



Inter-Tribal Emergency Management Coalition 2024 Summit

**August 20, 21, 22
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 designed 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 **August 2, 2024**.

Exhibitor Registration & Information

2024 Sponsorship Opportunities

Platinum Sponsor—\$2,000

- ✓ Corporate logo placed on all printed and electronic materials as a Platinum Sponsor
 - ✓ Introduction as a Platinum Sponsor at the opening of the conference
 - ✓ Double size vendor space
 - ✓ Prime location in Exhibit Area
- ✓ Registration bag for up to **four** (4) registrants (access to trainings included)

Gold Sponsor—\$1,500

- ✓ Corporate logo placed on all printed and electronic materials as a Gold Sponsor
 - ✓ Double size vendor space
 - ✓ Prime location in Exhibit Area
- ✓ Registration bag for up to **three** (3) registrants (access to trainings included)

Silver Sponsor—\$1,000

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

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 20 Lunch	\$6,800
Wednesday, August 21 st – Breakfast	\$3,300
Wednesday, August 21 st Lunch	\$6,000
Wednesday, August 21 st Snack	\$1,875
Wednesday, August 21 st Dinner 6pm	\$11,000
Thursday, August 22 nd Breakfast - Sponsored by Citizen Potawatomi Nation.	\$3,300

Platinum 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 and Silver Sponsors will need to provide Sara Billings their company logo.

Payments may be made at the Summit, or mail a check to:

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

General Information

- Platinum Sponsorship will include **four (4)** individual registrations, Gold Sponsorship will include **three (3)** individual registrations, and Silver 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 access to all meals.
- 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 check the box on your registration. Requested electrical outlets are for vendor props only)
- Vendors may start setting up booths on Monday, August 19th at 6:00 p.m. Breakdown of booths will be on Thursday, August 22nd, during or after general session.
- Door prize drawings will be during the conference and vendors are asked 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 AUGUST 2ND, 2024;](#)

[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 2024"** and/or block name **"ITEMC Conference."** Rooms are being offered at a rate of \$107.00/night. The rate will be available until **Wednesday, July 5th, 2024**. 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 ITEMC Summit, the conference date, and the guest's name on each of the packages.

River Spirit Casino Resort

8330 Riverside Pkwy,
Tulsa, OK 74137

ITEMC Summit - August 15, 16, & 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 12th. If shipments are received prior to August 12th, 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 30th may be disposed of by River Spirit Casino Resort labor.