



Illinois Association of County Officials

"...improving the quality of public service through education."

IACO Fall Conference

November 13-15, 2023 (Mon-Wed)

Bloomington-Normal Marriott Hotel & Conference Center - Normal, IL

Industry Partner / Exhibitor Prospectus

IACO is pleased to invite you to participate in the **2023 Fall Conference** to be held **November 13-15, 2023** at the **Bloomington-Normal Marriott Hotel & Conference Center** in Normal, Illinois. Whether you sponsor, exhibit, or donate a prize, it is through the support of companies like yours that IACO is able to offer this exceptional education program and networking event.

We are always thinking of ways to make the conference a profitable time that supports the interests of everyone involved. This year, we are excited to be expanding the opportunities for you to get your name in front of potential customers through additional sponsorship options. You can see more details about that in the registration form.

We are looking forward to what this year's Fall Conference will bring and we hope to see you in Normal!

The IACO Conferences bring together county officials and prospective customers representing many different Illinois county official groups.

Thank you in advance for your continued participation and support!

At-a-Glance Tentative Conference Agenda

Sunday, November 12

3:00 pm – 7:00 pm	Exhibit Booth Set-up
4:30 pm	IACO Board Meeting

Monday, November 13

7:30 am	Registration Open
7:30 am – 5:00 pm	Exhibit Hall Open / Coffee & Breakfast
9:00 am – 11:45 am	Education Sessions TBD
11:45 am – 1:00 pm	FREE LUNCH
1:30 pm – 4:00 pm	Education Sessions TBD
4:00 pm - 5:00 pm	Reception
5:00 pm	Movie - "All the Queen's Horses"

Tuesday, November 14

7:30 am	Registration Open
8:00 am – 1:00 pm	Exhibit Hall Open / Coffee & Breakfast
9:00 am – 4:00 pm	Affiliate Organization Meetings
11:30 am – 1:00 pm	FREE LUNCH in Exhibit Hall
5:30 pm – 7:30 pm	President's Banquet

Wednesday, November 15

7:30 am – 9:00 am	Closing Breakfast
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Exhibit Hours/Availability:

- Booth Setup: Sunday 3:00 pm - 10:00 pm, and Monday morning before 7:30 am. Exhibit decorator will not be on-site after 7PM Sunday.
- Exhibits will be open on Monday from 7:30 am - 5:00 pm. and Tuesday 7:30 - 1:00 p.m. Tear down begins Tuesday following lunch in the exhibit hall.
- Booth shipments should be handled through Excel Decorators. An exhibitor kit will be distributed 4 weeks prior to the event. For special exhibit booth requests, contact Michelle Marcy at: MMarcy@excel-online.com.

Hospitality Suites:

- Hospitality suites are back! We will offer hospitality suites to both the affiliates and any vendors that would like to host one. If you would like to host a hospitality suite, please contact Tamiko at tk@tkcpsolutions.com.

Exhibitor prizes:

We encourage you to offer door prizes.

- Please let us know in advance whether or not you are offering a door prize. Each company participating will collect contact information (or business cards) at their booth to be used for the drawings.
- Door prizes will be awarded on during lunch on Tuesday and Wednesday. Exhibitors can choose which day they'd like to offer their prizes. Or, you can bring one for each day's drawings!

Program Book:

- Please submit your company description and your COMPLIMENTARY AD by **Nov. 1st** to be included in the program book. Both items can be emailed to tk@tkcpsolutions.com.

Hotel Reservations:

Reservations at the **Bloomington-Normal Marriott Hotel & Conference Center** can be made online at: <https://rb.gy/2f301>. I do not recommend calling the hotel to make reservations. Often, you get forwarded to the central reservation line and they do not always have (or give) accurate information. If you need to call the hotel, call 309.862.9000 and ask for the front desk. The hotel will provide you with a confirmation number when you make your reservation. Rate: \$96/per night plus tax. Self-Parking is complimentary for those staying at the hotel.

The hotel block expires at midnight on October 20, 2023.

Hotel cancellation/no-show policy: Reservations made and not cancelled 24 Hours prior to the 1st day of check-in will be billed for the first night's room and tax and the remaining nights reserved will be cancelled. IACO loses access to rooms that are cancelled after the cut-off date. So, if you have rooms that you need to cancel please email Tamiko at tk@tkcpsolutions.com in case another IACO Attendee is needing a room.

Exhibit/Industry Cancellation Policy: Cancellations must be made in writing on or before November 1st to receive a refund. All refunds (less a \$25 processing fee) will be made via a check mailed after the conference. Cancellations should be sent to Tamiko Kinkade via e-mail tk@tkcpsolutions.com.

Industry Participation Levels

INDUSTRY PARTICIPATION IS A MAJOR SOURCE OF FUNDING FOR THE IACO CONFERENCE

We invite you to participate at one of the following levels:

Platinum Sponsorship Level - \$2,750

- Company name, address and description listed in program.
- Company logo on sponsor signage at the conference.
- Registration included for **four company representatives**. Other representatives must register as Additional Industry Attendees.
- **Full page color ad** in conference program book.
- Opportunity to address the conference attendees.
- Double booth space in Exhibit Hall
- Recognition (Logo) as a sponsor on the IACO Website

Gold Sponsorship Level - \$1,750

- Company name, address and description listed in program.
- Company name on sponsor signage at the conference.
- Registration included for **three company representatives**. Other representatives must register as Additional Industry Attendees.
- **Half page color ad** in conference program book.
- Exhibit booth space
- Recognition as a sponsor on the IACO Website

Silver Sponsorship Level - \$1,250

- Company name, address and description listed in program.
- Company name on sponsor signage at the conference.
- Registration included for **two company representatives**. Other representatives must register as Additional Industry Attendees.
- **Half page color ad** in conference program book.
- Exhibit booth space

Bronze Sponsorship Level - \$1,000

- Company name, address and description listed in program.
- Company name on sponsor signage at the conference.
- Registration included for **two company representatives**. Other representatives must register as Additional Industry Attendees.
- **Quarter page color ad** in conference program book.
- Exhibit booth space

Exhibit Only - \$750

- Company name, address and description listed in program.
- Registration included for **one company representative**. Other representatives must register as Additional Industry Attendees.
- Exhibit booth space

Non-Exhibiting Representative - \$500

- Company name, address and description listed in program.
- Registration included for **one company representative**. Other representatives must register as Additional Industry Attendees.

Official IACO 2023 Fall Exhibit/Sponsor Reservation Form

November 13-15, 2023 - Bloomington-Normal Marriott Hotel & Conference Center, Normal, IL

Please print all information clearly.

Company Name as it should appear in all material: _____

Exhibitor/Sponsor Main Contact: _____

Who is your target customer? (e.g Circuit Clerk, Treasurer, etc.) _____

For Booth Assignment, is there a specific Competitor(s) you wish to avoid? _____

Exhibitor/Sponsor Agent Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Address to publish in program: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Web Address for program: _____

Please let us know who will be attending from your organization.

Sponsors receive additional representative registrations (Platinum-4; Gold-3; Silver-2; Bronze-2).

Booth Rep. #1: _____

Booth Rep. #2: _____

Booth Rep. #3: _____

Booth Rep. #4: _____

Participation Level:

Please choose your participation level:

- ☐ Platinum Sponsorship\$2,750
- ☐ Gold Sponsorship\$1,750
- ☐ Silver Sponsorship.....\$1,250
- ☐ Bronze Sponsorship\$1,000
- ☐ Exhibit Only \$750
- ☐ Non-Exhibiting/Non-Sponsoring Observer \$500 per attendee
- ☐ Additional Industry Attendee/Rep..... \$150 per attendee

Sponsorships include exhibit booth space. However, you are not required to exhibit. If you are not planning set up a booth, please let us know.

- ☐ YES, WE WILL SET UP AN EXHIBIT BOOTH
- ☐ NO, WE WILL NOT SET UP AN EXHIBIT BOOTH

Add-on Sponsorship Opportunities

- ☐ Afternoon Break for attendees (2 avail - 1 each day) \$375.00
- ☐ President's Banquet Beverage (3 available) \$250.00
- ☐ Movie Refreshments (3 available) \$225.00
- ☐ Coffee Break for attendees (2 avail - 1 each day) \$375.00
- ☐ Soft Drink Sponsor (2 avail - 1 each day) \$395.00
- ☐ Breakfast Sponsor (2 avail - 1 each day) \$450.00
- ☐ Coffee Cups **SOLD** \$525.00
- ☐ Beverage Cups **SOLD** \$375.00

Door Prize Contribution

☐ **Yes!** We will have a door prize.

Company Description: Please submit a 50 word listing description of your company (products, services) to be included in the Conference Program Book. **MUST** be received by November 1 to be included. Email your description to: tk@tkcpsolutions.com.

Add-on Program Advertising

Reminder: Sponsorships already include advertising. If you are a sponsor, you can skip this section.

- ☐ Full Page 7 1/2 w x 10 h \$500
- ☐ Half Page Horizontal 7 1/2 w x 5 h \$250
- ☐ Half Page Vertical 4-7/8 w x 9 1/2 h \$250
- ☐ Third Page Vertical 3 1/2 w x 9 1/2 h \$200
- ☐ Quarter Page 4-7/8 w x 5 h \$175
- ☐ Eighth Page 4-7/8 w x 2-5/8 h \$100

*Call for availability. Advertising copy deadline - Nov. 1

Fees Summary:

Participation Level _____ \$ _____
Additional Attendees: _____ X \$150/person \$ _____
Add-on Sponsorship _____ \$ _____
IACO Scholarship Program Sponsorship (Box above) \$ _____
Program Advertising (Please note Ad size above) \$ _____
Total Amount: \$ _____

☐ Enclosed is a check ☐ Please charge my credit card:

Card Type: ☐ Mastercard ☐ Visa ☐ AMEX ☐ Discover

Card Number: _____

Exp. Date: _____ CVV: _____ Billing Zip: _____

Name on Card: _____

Signature: _____

IACO Tax ID # 36-3231711

Payment must accompany contract. Mail or fax to:

Illinois Association County Officials

P.O. Box 9296 - Springfield, IL 62791

Phone: (217) 585-9065 Fax: (217) 529-7178

Email: tk@tkcpsolutions.com