



# **OKASBO**

Oklahoma Association of School Business Officials

## **2021 Spring Conference Vendor/Exhibitor Information Packet April 28-28, 2021**

Embassy Suites  
2501 Conference Drive  
Norman, Oklahoma

**OKASBO**  
**Spring Conference & Vendor**  
**Showcase EXHIBITOR**



**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 **April 28-29** 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:**

- **April 28, General Sessions and Discussion Groups**
- **April 28, Opening Night Mixer, Embassy Suites**
- **April 29, 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 **Wednesday, April 28, 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 **Thursday, April 29, 8:00 AM to 10:30 AM**, 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 Wednesday and Thursday, (April 28-29) 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](http://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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## Spring Conference & Vendor Showcase EXHIBITOR



Date: April 28-29, 2021

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:

**Tuesday, April 27, 6:00-10:00 PM or Wednesday, April 28, 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)

- Boxes/packages may be sent for arrival a maximum of 48 hours before group arrival, and mark package with the responsible party's name, Group name, plus "Hold for Arrival Date of Tuesday, April 27, 2021".
- There will be a handling charge as follows; you will need to arrange with the hotel for these charges: Boxes up to 36" x 24" x 24" \$5.00 per box
- Larger boxes / display cases \$10.00 per box Pallets \$150.00 per pallet

### Additional Exhibitor Conference Services

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

Wednesday Exhibit Show	Wednesday, April 28 <sup>th</sup>	8:00 AM to 5:00 PM
Evening Event	Wednesday, April 28 <sup>th</sup>	6:00 PM to 9:00 PM
Thursday Exhibit Show	Thursday, April 29 <sup>th</sup>	8:00 AM to 10:30 AM
OKASBO/Exhibitor Luncheon	Thursday, April 29 <sup>th</sup>	During Scheduled Lunch Break
Exhibit Hall Breakdown	Thursday, April 29 <sup>th</sup>	by 10:30 AM

**\*Due to circumstance beyond our control, this year vendor booths MUST broken down by 10:30 AM on Thursday, April 29<sup>th</sup>.**

### Exhibit Show Prize Drawings/Giveaways

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, or online using group code "SBS." You can also follow this link: <http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCESES-SBS->

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## Spring Conference & Vendor Showcase EXHIBITOR



[20210427/index.jhtml](#) If lodging is unavailable in the conference hotel, there are several quality hotels near the conference center with availability.

### 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](mailto: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**
  - Preference given to present during the conference breakout sessions when call for presentations is issued
  - Exhibit Hall Sponsor Sign
  - Company logo on conference online and printed materials
  - Company logo included on executive director's email signature panel
  - 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
  
- **Event Sponsor - \$1000**
  - Name/logo included in the general session slide show

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](http://www.okasbo.org), or email [conference@okasbo.org](mailto:conference@okasbo.org).