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June 8th, 2016

TO: ACCO VENDOR AFFILIATES

FROM: Felicity (Felix) Johnson, Meeting Planner
 Amanda Beadnell, Co-Meeting Planner
 Jamie Clark, Assistant Meeting Planner

RE: ACCO SUMMER SAFETY CONFERENCE 2016
 Embassy Suites, Norman, OK

Dear ACCO Vendor Affiliates:

It is Summer Safety Conference time again! The conference dates for vendors are August 2nd, 3rd & 4th, 2016. If you plan on participating in the 2016 ACCO Summer Safety 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 some have changed. One of our favorite Summer Conference traditions is the Annual Cook-Off. We welcome anyone with or without cooking skills to participate in this event, all you have to do is fill out pg 10 and send it in with your paperwork, and possibly watch a few cooking shows in the meantime.

- To ensure inside/outside booth, payment must be received as well as the signed exhibitor release of liability form.(pg 8)

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)576-3146 felixj@okacco.com	Amanda Beadnell Co-Meeting Planner Ph: (405) 516-5324 Fax: (405)524-3700 amandab@okacco.com	Jamie Clark Assistant Meeting Planner Ph: (405) 516-5326 Fax: (405)576-3153 jamiiec@okacco.com
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Packet Includes: Tentative Agenda, ACCO Vendor Information & Guidelines (2 pages), Booth Layouts (2 pages), Vendor Registration Form, Exhibitor Release of Liability Form, Outside Equipment Indemnity Form, Cook-Off Form, Terms & Conditions/Payment Form

ACCO 2016 Summer Conference

Tentative Agenda

Embassy Suites Hotel & Conference Center

2501 Conference Drive, Norman OK

August 2nd, 3rd & 4th, 2016

Vendor Only Setup Day

Tuesday, August 2nd, 2016

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

First Day of Conference

Wednesday, August 3rd, 2016

6:30am – 8:00am	Exhibit Hall Setup
Note: Please have your booths ready when the Exhibit Hall Opens	
7:30am	Registration Opens
7:30am	Exhibit Hall Opens
9:00am	ODOT CAB Board Meeting
9:45am	County Engineers Meeting
10:00am	Hot Topic (TBD)
11:30am – 1:00pm	Visit with Vendor & Lunch Break
1:30pm – 3:30pm	General Session
3:30pm – 4:30pm	District Meetings, CED meetings may follow
5:00pm	Exhibit Hall Closes
5:30pm – 7:30pm	Hospitality Buffet
7:30pm – 11:30pm	DJ & Dancing

Second Day of Conference

Thursday, August 4th, 2016

7:30am	Registration Opens
7:30am	Exhibit Hall Opens
7:30am – 11:00am	Visit with Your Vendors
11:30am	Exhibit Hall Closes/Teardown
12:00pm- 4:00pm	Lunch, Contests & Family/Fun Activities
5:00pm	14 th Annual Cook Off Picnic
5:30pm	Safety Awards
5:45pm	Kids Movie Night & Batman Balloon Artist

Agenda is subject to change

ACCO Vendor Information & Guidelines Summer Conference- August, 3rd & 4th 2016

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 Jamie Clark @ 405-516-5326 or Amanda Beadnell @ 405-516-5324.

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 7/8/16 or \$450 if reserved after 7/8/16

***\$25 early bird discount if reserved by 5/25/16**

*Setup is on Tues, August 2nd, 2016 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.

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 Tuesday, August 2nd, 2016 @ 2pm

* See diagram to choose location

*Listing on final agenda

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

Conference Sponsor Information

Platinum Sponsorship Level - \$2,000

***complimentary 10' exhibit booth**

***\$25 early bird discount if reserved by 5/25/16**

*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 5/25/16**

*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 5/25/16**

*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 5/25/16**

* Listed on final agenda

* Company name on ACCO website as sponsor

* Company listing in newsletter

Hospitality Options

Hospitality Buffet Sponsorship - \$500

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

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 jamiec@okacco.com by 7/8/16. **No exceptions!**
- *Must be jpg or pdf format

Individual Registration

- * An individual association member may attend for \$ 100 if registered by 7/8/16 or \$125 after 7/8/16
- *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 7/8/16. If additional registrations are needed after the deadline, you may register at the conference for an additional \$75 per person.

HOUSING

SOLD OUT → Embassy Suites - \$118.00
405-364-8040
Holiday Inn Express & Suites - \$115.00
405-928-5300
Hilton Garden Inn - \$118.00
405-579-0100
Norman Hotel - \$118.00
405-364-2882

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

Please mail, email or fax Registration forms to:
ACCO
Attn: Jamie Clark
429 NE 50th, 3rd Floor
Oklahoma City, OK 73105
Phone: 405-516-5326 Fax: 405-576-3153
Email: jamiec@okacco.com

Payment MUST accompany registration form & exhibitor release of liability form.

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

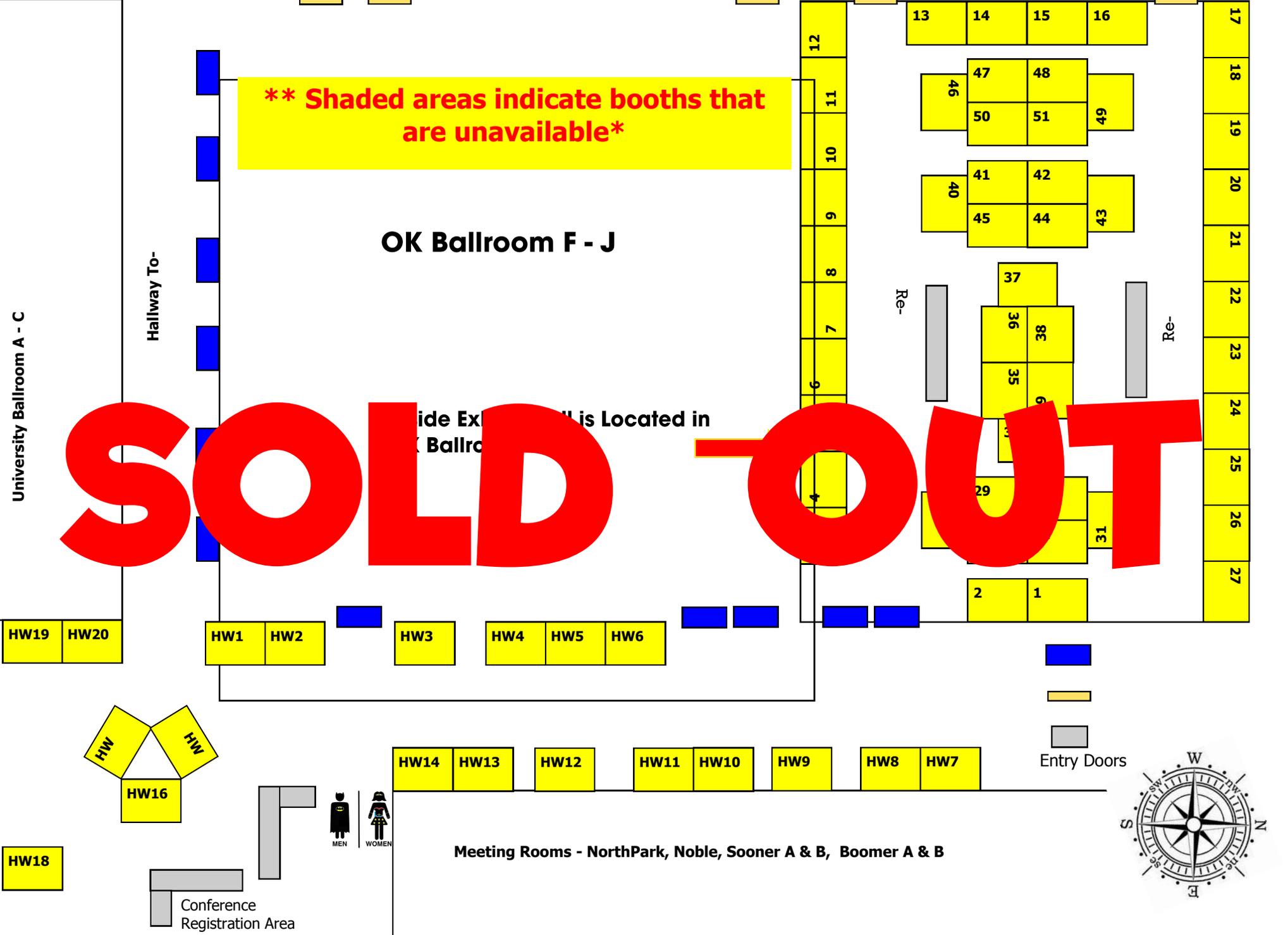
ACCO Summer Conference Booth Layout

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

OK Ballroom F - J

SOLD OUT

Side Exhibition is Located in
OK Ballroom



Outdoor Booth Selection: ACCO Summer Conferences

1

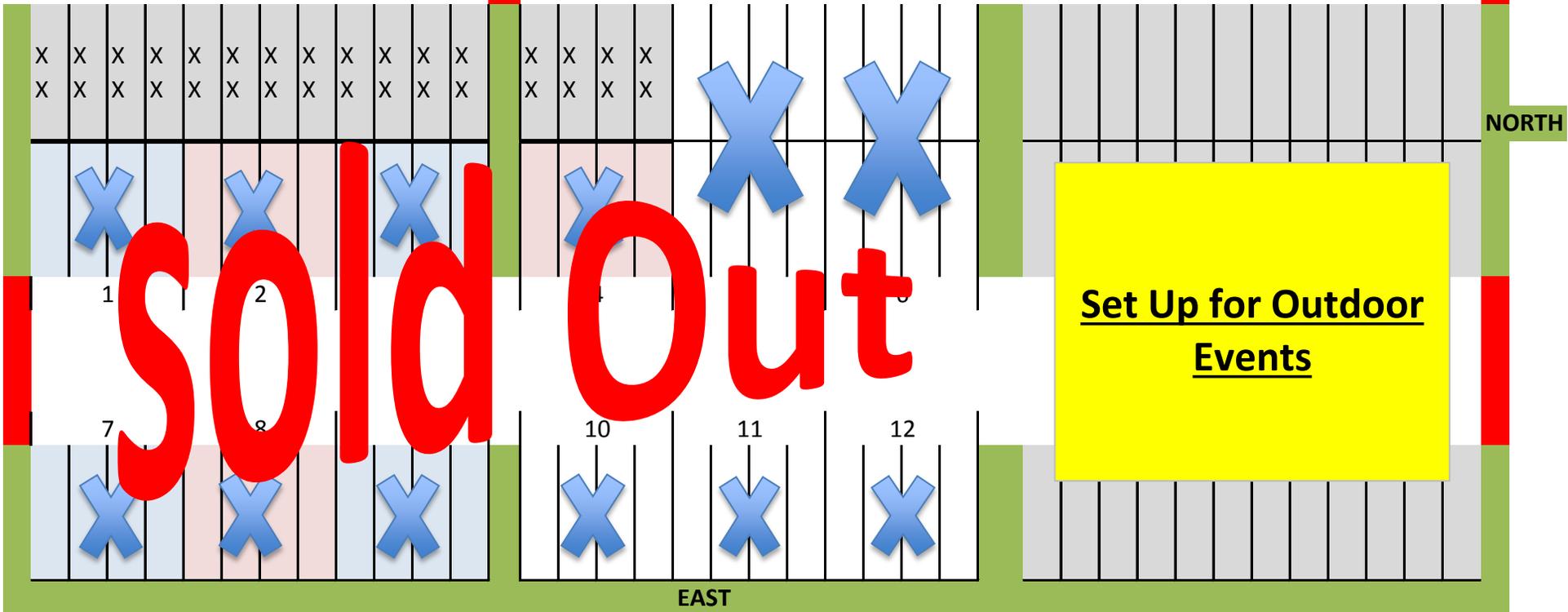
2

3



Indicates: No longer available

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



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.

ACCO Vendor Registration Form

Summer Conference August 3rd & 4th, 2016

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

ACCO

Attn: Jamie Clark
429 NE 50th Street, 3rd Floor
Oklahoma City, OK 73105
Phone: 405-516-5326 Fax: 405-576-3153
Email: jamiec@okacco.com

Payments **MUST** accompany registration form

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone# _____

E-mail Address _____

Indoor Exhibit Booth Displays

Includes 2 registrations, list registrant(s) _____(s) below

\$350 before 7/8/16

\$450 after 7/8/16

\$25 early bird discount if received by 5/25/16

Booth Choices _____
_____ 1st _____ 2nd _____ 3rd _____ 4th

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

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

1. _____

2. _____

Outdoor Heavy Equipment Displays

\$250 for two pieces of equipment

Includes 1 registration, list registrant(s) _____ below

Booth Choices _____
_____ 1st _____ 2nd _____ 3rd _____ 4th

1. _____

Hospitality Options

Hospitality Buffet Sponsorship - \$500

Includes 2 complimentary registrations

Hospitality Bar Sponsorship - \$500

Includes 2 complimentary registrations

Conference Agenda Advertising - \$150

Email logo to jamiec@okacco.com by 7/8/16

Conference Sponsor

(See information page for a list of sponsorship inclusions)

Booth Choices with sponsorship

_____ 1st _____ 2nd _____ 3rd _____ 4th

Platinum Sponsorship Level - \$2,000

Includes (1) indoor booth space, (make selection above)
2 day internet pass & 1 extra table.

6 complimentary registrations (list names below)

\$25 early bird discount if received by 5/25/16

Gold Sponsorship Level - \$1,500

Includes (1) indoor booth space (make selection above)
2 day internet pass & 1 extra table

4 complimentary registrations (list names below)

\$25 early bird discount if received by 5/25/16

Silver Sponsorship Level - \$1,000

Includes (1) indoor booth space (make selection above)
2 day internet pass

3 complimentary registrations (list names below)

\$25 early bird discount if received by 5/25/16

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

Bronze Sponsorship - \$650

Includes (1) indoor booth space (make selection above)
2 complimentary registrations (list names below)

\$25 early bird discount if received by 5/25/16

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

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

Individual Registration

Vendor Members

\$100 before 7/8/16

\$125 after 7/8/16

Non Members - \$350 (list registrants names below)

Additional Registration

\$60 before 7/8/16

\$75 after 7/8/16

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

List additional registrants on separate paper.

Exhibitor Release of Liability Form

Must be signed and returned to insure booth selection

We, _____ (company name) (herein "exhibitor") Shall be fully responsible to pay for any and 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.

Show Off Your Culinary Skills

ACCO's 14th Annual BBQ 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.



The Deets

When: ACCO 2016 Summer Conference, August 3rd & 4th. The delicious entrées will be consumed by conference attendees on the evening of the 4th 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 BBQ.

Why: Because who doesn't like to have bragging rights for a year as being the best? Plus, the money is always nice too.

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 #: _____

Fun Fact: Wright Asphalt has won this prestigious title 2 years in a row, so BRING IT!

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. 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 2017 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, faxed, snail mailed, or even brought by singing telegram to:

ACCO, 429 NE 50th Street, OKC, OK 73105 email: dalef@okacco.com fax: 405-524-3700

Terms & Conditions/Payment Form

Company Name _____

Contact Name _____

Mailing Address _____

City, State Zip _____

Phone _____

Email Address _____

Credit Card # _____
(Visa, MasterCard, Discover, Amex)

Expiration Date _____ CVV Code _____

Check # _____

Description	Amount

Total _____

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

***CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 7/8/16 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

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 2016 ACCO conferences for online use or in any publication.

Signature

Date

Please return application along with form of payment to one of the following:

ACCO
 Attn: Amanda Beadnell
 429 NE 50th Street
 Oklahoma City, OK 73105
 Fax: (405) 524-3700
 amandab@okacco.com

If paying by credit card, please fill out this form and send in with application or you can pay over the phone by calling Sara at 405-516-5309.