



## Inter-Tribal Emergency Management Coalition Summit 2018

June 5, 6, 7  
WinStar World Casino & Resort  
Thackerville, OK

### **INTER-TRIBAL EMERGENCY MANAGEMENT COALITION**

ITEMC was formed in December 2004 as learning and networking resource for Tribal emergency management professionals. Because of the checker-board 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 held 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 [www.itemc.org](http://www.itemc.org) and choose your level of sponsorship and submit your payment along with your registration form on or before May 11, 2018.

# *Exhibitor Registration & Information*

## **2018 Sponsorship Opportunities**

### **Premier Sponsor—\$2,000**

- ✓ 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—\$1,500**

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

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

### **Cooperating Sponsor—\$500**

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

### **Exhibitor—\$300**

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

### **Information Only—No Charge**

- ✓ Must be pre-approved

**Premier, Gold and Silver Sponsors** will need to provide Bobbie Jones the following information for our conference vendor list: your logo and a brief description (50 words max) of the business/service/product you provide.

## ***General Information***

- Sponsorship and exhibitors will include two (2) individual registrations. All vendors must complete the Exhibitor Registration Forms in their entirety. Vendor registration includes two (2) persons; all additional persons will be required to pay the registration fee of \$100.00 each. Each registrant will receive one lunch voucher for Tuesday and a Wednesday night dinner ticket.
- Standard booth dimensions will be approximately 8' x 10' that includes a 6' x 12" draped table and two (2) chairs. (If you need electrical outlets, please notify Bobbie Jones)
- Vendors may start setting up booths on Monday, June 4<sup>th</sup> at 6:00 p.m.
- 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.

## ***Exhibit Hall Guidelines***

- Exhibitors are to abide by the WinStar World Casino & Resort 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 WinStar World 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 WinStar World 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 MAY 11<sup>th</sup>, 2018;***

[REGISTRATION](#) and [AGENDA](#) available on ITEM C website

**CONFERENCE RATE FOR HOTEL ROOM**

**GUEST ROOM RESERVATION PROCEDURE**

Call the WinStar World Casino & Resort hotel reservations office at (844) 946-4768. Refer to block code IEMC18. Rooms are being offered at a rate of \$93.00/night. **No later than Monday, May 5, 2018.** 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.**

Room rates are quoted exclusive of applicable state & local taxes, applicable service charges or specific hotel fees in effect at the Convention Center at the time of the meeting. There is a \$10 per night resort fee and 12% tax per room. The hotel requires a \$30 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 INFORMATION PLEASE CONTACT:**

Bobbi Jones at (918) 316-3668 or [bobbie-jones@cherokee.org](mailto:bobbie-jones@cherokee.org) or

Jeremie Fisher at (918) 871-9581 or [jeremie-fisher@cherokee.org](mailto:jeremie-fisher@cherokee.org)

**REGISTER ONLINE ONLY** at [www.itemc.org](http://www.itemc.org)

**Exhibitor Shipping Information:**

Please ensure all packages and or freight being shipped to WinStar Convention Center shows the following information on the shipping label, or, in some other prominent location on the package, crate or pallet:

**WinStar Convention Center  
Back Loading Dock- Attn: Group Sales  
21585 Blackjack Road  
Thackerville, OK 73459  
580-276-8675**

**ITEMC Summit - June 5-7, 2018**

**HOLD FOR: COMPANY NAME, CLIENTS NAME, BOOTH #, & PHONE NUMBER**

All shipments can be delivered Friday, June 1, 2018. Due to a minimum amount of storage space, Convention Center will not accept deliveries prior to June 1. If shipments are received prior to June 1, 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 in Convention Center after Friday, November 10 may be disposed of by Convention Center labor.

Wi-Fi: Complimentary Wi-Fi is available to all conference attendees; however, dedicated Wi-Fi is available for an additional charge.