \$2,000

***complimentary 10' exhibit booth**

***\$25 early bird discount if reserved by 6/16/17**

- *6 complimentary registrations
- *Listed on final agenda
- *Company logo on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary **2 day/3 device** internet code. Additional devices are an extra fee and can be purchased through the hotel.
- *Complimentary extra table (if needed)
- *Displayed on signage throughout conference

Gold Sponsorship Level - \$1,500

***complimentary 10' exhibit booth**

***\$25 early bird discount if reserved by 6/16/17**

- *4 complimentary registrations
- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary **2 day/2 device** internet code. Additional devices are an extra fee and can be purchased through the hotel.
- *Complimentary extra table (if needed)
- *Displayed on signage throughout conference

Silver Sponsorship Level - \$1000

***complimentary 10' exhibit booth**

***\$25 early bird discount if reserved by 6/16/17**

- *3 complimentary registrations
- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary **2 day/1 device** internet code. Additional devices are an extra fee and can be purchased through the hotel.

Bronze Sponsorship - \$650

***complimentary 10' exhibit booth**

***\$25 early bird discount if reserved by 6/16/17**

- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Company listing in newsletter

Hospitality Sponsorship

Hospitality Sponsorship - \$500

- *2 complimentary registrations
- *Signage/banner near the buffet
- *Included on final agenda
- *Newsletter & website recognition

Housing

Embassy Suites	405-364-8040
Holiday Inn Express & Suites	405-928-5300
Hilton Garden Inn	405-579-0100

Be sure and ask for the ACCO Room Block to ensure rates.

***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 be charged a \$50 early check out fee

***CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 7/14/17 and are not transferable to 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. Each person must register. Persons registered but not attending may switch badge with new person.

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

ACCO, Attn: Felicity Johnson
429 NE 50th Street, Oklahoma City, OK 73105.
Email: info@okacco.com

Fax: 405-576-3153

Phone: 405-516-5317

Payments MUST accompany registration form

2 optional pays, may your check with your forms or pay by credit card by visiting our website www.okacco.com and clicking the blue button that says "SELECT VENDOR PAY" located on our home page. It will redirect you to a web page requiring a password.

The password is select522. Once you enter the password, you can click on the link that will take you to our secure credit card form.

ACCO Summer Conference Booth Layout

**** Shaded areas indicate booths that are unavailable***

OK Ballroom F - J

Inside Exhibit Hall is Located in OK Ballroom E



University Ballroom A - C

Hallway Towards Hotel Lobby

HW19 HW20

HW23

HW1 HW2

HW3 HW4 HW5 HW6

12
11
10
9
8
7
6
5
4
3

13 14 15 16

46 47 48 49
50 51

40 41 42 43
45 44

Refreshments




37
36 86
35 66
34

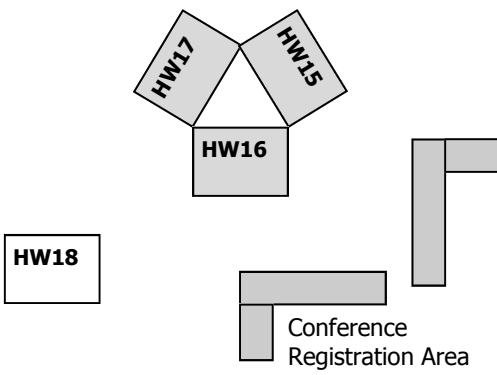
Refreshments

28 29 30 31
33 32

2 1

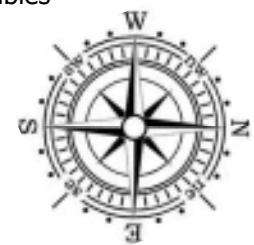
17
18
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27

-  Entry Doors
-  Staff Only Doors
-  Tables



HW14 HW13 HW12 HW11 HW10 HW9 HW8 HW7

Meeting Rooms - NorthPark, Noble, Sooner A & B, Boomer A & B



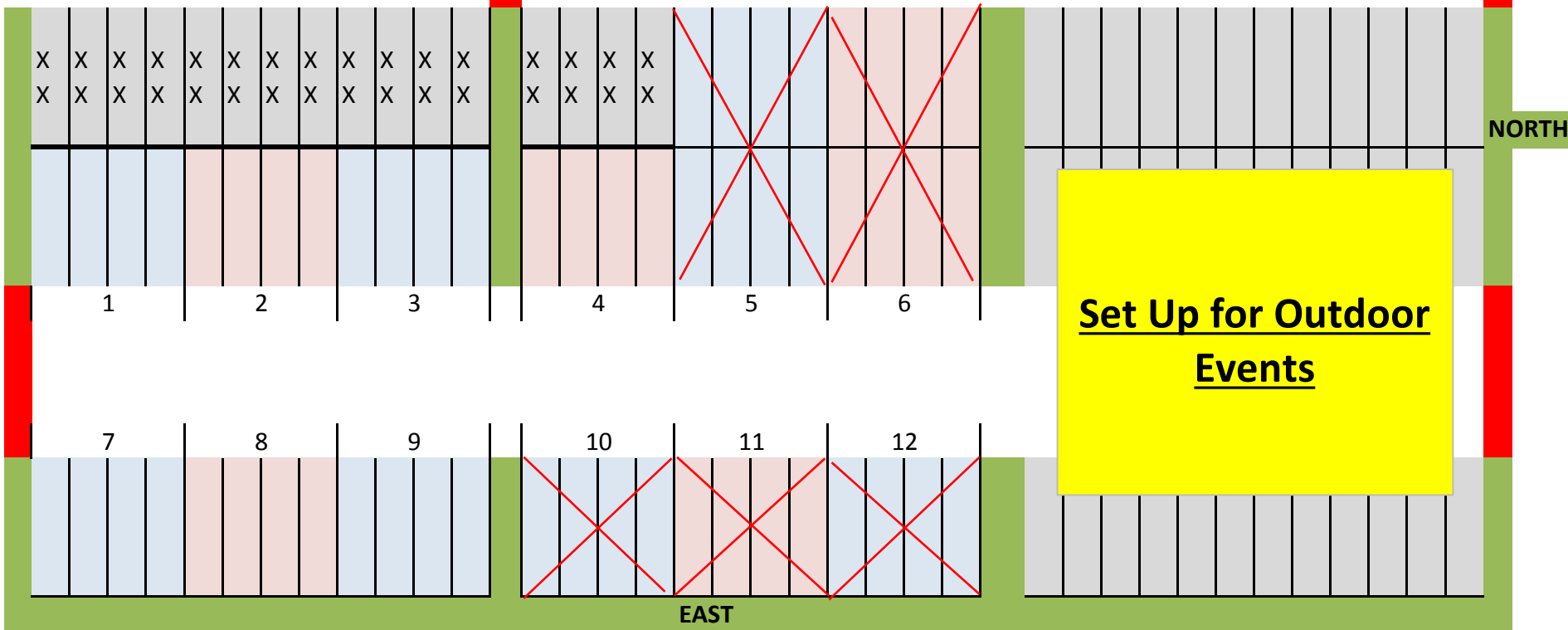
Outdoor Booth Selection: ACCO Summer Conferences

1

2

3

* Please Note that Spaces 1 - 4 are not for Oversized Equipment



X Indicates Regular and Handicap parking

█ Indicates Barricades

█ Indicate: Door #1 Registration Area, Door #2 SE Doors, Door #3 NE Doors

(1) outside booth is equivalent to (4) parking spaces. Equipment needs to fit in the space allowed. If your equipment exceeds the allowable 4 spaces then a 2nd booth space will need to be purchased.

ALL equipment CAN NOT arrive before 2:00PM on set up day and MUST be removed NO LATER than 9:00am Friday morning.

2017

Summer Conference

August 2nd & 3rd

ACCO Vendor Registration Form

Please fill out and mail, email or fax forms to:

ACCO, Attn: Felicity Johnson 429 NE 50th Street, Oklahoma City, OK 73105.
Email: info@okacco.com Fax: 405-576-3153 Phone: 405-516-5317

Payments **MUST** accompany registration form

Company _____

Mailing Address _____

City, State, Zip _____

Contact Person _____

Phone# _____

E-mail Address _____

Sponsorship Opportunity

Conference Sponsors (see information page for all inclusions)

Please fill out indoor booth section and list registrant's name

 Yes, I would like to be a Platinum Sponsor - \$2000

Includes (1) indoor booth space
2 day/3 device internet pass & 1 extra table
6 complimentary registrations
\$25 early bird discount if received by 6/16/17

 Yes, I would like to a Gold Sponsor - \$1,500

Includes (1) indoor booth space
2 day/2 device internet pass & 1 extra table
4 complimentary registrations
\$25 early bird discount if received by 6/16/17

 Yes, I would like to be a Silver Sponsor - \$1,000

Includes (1) indoor booth space
2 day/1 device internet pass
3 complimentary registrations
\$25 early bird discount if received by 6/16/17

 Yes, I would like to be a Bronze Sponsor - \$650

Includes (1) indoor booth space,
2 complimentary registrations
\$25 early bird discount if received by 6/16/17

Hospitality Sponsorship

 Yes, I would like to Sponsor the Hospitality - \$500

Includes 2 complimentary registrations

Registrations

Individual Registration

Additional Registration

Vendor Members	with booth or sponsorship
\$100 before 7/14/17	\$60 before 7/14/17
\$125 after 7/14/17	\$75 after 7/14/17
Non-Members - \$350	

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

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

Indoor Exhibit Booth Displays

\$325 early bird price if received by 6/16/17

\$350 before 7/14/17
\$450 after 7/14/17

Includes 2 registrations (list names below)

Booth Choices

 1st 2nd 3rd 4th

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

 Booth included with sponsorship

Outdoor Heavy Equipment Displays

\$250 for **two pieces** of equipment

Includes 1 registration (list name below)

Booth Choices

 1st 2nd 3rd 4th

Conference Agenda Advertising

 Yes, I would like a logo size ad in the agenda @ \$150

Email logo to info@okacco.com by 7/14/17

Exhibitor Release of Liability Form and Outside Equipment Indemnity and Hold Harmless Agreement

Must be signed and returned to insure booth selection

_____ (herein "exhibitor")
Company name

Shall be fully responsible to pay for any and all damages to property owned by the Embassy Suites (herein "hotel"), its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel and each of its respective affiliates and their officers, directors, partners, agents, members, managers and employees (collectively, the "Hotel indemnified parties") from and against any and all demands, claims damages to persons or property, losses and liabilities, including responsible attorneys' fees (collectively "Claims") arising out of or caused by the Exhibitors or its members: agent's, employees, independents contractors negligence in connection with use of Hotel property, except to the extent and percentage attributable to the negligence of the Hotel indemnified parties.

Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understand that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

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 _____
Print

Signature

Company _____ Date _____

Show Off Your Culinary Skills

ACCO's 15th Annual Cook-Off Contest!

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

As well as the very coveted

Traveling Trophy!

How do you get to sign up for such a fun event? Fill out the below information and return to ACCO by July 8th.



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 #: _____

The Deets

When: ACCO 2017 Summer Conference, August 2nd & 3rd. The delicious entrées will be consumed by conference attendees on the evening of the 3rd during the Safety Picnic and Award Ceremony. 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.

Fun Fact: Dee Schieber with BKL won this prestigious title last year,

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
- The Traveling Trophy will get to be in the winner's possession until the 2018 summer cook-off

Get Your Cook On!

If you have a special request, speak to Dale at 405-516-5307. This page can be emailed, snail mailed, or even brought by singing telegram to:

ACCO, 429 NE 50th Street, OKC, OK 73105 email: dalef@okacco.com