



Inter-Tribal Emergency Management Coalition 2023 Summit

**August 15, 16, 17
River Spirit Casino Resort
Tulsa, OK**

INTER-TRIBAL EMERGENCY MANAGEMENT COALITION

ITEMC formed in December 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. The first Summit was in June 2008 with about 180 attendees and has grown each year. The Summits are design to help those involved in Emergency Management to understand and overcome misconceptions about jurisdictional boundaries, organization, tribal resources, and receiving federal assistance. It has evolved into an excellent opportunity for Tribal, State, and local officials to network with other agencies and organizations.

We are pleased to present a variety of resources from Tribal governments, State and Federal agencies, and the private sector.... all in one conference to help identify ways in which all of us can work together to provide better preparedness, response, recovery, and mitigation efforts in emergency and disaster situations.

If you would like to participate, please go to <http://www.itemc.org> and choose your level of sponsorship in the "VENDOR Conference Registration" dropdown box. Please submit your registration form on or before **July 28, 2023**. Payments more than \$300 will need to be mailed or paid at the Summit.

Exhibitor Registration & Information

2023 Sponsorship Opportunities

Premier Sponsor—\$2,200

- ✓ Recognition as a Premier Sponsor on all printed and electronic media
- ✓ Corporate logo placed in a premium location on 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
- ✓ Registration bag for up to **two** (2) registrants

Gold Sponsor—\$1,700

- ✓ 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
- ✓ Registration bag for up to **two** (2) registrants

Silver Sponsor—\$1,200

- ✓ Recognition as a Silver Sponsor on all printed and electronic media
 - ✓ Corporate logo placed on all printed and electronic media
 - ✓ Single-size vendor space
- ✓ Registration bag for up to **two** (2) registrants

Bronze Sponsor—\$700

- ✓ Recognition as a Bronze Sponsor
 - ✓ Single-size vendor space
- ✓ Registration bag for up to **two** (2) registrants

Information Only—No Charge

- ✓ Must have pre-approval – If you or the company you are representing makes any sort of profit, you will not be allowed an “Information Only” booth. Contact Sara Billings for approval.

Additional Sponsorships

Vendors will be acknowledged during the general session and logoed signage during the sponsored event.

Tuesday, August 15 Lunch	\$
Tuesday, August 15 Vendor Night Reception Food	\$
Wednesday, August 16 th Breakfast	\$
Wednesday, August 16 th Dinner 6pm	\$
Thursday, August 17 th Breakfast (Sponsored by MCN EM)	\$

Premier Sponsors will need to provide Sara Billings their company logo and a brief description (50 words max) of the business/service/product they provide.

Gold, Silver and Bronze Sponsors will need to provide Sara Billings their company logo.

Payments may be made online at www.itemc.org, at the Summit, or mail a check to:

ITEMC
 Attn: Sylvia Tulsa
 P.O. Box 1729
 Okmulgee, OK 74447
stulsa@muscogeenation.com

General Information

- Vendor Night will be Tuesday, August 15th 2023, from 5:00 to 7:00 pm. Refreshments will be served, and a cash bar will be available.
- Premier, Gold, Silver, and Bronze Sponsorship will include two (2) individual registrations; all additional persons will be required to register in the “FULL Conference Registration” and pay the registration fee of \$200.00 each. All vendors must complete the VENDOR Conference Registration Form in its entirety. Each registrant will receive an ITEMC bag with goodies and a dinner ticket for Wednesday night.
- Information only booths will need to complete the VENDOR Conference Registration Form and each attendee will need to complete the “FULL Conference Registration” and pay the registration fee of \$200.00 each.
- Standard booth dimensions will be approximately 8’ x 10’ that includes a 72”x 30” draped table and two (2) chairs. (If you need an electrical outlet, please notify Sara Billings. Requested electrical outlets are for vendor props only)
- Vendors may start setting up booths on Monday, August 14th at 6:00 p.m. Breakdown of booths will be on Thursday, August 17th, during or after general session.
- Door prize drawings will be during the conference and vendors are encouraged to donate one (1) item from their booth. We will mention your name or organization when your donated item is awarded during closing session on Thursday.

Exhibit Hall Guidelines

- Exhibitors are to abide by River Spirit Casino Resort Safety Standards.
- All exhibitors must be properly identified when on site.
- No horseplay, practical jokes, throwing of objects, display of unsafe objects or Segway's will be permitted.
- Use or possession of illegal or controlled substances are 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 River Spirit 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 River Spirit Casino Resort 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.
- 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. 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.

[VENDOR REGISTRATION DEADLINE IS FRIDAY JULY 28TH, 2023;](#)

[REGISTRATION](#) and [AGENDA](#) available on [ITEMC website](#)

CONFERENCE RATE FOR HOTEL ROOM

GUEST ROOM RESERVATION PROCEDURE

Please call River Spirit Casino Resort hotel reservations office at **(918) 299-8518** and refer to block code **"ITEMC 2023"** and/or block name **"ITEMC Conference."** Rooms are being offered at a rate of \$98.00/night. The rate will be available until **Wednesday, July 26th, 2023**. After this date, the hotel will release the block and requests for reservations will then be accepted on a space and rate available basis only. **All reservations must be guaranteed with a major credit card. If no form of deposit or guarantee acceptable to the hotel accompanies the reservation, it may be cancelled without notice. No-shows will be charged the first night's room charges.**

Hotel room rates are subject to resort fee, currently 6%. The hotel requires a \$100 per stay incidental hold on a credit card for each room. If nothing is charged to the room the hold is released upon check-out.

FOR ADDITIONAL VENDOR INFORMATION PLEASE CONTACT:

Sara Billings at (580) 235-7984 or sara.billings@chickasaw.net

REGISTER ONLINE ONLY at www.itemc.org

Exhibitor Shipping Information:

Please make sure to include the name ITEM C Summit, the conference date, and the guest name on each of the packages.

River Spirit Casino Resort

8330 Riverside Pkwy,
Tulsa, OK 74137

ITEM C Summit - August 15-17, 2023

HOLD FOR: COMPANY NAME, CLIENTS NAME, & PHONE NUMBER

Due to a minimum amount of storage space, River Spirit Casino Resort will not accept deliveries prior to August 7th. If shipments are received prior to August 7th, additional charges and storage fees will be assessed. Exhibitors will be responsible for tear down of equipment and packaging. Exhibitors must have a pre-paid shipping label for return freight and will need to confirm pick-up with a freight forwarder. Shipments left at River Spirit Casino Resort after Friday, August 25th may be disposed of by River Spirit Casino Resort labor.