



Inter-Tribal Emergency Management Coalition Summit 2020

**June 2, 3, 4
Grand Casino Hotel and Resort
Shawnee, OK**

INTER-TRIBAL EMERGENCY MANAGEMENT COALITION

ITEMC was formed in December 2004 as a 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 and choose your level of sponsorship. Please submit your payment along with your registration form on or before May 8, 2020.

Exhibitor Registration & Information

2020 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 – If you or the company you are representing makes any sort of profit, you will not be allowed an “Information Only” booth. Contact Sara Jones for approval.

Additional Sponsorships

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

Tuesday, June 2 nd Breakfast	\$2,500
Tuesday, June 2 nd Afternoon Refreshments	No longer available
Tuesday, June 2 nd Vendor Night Reception Food	\$1,600
Wednesday, June 3 rd Breakfast	\$2,500
Wednesday, June 3 rd Afternoon Refreshments	\$1,800
Thursday, June 4 th Breakfast	\$2,500

Premier Sponsors will need to provide Sara Jones 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 Jones their company logo.

General Information

- Vendor Night will be Tuesday, June 2nd from 5:00 to 6:00 pm. Refreshments will be served and a cash bar will be available.
- Premier, Gold, Silver, and Cooperating 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 \$100.00 each. All vendors must complete the VENDOR Conference Registration Form in its entirety. Each registrant will receive an ITEMC bag with goodies, one lunch voucher for Tuesday, one lunch voucher for Wednesday, a dinner ticket for Wednesday night.
- Exhibitor and 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 \$100.00 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 Jones. Requested electrical outlets are for vendor props only)
- Vendors may start setting up booths on Monday, June 1st at 6:00 p.m. Breakdown of booths will be on Thursday, June 4th, during or after general session.
- Door prizes may be given away during the conference and vendors are encouraged to donate one (1) item from their booth. Your name or organization will be mentioned when your donated item is awarded during closing session on Thursday.

Exhibit Hall Guidelines

- All exhibitors must check-in with Security which is located at the north doors of the conference center.
- Exhibitors are to abide by the Grand 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 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 Grand 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 Grand 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 8th, 2020;](#)

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

CONFERENCE RATE FOR HOTEL ROOM

GUEST ROOM RESERVATION PROCEDURE

Please call the Grand Casino Hotel & Resort reservations office at (405) 964-7777 and refer to block ITEMC Conference. Rooms are being offered at a rate of \$104.00/night. The rate will be available until **Monday, May 18th, 2020**. 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 applicable state and local taxes, currently 8.995% city tax and 7.77% hotel tax. The hotel requires a \$50 per night 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:

Sara Jones at (580) 235-7984 or sara.jones@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 name on each of the packages.

**Grand Casino Hotel & Resort
777 Grand Casino Boulevard
Shawnee, OK 74804
405-964-7263**

ITEMC Summit - June 2-4, 2019

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

Due to a minimum amount of storage space, Convention Center will not accept deliveries prior to May 30. If shipments are received prior to May 30, 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, June 12th may be disposed of by Convention Center labor.