



OKASBO

Oklahoma Association of School Business Officials

2024 Spring Conference Vendor/Exhibitor Information Packet April 24-25, 2024

Embassy Suites
2501 Conference Drive
Norman, Oklahoma

OKASBO
Spring 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 **Spring OKASBO** Conference will be on **April 24-25** 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 24, General Sessions, and Discussion Groups**
- **April 24, Opening Night Mixer, Embassy Suites**
- **April 25, 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 24, from 8:00 AM to 5:00 PM,** and all participating vendors are invited to join our conference attendees for **lunch** and **evening events**.

Exhibits will open again on **Thursday, April 25, from 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 Wednesday and Thursday, (April 24-25) during the Vendor Showcase times. **We always welcome your door prize contributions!** It's a great way to feature your business in 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

OKASBO

Spring Conference & Vendor Showcase

EXHIBITOR INFORMATION



Date: April 24-25, 2024

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 23rd, 6:00-10:00 PM or Wednesday, April 24th, 7:00 AM – 8:00 AM

Booth Cost: \$650

Booth Information

Booth dimensions are approximately 8' wide x 8' deep. Each booth will have a **booth identification sign** (One line only), 1- 6' x 30" draped table, 2- chairs 1- wastebasket, a Wi-Fi connection, and an 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 | Wednesday, April 24 th | 8:00 AM to 5:00 PM |
| OKASBO/Exhibitor Luncheon | Wednesday, April 24 th | During the Scheduled Lunch Break |
| Evening Event Thursday | Wednesday, April 24 th | 6:30 PM to 9:30 PM |
| Exhibit Show Exhibit Hall | Thursday, April 25 th | 8:00 AM to 12:30 PM |
| Breakdown | Thursday, April 25 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 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, or 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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Spring Conference & Vendor Showcase

EXHIBITOR INFORMATION



Additional Conference Sponsorship Opportunities

Evening Event. (See information below)

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 - \$2,500**
 - 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 - \$1,500**
 - 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 Level - \$1,000**
 - Name/logo on exhibit hall sponsor sign
 - Name/logo included in the general session slide show.

NEW FOR FY 2023-2024 – FISCAL YEAR SPONSORSHIP

Sponsorships will be at the same levels as the Conference Level Sponsorships. This difference is if you pay the entire Sponsorship for the year, you will receive a discount on your booth rental at either the Fall, Spring, or both conferences. The levels will receive the same benefits as listed above.

- **Silver Level - \$5,000**
 - Will receive free booth rental for both Fall and Spring conferences. (Please email in advance of registration if using this option. A discount code will be sent to the Vendor)
- **Bronze Level - \$3,000**
 - Will receive free booth rental at the Spring Conference. (Vendor will receive a discount code to use at registration)

****ADDITIONAL SPONSORSHIP****

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

Opening Night Mixer Events Sponsors are identified by:

- Mixer 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.

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