



2016 ITEMC Summit

June 7-9, 2016

Choctaw Casino & Resort

Durant, Oklahoma

Exhibitor Registration & Information



SUBMISSION INFORMATION:

Karey Riddle-Burgess – ITEMC Summit

Otoe-Missouria Tribe of Indians

P.O. Box 542 Marland, OK 74644

Email: kriddle@omtribe.org Phone: 580-723-4466 Ext. 142 Cell: 580-304-6289

2016 ITEMC Summit

“Building Stronger Communities Together”

The Intertribal Emergency Management Coalition (ITEMC) was formed in December of 2004 as a learning and networking resource for Tribal emergency management professionals. Because of the checkerboard layout of our Tribal lands, the need for networking, enhancing and strengthening our working relationships with Federal, State, County, and City soon became paramount.

In 2007 ITEMC conducted our first Summit. It was an overwhelming success. This year we are anticipating broadening the audience to include other disciplines including Police, Fire, EMS and also invite other Regions to attend. This conference is intended to provide insight on how to help communities, businesses, industries, government, tribes, and other disaster response agencies to prepare for, respond to, and recover from disasters.

Plans are now underway for the 2016 ITEMC Summit. ITEMC is pleased to partner with the Choctaw Casino & Resort in Durant, Oklahoma as the host facility for this conference. We are finalizing plans for the conference and expect to begin very soon.

ITEMC is well aware of the challenges that the current economy presents for everyone and we have done our best to ensure that costs for participants, sponsors, and vendors represent a good value yet provide a great conference. Broadening the scope and inviting our neighboring Regions as well as federal partners to attend, we anticipate attendance to increase this year.

If you would like to participate please choose your level of sponsorship and submit your payment along with your registration form on or before **May 20, 2016** to:

Karey Riddle-Burgess
Otoe-Missouria Tribe of Indians
Conference Exhibitor Liaison
P.O. Box 542
Marland, OK 74644
kriddle@omtribe.org
or online at www.itemc.org

Best wishes and hope to see you there!

Karey

For more information, please contact Karey Riddle-Burgess at (580) 304-6289 or Sara Jones at (580) 235-7984

by email at kriddle@omtribe.org or Sara.Jones@chickasaw.net

2016 Sponsorship Opportunities

Premier Sponsor—\$2,000

- ✓ Recognition as a Premier Sponsor on all printed and electronic media
- ✓ Corporate logo placed in a premium location all printed and electronic materials
- ✓ Introduction as a Premier Sponsor at the opening of the conference
 - ✓ Double size vendor space
 - ✓ Prime location in Exhibit Area

Gold Sponsor—\$1,500

- ✓ Recognition as a Gold Sponsor on all printed and electronic media
- ✓ Corporate logo placed on all printed and electronic materials
 - ✓ Double size vendor space
 - ✓ Prime location in Exhibit Area

Silver Sponsor—\$1,000

- ✓ Recognition as a Silver Sponsor on all printed and electronic media
- ✓ Corporate logo placed on all printed and electronic media
 - ✓ Single-size vendor space

Cooperating Sponsor—\$500

- ✓ Recognition as a Cooperating Sponsor
 - ✓ Single-size vendor space

Exhibitor—\$250

- ✓ Recognition as an Exhibitor
- ✓ Single-size vendor space

Information Only—No Charge

- ✓ Must be pre-approved

2016 ITEM C Summit

Exhibitor Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____

E-mail(s): _____

Telephone: _____ Ext. _____ Cell Phone: _____

Sponsorship includes 2 individual registrations. Please list the nametag information for these individuals:

All vendors must complete the Exhibitor Registration Forms in their entirety. Vendor registration includes 2 persons; all additional persons will be required to pay the registration fee of \$100.00 each.

Check the box which best describes your organization:

- | | | |
|---|--|---|
| ☐ Government Agency | ☐ State Agency | ☐ City/Town Government |
| ☐ Federal Government | ☐ Informational | ☐ Tribal |
| ☐ VOAD | ☐ Non-Profit | ☐ Private Business |
| ☐ Other: _____ | | |

Additional Exhibitor requests:

- | | |
|---|--|
| ☐ Wi-Fi (if available) | ☐ Electrical Outlet (Outside) |
| ☐ Electrical Outlet (Inside) | ☐ Outside Booth Space |
| ☐ Other: _____ | |

General Information

- Standard Booth dimensions will be approximately 10' x 10' and include two (2) chairs. After you register, you will need to provide us with the following information for our conference vendor list: your logo and a brief description (50 words max) of the business/service/product you provide.
- Door prizes may be given away during the conference and vendors are encouraged to donate 1 item from their booth. Your name or organization will be mentioned when your donated item is awarded.

2016 ITEM C Summit

Exhibitor Sponsorship Form

Exhibitor Sponsorship

Please indicate the level at which you would like to participate:

- ☐ Premier Sponsor \$2,000
- ☐ Gold Sponsor \$1,500
- ☐ Silver Sponsor \$1,000
- ☐ Cooperating Sponsor \$500
- ☐ Exhibitor \$250



Will you be providing a door prize?

☐ Yes ☐ No

Payment Information:

- ☐ Check Enclosed ☐ Payment made on-site
- ☐ Credit Card – Please complete Information below:

Name on Card: _____

Card No. _____

Expiration Date: _____

Payment Amount \$ _____

By signing below, Exhibitor agrees to the terms and conditions set forth by ITEM C in this vendor packet and authorizes ITEM C to charge exhibitors payment method with the information listed above.

Organization: _____

Signature: _____

Date: _____

Please choose your level of sponsorship and submit your registration form along with your payment before Friday, May 20, 2016 to:

Karey Riddle-Burgess
Otoe-Missouria Tribe of Indians
Conference Exhibitor Liaison
P.O. Box 542
Marland, OK 74644
kriddle@omtribe.org
or online at www.itemc.org

Exhibit Hall Guidelines

- ✓ Exhibitors are to abide by the Choctaw Nation Safety Standards.
- ✓ All exhibitors must be properly identified when on site.
- ✓ No horseplay, practical jokes, throwing of objects or display of unsafe objects will be permitted.
- ✓ Use or possession of illegal or controlled substances strictly prohibited at all times.
- ✓ Smoking is strictly prohibited inside the exhibitor hall. Exhibitors may use the designated smoking areas within the facility.
- ✓ All food, alcohol and non-alcoholic beverages, and concessions are operated and controlled exclusively by the Choctaw Casino & Resort.
- ✓ All move-in and move-out of exhibits must be done through designated loading docks, freight doors, and elevators. Exhibitors should verify security arrangements and times to avoid problems with unattended equipment and materials. ITEMC and the Choctaw Nation will not be responsible for lost or stolen items left unattended in the exhibitor area.
- ✓ No decorations, signs, banners, etc. may be taped, nailed, or otherwise attached to any ceiling, window, wall, or painted surface of the facility. Special decorations must be approved in advance by the Exhibitor Liaison.
- ✓ Any electrical or other issues must be reported and addressed by the facility staff only.
- ✓ Parking at the loading docks is prohibited, exhibitors bringing in large amounts of equipment or other materials must enter through the designated areas of the buildings. Vehicles in violation of this policy will be towed at the owner's expense.
- ✓ No animals or pets are permitted in the facility except for approved service animals.
- ✓ All exhibitor spaces need to be kept clean and orderly. Please do not throw boxes or trash generated during the conference into the aisles. Bulk trash receptacles will be provided. Aisles and exits must remain clear and cannot be obstructed in any way at any time.
- ✓ Helium balloons (no larger than 36" in diameter) are allowed only when they are anchored to exhibits and approved in advance by your Vendor Liaison. Helium tanks require storage in a proper storage receptacle approved in advance by the host facility.
- ✓ No collections or donations, whether for charity or otherwise, shall be made, attempted or announced.



Monday, June 6, 2016

1:00 p.m. – 5:00 p.m. Exhibitor Registration & Set-up

(Please notify Karey Riddle-Burgess at (580) 304-6289 no later than 72 hours in advance if special arrangements are needed.)

Tuesday, June 7, 2016

7:00 a.m. – 9:00 p.m. Exhibitor Hall Open/Breakfast

9:00 p.m. – 5:00 p.m. Exhibitor Hall Opens/Conference in Session

Wednesday, June 8, 2016

7:00 a.m. – 8:00 a.m. Exhibitor Hall Open/Breakfast

8:00 a.m. – 6:00 p.m. Exhibitor Hall Open/Conference in Session

Thursday, June 9, 2016

7:00 a.m. – 8:00 a.m. Exhibitor Hall Open/Breakfast

8:00 a.m. – 11:00 a.m. Exhibitor Hall Open/Conference in Session

11:00 a.m. - 12:00 p.m. Exhibitor Breakdown/Adjournment

***** Note: Times are subject to change upon finalization of the participant agenda*****