



OKASBO

Oklahoma Association of School Business Officials

2022 Fall Conference Vendor/Exhibitor Information Packet September 29-30, 2022

Embassy Suites
2501 Conference Drive
Norman, Oklahoma

OKASBO
Fall Conference & Vendor Showcase
EXHIBITOR INFORMATION



OKASBO Conference Vendors

We are continuing with our two-day 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 **September 29-30** at the **Embassy Suites Hotel and Conference Center in Norman, OK.**

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 Dates & Agenda:

- **September 29, General Sessions and Discussion Groups**
- **September 29, Opening Night Mixer, Embassy Suites**
- **September 30, Leadership and School Change Sessions**

The Vendor Showcase exhibits will be in Oklahoma Ballroom "F" of the Embassy Suites Hotel and Conference Center. Exhibits will open on **Thursday, September 29, 8:00 AM to 5:00 PM,** and all participating vendors are invited to join our conference attendees for **lunch** and the **evening events.**

Exhibits will open again on **Friday, September 30, 8:00 AM to 12:30 PM,** where we ask that you join us for **lunch.** During lunch, it allows us to recognize you for your support and allows valuable time to network with our members.

We award door prizes during the breaks on Thursday and Friday, (September 29-30) 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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Date: September 29-30, 2022

Location: Embassy Suites

2501 Conference Drive,
Norman, Oklahoma 73069

Embassy Suites Contact: Tel: 405-364-8040 Direct:
405-253-3532

Attn: Jennifer Bradford

Set-up dates & times:

Wednesday, September 28, 6:00-10:00 PM or Thursday, September 29, 7:00 AM – 8:00 AM

Booth Cost: \$550

Booth Information

Booth dimensions are approximately 8' wide x 8' deep. Each booth will have **booth identification sign** (One line only), 1- 6' x 30" draped table, 2- chairs 1- wastebasket, wi-fi connection, and electrical connection. Booth assignments are made on a first-come, first-serve basis except for a few booths designated 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 Embassy Suites Convention Services Department

Shipping and Receiving

Due to limitations in secured storage space, the Hotel will **only** accept packages as follows: [\(See attached PDF for more detailed information\)](#)

Additional Exhibitor Conference Services

If you need additional services, please indicate those in an email (info@okasbo.org), so we can get you the proper information.

Wednesday Exhibit Show	Thursday, Sept. 29th	8:00 AM to 5:00 PM
Evening Event	Thursday, Sept 29th	6:00 PM to 9:00 PM
OKASBO/Exhibitor Luncheon	Thursday, Sept. 29 th	During Scheduled Lunch Break
Friday Exhibit Show	Friday, Sept. 30 th	8:00 AM to 11:00 AM
Exhibit Hall Breakdown	Friday, Sept. 30 th	12:30 PM

Each exhibitor is encouraged to donate a prize worth at least **\$50.00**. OKASBO organizes the presentation of your prize 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, and the continental breakfast. We hold the drawings in the vendor showcase, if possible. Participants are allowed ample time and encouraged to meet the exhibitors.

Exhibitor Lodging

You can reserve your room at the Embassy Suites by calling the hotel directly at 405-364-8040, 866-577-1283, if

lodging is unavailable in the conference hotel, there are several quality hotels near the conference center with availability.

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Additional Conference Sponsorship Opportunities

Evening Event.

OKASBO has other sponsorship opportunities. If you are interested, please contact our executive director at roger.adair@okasbo.org.

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 the conference breakout session
 - Exhibit Hall Sponsor Sign
 - Company logo on conference online and printed materials
 - Name/logo on the LCD screen in the welcome area
 - Name/logo included in the general session slide show

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

- **Conference Sponsor - \$1000**
 - 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.