

*“...improving the quality of
public service
through education.”*

Illinois Association *of* County Officials



2020 IACO Spring Conference April 20-22, 2020

Wyndham City Centre (formerly the Hilton) - Springfield, Illinois

Industry Partner / Exhibitor Prospectus

IACO is pleased to invite you to participate in the 2020 Spring Conference to be held **April 20-22, 2020** at the **Wyndham City Centre** Downtown - Springfield, 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.

In the past few years, there have been several changes to our format including shortened exhibit hours on Tuesday, juggling of the social functions, and many other exciting developments and opportunities for Industry Partners and Exhibitors.

This year we are **hosting a reception in the Exhibit Hall on Monday late afternoon**. And, we will have the **complimentary beer & wine as well as light refreshments**. We are also opening the show a little later than normal on Monday because we are having a formal opening session and would like the exhibitors to participate. **Door prizes will be given during the Tuesday evening President's Reception.**

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

We hope to see you in Springfield!



Thank you in advance for your continued participation and support!

Conference Highlights

Exhibit hours:

- Setup - Sunday beginning as early as 5:00 pm or Monday morning before 9:00 AM
Exhibits will be open on Monday following the Opening Session and remain open through the Monday late afternoon reception. And, again on Tuesday from 7:30 AM - 1:00 PM

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 their own contact information (or business cards) at their booth to be used for the drawings.
- This year we are hosting a reception in the Exhibit Hall on Monday late afternoon. And, we will have the door prize drawings at that time.

IACO Scholarship Fund:

- We are asking industry representatives to consider becoming a co-sponsor of the IACO Scholarship Fund. Each year the IACO awards 5 scholarships to children or grandchildren of IACO Members. Instead of an auction for the Spring Conference, we are asking our vendors to consider becoming a co-sponsor. We welcome any donation.

Program Book:

- We adapted the exhibitor registration form to inquire what product or service you offer. The paragraph you submit will be included in the conference program book. And, it will help us identify competitors for booth layout selection.

Hotel Reservations:

Reservations can be made at the Wyndham City Centre by visiting: <http://bit.ly/IACO2020>. Follow the steps to create your hotel reservations online. 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 217-789-1530 and select option 1 for guest room reservations. The hotel will provide you with a confirmation number when you make your reservation. Rate: \$96 plus tax (King or Double). *Self-Parking is complimentary for those staying at the hotel.*

Reservation cut-off is:

MIDNIGHT on MARCH 28, 2020

Hotel cancellation policy: Reservations made and not cancelled 24 Hours prior to 4:00 pm day of will be billed for the first night's room and tax and the remaining nights reserved will be cancelled.

IF YOU HAVE PROBLEMS MAKING A RESERVATION (or are told they're sold out), contact **Tamiko Kinkade** via email at: tkcps@comcast.net.

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 Level, \$2,750 and above

- Company name listed in conference program book.
- Signage in all areas at the conference.
- Complimentary registration included for **four company representatives**. Other representatives must register.
- Complimentary full page ad in conference program book.
- Opportunity to address the conference attendees at the Luncheon on Monday for a maximum of three minutes.
- Double booth space in Exhibit Hall
- Recognition as a sponsor on the IACO Website

Gold Level, \$1,650

- Company name listed in conference program book.
- Signage in all areas at the conference.
- Complimentary registration included for **three company representatives**. Other representatives must register.
- Complimentary 1/2 page ad in conference program book.
- Exhibit booth space

Silver Level, \$1,100

- Company name listed in conference program book.
- Signage in all areas at the conference.
- Complimentary registration included for **two company representatives**. Other representatives must register.
- Complimentary 1/2 page ad in conference program book.
- Exhibit booth space

Bronze Level, \$850

- Company name listed in conference program book.
- Signage in all areas at the conference.
- Complimentary registration included for **two company representatives**. Other representatives must register.
- Complimentary 1/4 page ad in conference program book.
- Exhibit booth space

Exhibit Only, \$625

- Company name listed in conference program book.
- Complimentary registration included for **one company representative**. Other representatives must register.
- Exhibit booth space

Non-Exhibiting/Sponsoring Observer \$325

- Company name listed in conference program book.
- Registration included for **one company representative**. Other representatives must register.

Official IACO 2020 Spring Exhibit/Sponsor Reservation Form

April 20-22, 2020 – Wyndham City Centre (former downtown Hilton) – 700 E. Adams, Springfield, IL 62704

Please print all information clearly.

Company Name as it should appear in all material: _____

Exhibitor/Sponsor Main Contact: _____

Exhibitor/Sponsor Agent Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

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. Name #1: _____

Booth Rep. Name #2: _____

Booth Rep. Name #3: _____

Booth Rep. Name #4: _____

Every exhibitor/sponsor must identify a main contact person for your company. This person will receive all information on the Conference and is responsible for communicating that information to parties of interest in relation to your organization.

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. This MUST be received no later than April 3 to be included. If you prefer, you can email your description to: tkcps@comcast.net

Participation Level:

- ☐ Platinum Level\$2,750
☐ Gold Level\$1,650
☐ Silver Level\$1,100
☐ Bronze Level\$850
☐ Exhibit Only\$625
☐ Non-Exhibiting/Non-Sponsoring Observer\$325/attendee
☐ Addtl. Industry Representative.....\$150/attendee
☐ **IACO Scholarship Co-Sponsor (2020 Scholarships)**.....\$500

Participation Level (Please note Level above) \$ _____

Program Advertising (Please note Ad size at right) \$ _____

Additional Reps. _____ X \$150/person \$ _____

Total: \$ _____

☐ YES, WE WILL SET UP AN EXHIBIT BOOTH

☐ NO, WE WILL NOT SET UP AN EXHIBIT BOOTH

Program Advertising

- | | | |
|---|-------------------|-------|
| <input type="checkbox"/> Outside Back Cover* | 9 w x 11½ h | \$500 |
| <input type="checkbox"/> Inside Front Cover* | 7 ½ w x 10 h | \$500 |
| <input type="checkbox"/> Full Page | 7 ½ w x 10 h | \$500 |
| <input type="checkbox"/> Half Page Horizontal | 7 ½ w x 5 h | \$250 |
| <input type="checkbox"/> Half Page Vertical | 4-7/8 w x 9 ½ h | \$250 |
| <input type="checkbox"/> Third Page Vertical | 3 ½ w x 9 ½ h | \$200 |
| <input type="checkbox"/> Quarter Page | 4-7/8 w x 5 h | \$175 |
| <input type="checkbox"/> Eighth Page | 4-7/8 w x 2-5/8 h | \$100 |

**Call for availability. Advertising copy deadline - April 3*

☐ I have enclosed a check ☐ Please charge my credit card:

Card Type: ☐ Mastercard ☐ Visa ☐ American Express ☐ Discover

Payment will be debited at time of submission.

Card Number: _____

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

Name on Card: _____

Signature: _____

Payment must accompany contract. Please retain a copy for your records, and mail or fax to:

Illinois Association County Officials

P.O. Box 9296 - Springfield, IL 62791

Phone: (217) 585-9065 Fax: (217) 529-7178 Email: tkcps@comcast.net

IACO Tax ID # 36-3231711

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SUNDAY, APRIL 19, 2020

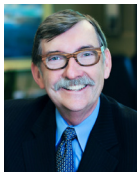
5:00 PM - 10:00 PM **EXHIBIT BOOTH SET-UP**
5:00 PM **IACO BOARD MEETING**
Evening **HOSPITALITY SUITES OPEN**

MONDAY, APRIL 20, 2020

7:30 AM **REGISTRATION OPENS**
8:00 - 9:00 AM **OPENING SESSION**
Scholarship Awards & Recognitions

9:00 AM - 6:00 PM **EXHIBIT HALL OPEN**

9:15 AM - NOON **EDUCATIONAL SESSION**
THE TEN FAMILIES OF RISK
Speaker: Gordon Graham



Everything we do in life involves a level of risk – and the same is true with what you do professionally. Since we do thousands of different things at work – how can you possibly start to “Recognize” the real risks you face. In this program, Gordon puts all of the “risks” you face into ten families. This makes the “Recognition”, “Prioritization” (what is important now) and “Mobilization” (doing something to change outcomes) approach to addressing risks proactively so we can reduce exposure from that given risk.

Noon - 1:30 PM **FREE LUNCH in the Exhibit Hall**

1:30 PM - 3:00 PM **EDUCATIONAL SESSION**
THE IMPORTANCE OF DISCIPLINE
Speaker: Gordon Graham

“Rules without enforcement are just nice words.” In this brief program, Gordon will address the critical issue of employee discipline – and what it is and what it is not. Failure to discipline in a prompt, fair and consistent manner is a ticket for nothing but future problems and there are many legal and “risk” concerns involved in this process that need to be fully understood.

3:00 PM - 3:15 PM **BREAK IN THE EXHIBIT HALL**

3:15 PM - 4:30 PM **EDUCATIONAL SESSION - TOPIC TBD**
Speaker: FBI

4:30 PM - 6:00 PM **RECEPTION IN THE EXHIBIT HALL**
Please join us in the exhibit hall for some great snacks, free beer/wine and take the time to visit with our exhibitors.
We ask that all hospitality suites remain closed during the Exhibit Hall Reception 4:30 - 6:00 PM DOOR PRIZES TUESDAY NIGHT

AFTER 6:00 PM **ON YOUR OWN - JOINT HOSPITALITY**
All registered attendees and Industry Partners are encouraged to visit the hospitality suites on the 29th floor of the hotel.

TUESDAY, APRIL 21, 2020

7:30 AM - 1:00 PM **EXHIBIT HALL OPEN**
Continental Breakfast will be available in the Exhibit Hall.

9:00 AM **AFFILIATE ORGANIZATION MEETINGS**
The affiliated association groups are planning timely sessions for their members. You should be receiving information from your organization regarding those sessions.

10:00 AM - 11:00 AM **BREAK IN THE EXHIBIT HALL**

11:30 PM - 1:00 PM **FREE LUNCH**
LAST CHANCE - At the request of Tuesday-only attendees, we have asked that Exhibits stay open through lunch.

5:30 PM - 7:30 PM **PRESIDENT'S RECEPTION/DINNER**
You WON'T want to miss what we have planned for this year's President's Reception. **DOOR PRIZES TUESDAY NIGHT!**

WEDNESDAY, APRIL 22, 2020

7:30 AM - 9:00 AM **LEGISLATIVE BREAKFAST**
Join us for our inaugural Legislative Breakfast; State Representatives and Senators of both parties have been invited to take your questions and offer comments on the issues of the day.

To Follow **AFFILIATE ORGANIZATIONS' MEETINGS**
Some affiliate organizations host meetings on Wednesday.

Online registration is available at www.iacoonline.org