



Gene Wallace
Executive Director
429 N.E. 50th Street
Oklahoma City, OK 73105

Toll Free: 800.982.6212
Local: 405.524.3200
Fax: 405.524.3700
<http://www.okacco.com>

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February 13, 2017

To: ACCO VENDOR AFFILIATES

From: Felicity (Felix) Johnson, Meeting Planner

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

Dear ACCO Vendor Affiliates:

It is Spring Conference time again! The conference dates for vendors are March 28th, 29th & 30th. If you plan on participating in the 2017 ACCO Spring 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 a secure credit card site.**
- **To ensure inside/outside booth, payment must be received as well as the signed exhibitor release of liability form.**

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, and Outside Equipment Indemnity Form

ACCO Spring Conference

Tentative Agenda

Embassy Suites Hotel & Conference Center

2501 Conference Drive, Norman OK

March 29th – 30th, 2017

Vendor Only Setup Day

Tuesday, March 28th, 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, March 29th, 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

10:00 AM – 11:30 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 Buffet, Music, Dancing

Second Day of Conference

Thursday, March 30th, 2017

7:30 AM Registration Opens

7:30 AM Exhibit Hall Opens

2:00 PM Exhibit Hall Closes/Tear Down

TBD Pizza & BINGO

Agenda is subject to change

2017 Spring Conference March 29th & 30th

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 3/15/17 or \$450 if reserved **after** 3/15/17

*\$25 early bird discount if reserved by 2/17/17

*Setup is on Tues, March 28th, 2017 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

*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 3/15/17. **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, March 28th, 2017 at 2pm

* See diagram to choose location

*Listing on final agenda

Registrations

Individual Registration

* An individual association member may attend for \$100 if registered by 3/15/17 or \$125 **after** 3/15/17
***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 3/15/17. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75 per person.

Sponsorship Opportunity

Conference Sponsors

Platinum Sponsorship Level - \$2,000

*complimentary 10' exhibit booth

*\$25 early bird discount if reserved by 2/17/17

- *6 complimentary registrations
- *Listed on final agenda
- *Company logo on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary internet for 2 days
- *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 2/17/17

- *4 complimentary registrations
- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary internet for 2 days
- *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 2/17/17

- *3 complimentary registrations
- *Listed on final agenda
- *Company name on ACCO website as sponsor
- *Company listing in newsletter
- *Complimentary internet for 2 days

Bronze Sponsorship - \$650

*complimentary 10' exhibit booth

*\$25 early bird discount if reserved by 2/17/17

- *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

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

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.

***CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 3/15/17 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 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 be charged a \$50 early check out fee

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

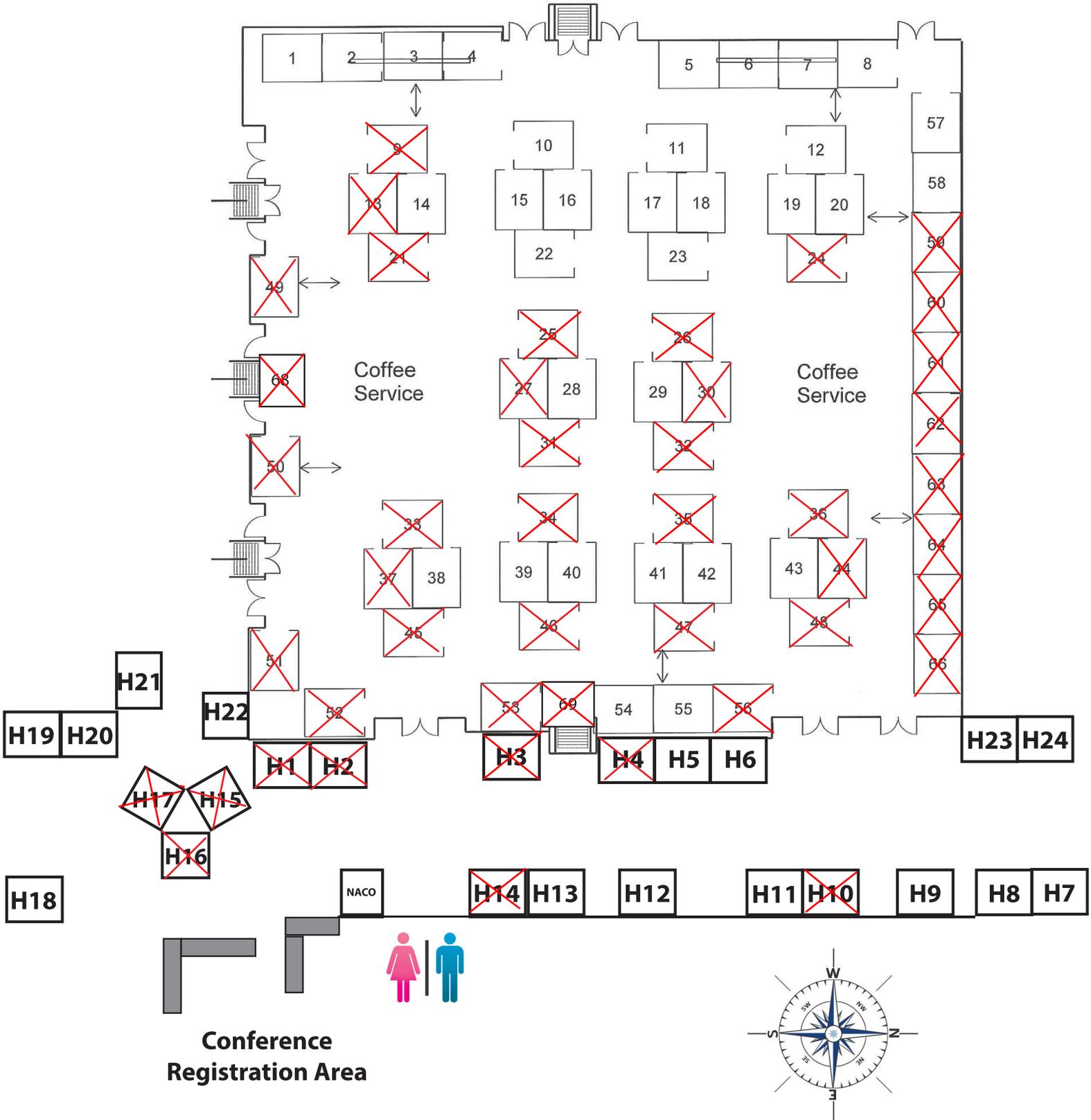
Phone: 405-516-5317

Payments MUST accompany registration form

If needing to pay by credit card, you may do so by visiting our website www.okacco.com and clicking the purple button that says "VENDOR PAY" located on our home page. Feel free to contact us with any questions.

Red "X" indicates the booths that are no longer available.

ACCO CONFERENCE BOOTH MAP



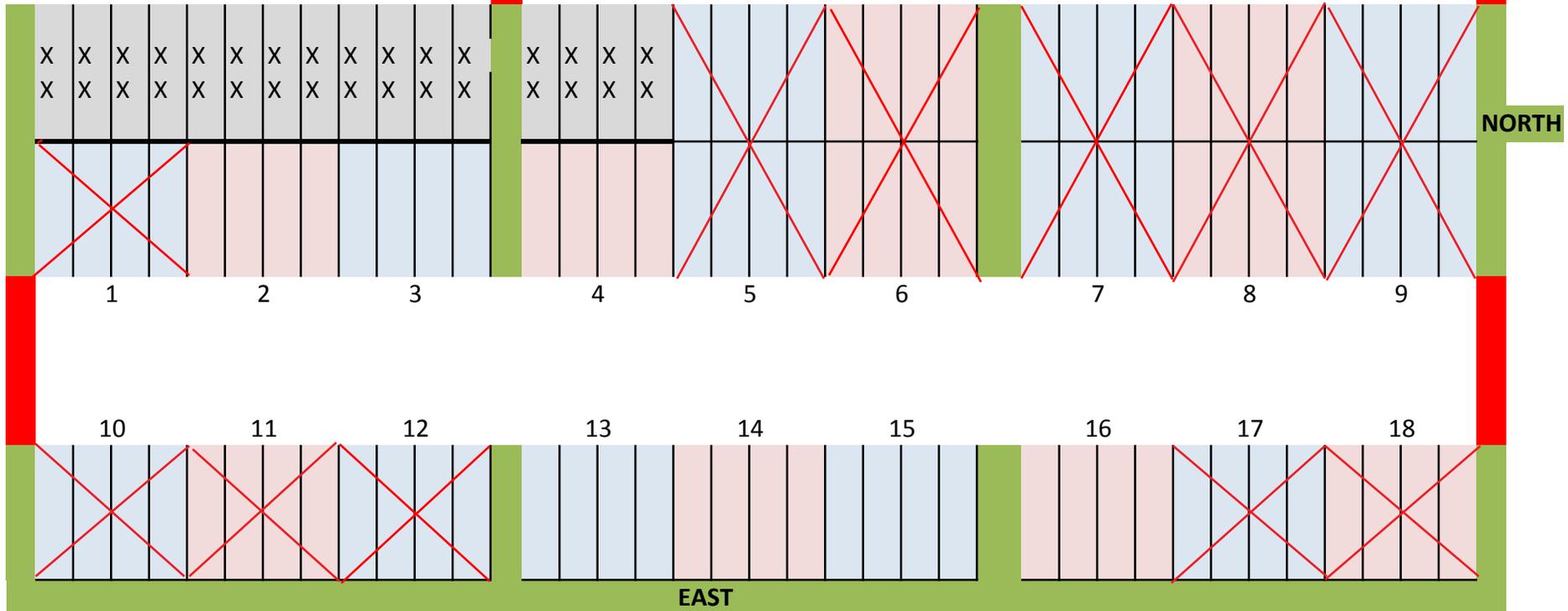
Outdoor Booth Selecti ACCO Conferences

3

1

2

Red "X" indicates the booths that are no longer available.



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 Spring Conference March 29th & 30th

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 internet pass & 1 extra table
 6 complimentary registrations
 \$25 early bird discount if received by 2/17/17

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

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

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

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

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 2/17/17

Hospitality Sponsorship

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

Includes 2 complimentary registrations

Indoor Exhibit Booth Displays

\$325 early bird price if received by 02/17/17

\$350 before 3/15/17

\$450 after 3/15/17

Includes 2 registrations (list names below)

Booth Choices

1st 2nd 3rd 4th

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

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 03/15/17

Registrations

Individual Registration

Additional Registration

Vendor Members

\$100 before 03/15/17

\$125 after 03/15/17

Non Members - \$350

with booth or sponsorship

\$60 before 03/15/17

\$75 after 03/15/17

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Exhibitor Release of Liability Form

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.

Company Representative _____
Print

Signature

Company _____ Date _____

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.