



OKASBO

Oklahoma Association of School Business Officials

2018 Spring Conference Vendor/Exhibitor Information Packet April 25-26, 2018

Reed Conference Center
5800 Will Rogers Road
Midwest City, Oklahoma

OKASBO

Spring Conference & Vendor Showcase

EXHIBITOR INFORMATION



OKASBO Conference Vendors

We are making changes to our fall conference this year, and we are moving to a two-day preconference and conference format. By condensing our schedule, we hope to help Districts better afford the event during these difficult financial times in Oklahoma Schools. The Fall **OKASBO** Conference will be on **April 25-26** at the **Reed Conference Center, Midwest City, Oklahoma.**

We are grateful for the support and generosity of our Associate Members and Vendors and how you help make our conferences successful. Our goal is to continue to provide both times at and away from your booth to network and share information about your company/business and how it can help improve services at our Oklahoma Schools.

Conference Date Agenda

Preconference:

- **April 25, Encumbrance/Treasurer Workshop Certifications**
- **April 25, Opening Night Mixer**

Conference:

- **April 26, Leadership and School Change Sessions**

The Vendor Showcase exhibits will be in the Pre-Function area of the Reed Convention Center and will open on **Wednesday, April 25, 8:00 AM to 5:00 PM** and all participating vendors are invited to join our conference attendees for the **Evening Events.**

Exhibits will open again on **Thursday, April 26, 8:00 AM to 2:30 PM**, where we ask that you join us for **lunch**. This gives us an opportunity to recognize you for your support and allows you valuable time to network with our members.

Door prizes will be distributed during the breaks on Wednesday and Thursday, (April 25-26) during the Vendor Showcase times. **We always welcome your door prize contributions!** It's a great way to feature your business to our network.

Vendor registration can be completed online at www.okasbo.org; we look forward to you joining us for the fall conference!

Roger D. Adair
Executive Director
Oklahoma Association of School Business Officials

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EXHIBITOR INFORMATION



Date: April 25-26, 2018

Location: Reed Conference Center 5800 Will Rogers Road
Midwest City, Oklahoma 73110

Reed Center Contact: Tel: 405-455-1801 Attn: Mia Moore
FAX: 405-736-0973

Set-up dates & times: Tuesday, April 24, 6:00-10:00 PM or Wednesday, April 25, 7:00 A.M. – 8:00 A.M.

Booth Cost: \$500

Booth Information

Booth dimensions are approximately 6' wide x 4' deep. Each booth will have **booth identification sign** (One line only), 1- 6' folding table with a tablecloth, 2- folding chairs and 1- wastebasket. Booth assignments will be made later next week based on sponsorship levels and priority of registration date.

Exhibitor Conference Services

For exhibitors requiring additional convention services such as freight handling services, you **must** communicate with the Reed Conference Center, **Attn: Mia Moore**

Additional Exhibitor Conference Services

For Exhibitors requiring electricity for the showcase should email conference@okasbo.org with your request. There will be an additional **\$25.00 fee** for this service to be paid on or before the day of the conference. If you need additional services, please indicate those in the email so we can get you the proper information.

Wednesday Exhibit Show	Wednesday, April 25th, 8:00 AM to 5:00 PM
Evening Events	Wednesday, April 25th 5:00 PM to 9:00 PM
Thursday Exhibit Show	Thursday, April 26th, 8:00 AM to 4:30 PM
OKASBO/Exhibitor Luncheon	Thursday, April 26th, During the Scheduled Lunch Break
Exhibit Hall Breakdown	Thursday, April 26th, 4:30 PM to 7:00 PM

Exhibit Show Prize Drawings/Giveaways

Each exhibitor is encouraged to donate a prize worth at least **\$50.00**. The presentation of your prize will be organized by OKASBO, and will provide added exposure of your company to our members during the conference.

Exhibit Exposures

OKASBO makes every effort to give exhibitors ample visitation time by attendees. Registration, coffee breaks, the continental breakfast, and drawings are held in the vendor showcase. Participants are allowed ample time and encouraged to meet the exhibitors.

Exhibitor Lodging

You can reserve your room at the Sheraton Midwest Hotel by calling the hotel directly at 1-405-455-1801. If lodging is unavailable in the conference hotel, there are several quality hotels near the conference center with availability.

Additional Conference Sponsorship Opportunities

Conference Breaks, Continental Breakfasts, Luncheon, Board Meeting Lunch, Badges, etc. (details on next page).



OKASBO Vendor Sponsorship

OKASBO is offering the opportunity to promote your company further by offering conference level sponsorships or sponsoring one or more of the items listed below. If you are interested in sponsoring, complete the online form or contact our office to make your selection.

Conference Level Sponsorship

- **Silver Level - \$2500**
 - Opportunity to present during conference breakout session
 - Exhibit Hall Sponsor Sign
 - Company logo on conference online and printed materials
 - Name/logo on LCD screen in welcome area
 - Name/logo included in general session slide show

- **Bronze Level - \$1500**
 - Exhibit Hall Sponsor Sign
 - Company logo on conference online and printed materials
 - Name/logo on LCD screen in welcome area
 - Name/logo included in general session slide show

- **Lanyard/Badge Holder Sponsor - \$1000**
 - Company logo on badge
 - Name/logo on exhibit hall sponsor sign

Individual Conference Sponsorship	Sponsor Type	Cost
Opening Night Mixer Event	Co-Sponsorship	\$500

Sponsorships can be accessed online when you register for the conference, www.okasbo.org or email conference@okasbo.org.