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January 29, 2013

TO: BASIC VENDOR AFFILIATES

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

RE: ACCO SPRING CONFERENCE2013
Embassy Suites, Norman, OK

Dear Basic Vendor Affiliates:

It is Spring Conference time again! The conference dates for vendors are March 26, 27 & 28, 2013. If you plan on participating in the 2013 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!

Be advised: The booth layout has changed. We have enlarged the exhibit hall to allow for more vendors and better traffic flow to your booths.

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
jonnie@okacco.com

****Packet Includes: Tentative Agenda, Exhibit Information, Booth Layouts, Sponsor Information, Hospitality Options, Payment Form****

ACCO Exhibitor Information
Spring Conference March 27-28, 2013

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 3/1/13 \$450 after 3/1/13
- *\$25 early bird discount if reserved by 2/11/13
- *Setup is on Tuesday, March 26, 2013 from 3:30pm-7:30pm
- *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 26, 2013 from 1pm-3:30pm
- *Felicity Johnson will be onsite to show you where to Park your equipment

Individual Registration

- *An individual association member may attend for \$100 if registered by 3/1/13 or \$125 after 3/1/13
- *An individual non-member may attend for \$350

HOUSING
Embassy Suites-~~SOLD OUT!!~~

405-364-8040
 Hilton Garden Inn-\$99+tax/night w/ breakfast
 405-579-0100
 Holiday Inn-\$80+tax/night w/ breakfast
 405-364-2882

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 3/1/13. If additional representatives are registered after 3/1/13, the charge is \$75. If more space is needed, please use a separate sheet*

Please mail, e-mail or fax forms to:
ACCO

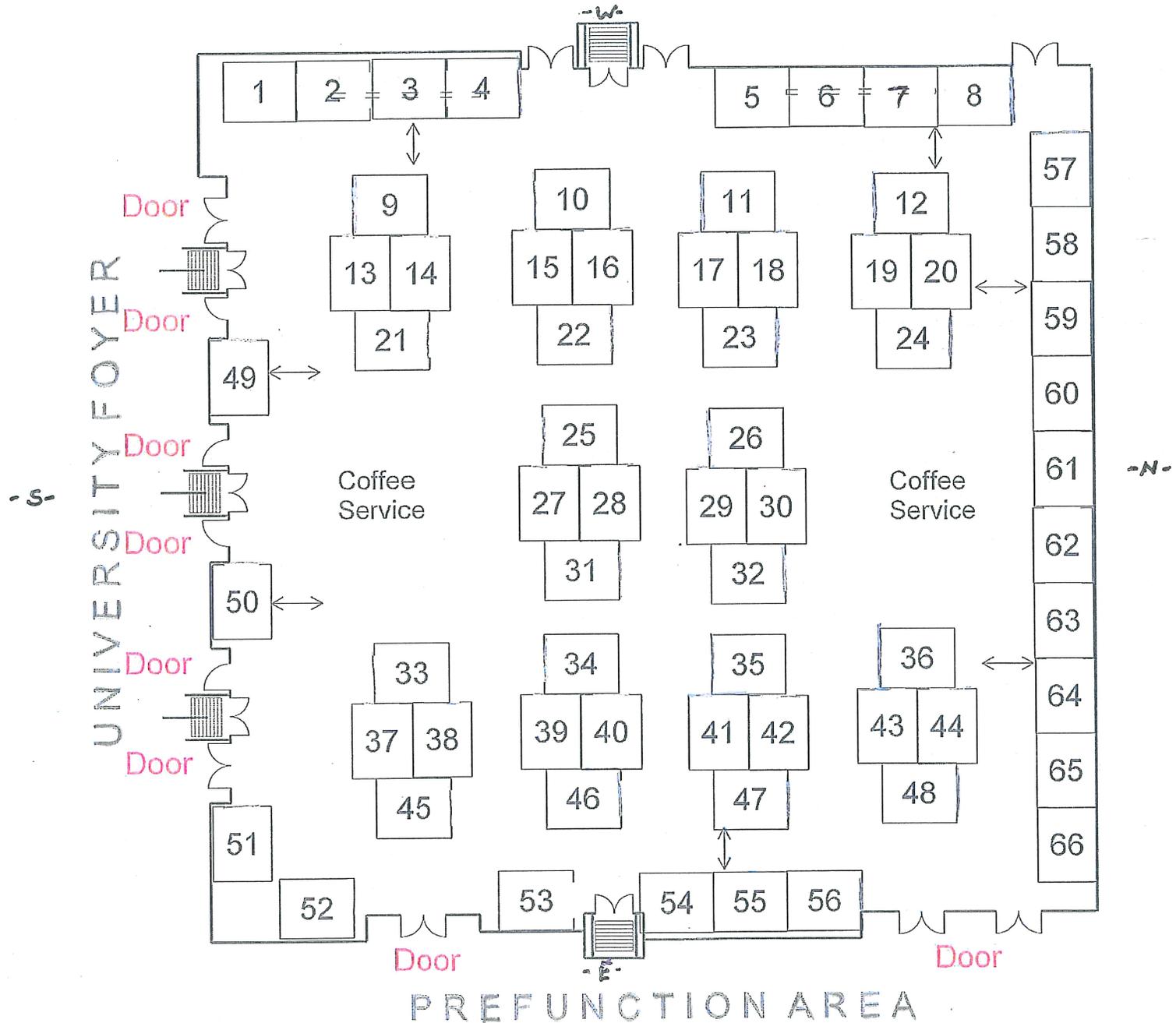
Attn: Jonnie Leckie
 429 NE 50th, 3rd Floor
 Oklahoma City, OK 73105
 Phone: 405-516-5326 Fax: 405-524-3700
 E-mail: jonnie@okacco.com

Payment must accompany application

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



ACCO EXHIBIT BOOTH LAYOUT



PREFUNCTION AREA

Oklahoma Ballroom FGHIJ

ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA
Embassy Conference Center Hallway "N"

Entrance to

Entrance to Ballroom "F"

HW-1

HW-2

HW-3

Entrance to Ballroom "G"

Hallway to
The Hotel



HW-4

HW-5

HW-6

East

ACCO Registration
Area

ACCO Conference Sponsor Information

Platinum Sponsorship Level - \$2,000

- *Listed on final agenda
- *Company logo on ACCO website as sponsor
- *Flyer in attendee packets
- *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
- *Flyer in attendee packets
- *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
- *Flyer in attendee packets
- *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
- *Flyer in attendee packets
- *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!!**

405-364-8040

Hilton Garden Inn-\$99+tax/night w/ breakfast

405-579-0100

Holiday Inn-\$80+tax/night w/ breakfast

405-364-2882

ACCO Conference Sponsor Application

ACCO 2013 Spring Conference

March 27-28, 2013

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 3/1/13. If additional representatives are registered after 3/1/13, the charge is \$75.

***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: jonniel@okacco.com

Hospitality Options/Guidelines

Wednesday, March 27, 2013

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 3/1/13; 100% NON-REFUNDABLE after 3/1/13
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

Hospitality Room Sponsorships:

1. **\$750 Sponsorship**

- *(3) Registrations
- ***Fajita Buffet w/soft drinks & water**
- *Signage/banner in room
- *Included on final agenda & handouts
- *Newsletter & website recognition

2. **\$1,000 Sponsorship**

- *(4) Registrations
- ***HOT DOGS/HOT LINKS/HOT WINGS & BEER**
- *Signage/banner in room
- *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 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

Casino Night Sponsor

Thursday, March 28, 2013

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

Individual Hospitality (See Enclosed Menus)

Hospitality Sponsor ___\$750 ___\$1,000

Hospitality Bar Sponsor Amount\$_____

Casino Night Sponsor ___\$500 ___\$750 ___\$1,000

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 3/1/13. If additional representatives are registered after 3/1/13, the charge is \$75.

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

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 etc) and input the amounts in the box provided above.

***CANCELLATION/REFUND POLICY:** Registrations are Non-Refundable after 3/1/13 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 2013 ACCO conferences for online use or in any publication.

 Signature

 Date