



OKASBO

Oklahoma Association of School Business Officials

2018 Fall Conference Vendor/Exhibitor Information Packet November 8-9, 2018

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 **November 8-9** at the **Embassy Suites Hotel and Conference Center in Norman, OK**. Please make note of this change in location.

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:

- **November 8, Encumbrance/Treasurer Workshops**
- **November 8, Opening Night Mixer**

- **November 9, 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, November 8, 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, November 9, 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 Thursday and Friday, (November 8-9) 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

OKASBO

Fall Conference & Vendor Showcase

EXHIBITOR INFORMATION



Date: November 8-9, 2018

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, November 7, 6:00-10:00 PM or Thursday, November 8, 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 and electrical connection. This Fall, the booth assignments will be 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:

- Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, Group name, plus "Hold for Arrival Date of Wednesday, November 7, 2018"
- There will be a handling charge as follows; you will need to make arrangement 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) so we can get you the proper information.

Thursday Exhibit Show	Thursday, November 8 th	8:00 AM to 5:00 PM
Evening Event	Thursday, November 8 th	5:00 PM to 9:00 PM
Friday Exhibit Show	Friday, November 9 th	8:00 AM to 2:30 PM
OKASBO/Exhibitor Luncheon	Friday, November 9 th	During Scheduled Lunch Break
Exhibit Hall Breakdown	Friday, November 9 th	2:30 PM to 4:00 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 Embassy Suites by calling the hotel directly at 405-364-8040, 866-577-1283 or online using group code "SBF". You can also follow this link: <http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCESES-SBF-20181107/index.html> If lodging is unavailable in the conference hotel, there are several quality hotels near the conference center with availability.

OKASBO

Fall Conference & Vendor Showcase

EXHIBITOR INFORMATION



Additional Conference Sponsorship Opportunities

Conference Breaks, Continental Breakfasts, Luncheon, Board Meeting Lunch, Badges, etc.

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.