



Illinois Association of County Officials

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

IACO Spring Conference

June 21-23, 2021

Wyndham City Centre- Springfield, Illinois

Industry Partner / Exhibitor Prospectus

IACO is pleased to invite you to participate in the 2021 Spring Conference to be held **June 21-23, 2021** at the **Wyndham City Centre** in 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.

To say that the last 12+ months have been challenging is an understatement. We all have had to learn how to do things differently because of the pandemic. We have had to make quite a few adjustments to our event in order to offer what we hope will be a safe and effective conference experience for both our industry partners and attendees.

For specific questions, you can refer to the FAQs at the end of this brochure but we have attempted to highlight the changes on page 2 of this brochure.

As new developments occur in the weeks ahead, your best avenue for staying informed is to check the website (www.iacoonline.org) or keep checking your email. Thank you for your understanding and patience while we work through the details of what we hope will be a great conference!

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

We hope to see you in Springfield!



At-a-Glance Tentative Conference Agenda

Sunday, June 20	
4:00 pm – 7:00 pm	Registration Open
5:00 pm – 10:00 pm	Exhibit Booth Set-up
5:00 pm	IACO Board Meeting - <i>Affiliate Presidents are encouraged to attend</i>
Monday, June 21	
7:30 am	Registration Open
8:00 am – 5:00 pm	Exhibit Hall Open / Coffee & Breakfast
9:00 am – 9:30 am	Opening Session
9:30 am – 11:45	Education Session w/Break
11:45 am – 1:00 pm	Exhibit Hall Open / FREE LUNCH
1:30 pm – 3:00 pm	Education Session
3:40 pm – 4:00 pm	Education Session
5:00 pm – 6:00 pm	Exhibits Move Out
6:00 pm	Outdoor Street Party
Tuesday, June 22	
7:30 am	Registration Open/Coffee & Breakfast
9:00 am – 4:00 pm	Affiliate Organization Meetings - <i>Watch your email for information from your organization regarding session details.</i>
11:30 am – 1:00 pm	FREE LUNCH - Lunch will be served in your session rooms
5:30 pm – 7:30 pm	President's Banquet
Wednesday, June 23	
7:30 am – 9:00 am	Legislative Breakfast
To Follow	Affiliate Organization Meetings

Thank you in advance for your continued participation and support!

Exhibit Hours/Availability:

- Setup - You can set your booth beginning Sunday as early as 5:00 pm or if you are a quick set, you can set up on Monday morning before 8:00 am
- Exhibits will be open on Monday from 8:00 am - 5:00 pm. Tear down is from 5:00-6:00 pm on Monday afternoon. There are no exhibits open on Tuesday. You are encouraged to attend the affiliate meetings.
- To adhere to social distancing requirements, we are reducing the number of exhibit booths by about 12 in order to make the aisles wider. We will also have 8' draped side walls between each booth instead of the traditional 4' side walls.

Street Party Sponsorship:

- We are moving the party outside! In order to have the ability for a larger gathering, we are hosting a Street Party on Monday night. Please consider an additional sponsorships to help us make this event a great night.
- We will not be hosting hospitality suites this year due to COVID. Consider sponsoring the Street Party with your hospitality suite sponsorship dollars.

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 Monday evening during the Street Party.

IACO Scholarship Fund:

- Would you consider becoming a co-sponsor of the IACO Scholarship Fund? Each year the IACO awards 5 scholarships to children or grandchildren of IACO Members.
- We are also hosting a Scholarship Raffle.... would you consider making a donation toward one of the 4 Raffle Prizes? We welcome any donation.

Program Book:

- Please submit your company description and your COMPLIMENTARY AD by June 1st to be included in the program book. Both items can be emailed to tkcps@comcast.net.

Hotel Reservations:

Reservations can be made at the Wyndham City Centre online at: <http://bit.ly/iaco0621>. 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. The group rate is **\$98.00** plus tax. Self-Parking is complimentary for those staying at the hotel.

The hotel block expires at midnight on June 4, 2021.

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 and include the nights you need and the number of rooms you need.

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 Tuesday Night Banquet.
- 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.

June 21-23, 2021 – Wyndham City Centre – 700 E. Adams, Springfield, IL 62704

**You must complete the backside
of this form as well!**

Company Name: _____

Program Advertising

Sponsorship comes with complimentary advertising. However, additional advertising is available.

<input type="checkbox"/> Outside Back Cover (SOLD)	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 - June 1st.

COVID Restrictions:

We are planning the conference with the confidence that we will be in the Governor's Bridge to Phase 5. We will make every effort to maintain social distance. However, this updated guidance establishes new capacity limits for settings determined by risk level. In an update to current Phase 4 mitigations, individuals with proof of full vaccination — defined as 14 days after receiving a final vaccine dose — or a negative COVID-19 test (PCR) 1-3 days prior to an event do not count against capacity limits. In earlier phases occupancy was set at a flat number. In the Bridge Phase, the capacity will be based on a percentage of occupancy. Therefore, we can have an increased occupancy as vaccinated individuals do not count toward that decreased occupancy capacity.

Regardless of your answer, everyone is welcome to attend.

Booth Rep #1:

Please check one (1) of the boxes below. We will only use this information to make wise decisions on room assignments/capacities. This information will not be shared or retained.

- ☐ Yes, I will be fully vaccinated at least 14 days prior to the Conference and will bring my vaccination card with me to the conference.
- ☐ I have not been vaccinated, but I plan to be tested and will bring proof of COVID-negative test within 3 days prior to the conference.
- ☐ No, I will not be vaccinated prior to attending and will not be tested.
- ☐ I prefer not to provide this information.

Booth Rep #2:

Please check one (1) of the boxes below. We will only use this information to make wise decisions on room assignments/capacities. This information will not be shared or retained.

- ☐ Yes, I will be fully vaccinated at least 14 days prior to the Conference and will bring my vaccination card with me to the conference.
- ☐ I have not been vaccinated, but I plan to be tested and will bring proof of COVID-negative test within 3 days prior to the conference.
- ☐ No, I will not be vaccinated prior to attending and will not be tested.
- ☐ I prefer not to provide this information.

Door Prize Contribution

We will award door prizes during the Monday night Street Party. We encourage Exhibitors/Sponsors to participate, however it is not required. If you are planning to host a door prize, please provide a mechanism for people to register for the prize while visiting your exhibit booth.

- ☐ **Yes!** We will have a door prize.
- ☐ **No!** We are not planning to have a door prize.

IACO 2022 Scholarships

The IACO is seeking sponsors and raffle prize donations to benefit the IACO Scholarship Program.

- ☐ **Yes!** We would like to make a donation to the IACO Scholarship Program. (Suggested donation amount \$500.00)
- ☐ **Yes!** We would like to make a contribution toward the IACO Scholarship Raffle Prizes (Suggested donation amount \$100).

Raffle winners will be drawn at the Tuesday Night Banquet.

Fees Summary:

Participation Level	_____	\$ _____
Additional Reps.	_____ X \$150/person	\$ _____
Street Party Sponsorship Level		\$ _____
IACO Scholarship Program Sponsorship		\$ _____
Program Advertising (Please note Ad size at right)		\$ _____
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: _____

- ☐ We paid for the 2020 Conference which was cancelled. Please apply those funds toward my balance for this year's event.

IACO Tax ID # 36-3231711

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

Conference FAQs:

As Spring is in full bloom, so are the plans for the IACO Spring (June) Conference. Conference Registration is now open at www.iacoonline.org. I hope to answer most of the obvious questions you might have. But, if I miss something here, please feel free to send me an email at: tkcps@comcast.net.

Q: What about COVID Restrictions and Social Distancing Guidelines?

IACO has been working hard with the hotel to organize and create a safe and effective conference for all Illinois County Officials. We are planning the conference with the confidence that we will be in the Governor's Bridge-to- Phase-5 Stage. While we will still make every effort to maintain social distance, the Bridge Phase establishes new capacity limits for settings determined by risk level. Individuals with full vaccination — defined as 14 days after receiving a final vaccine dose — or a negative COVID-19 test (PCR) 1-3 days prior to an event do not count against capacity limits. In earlier phases occupancy was set at a flat number. In the Bridge Phase, the capacity will be based on a percentage of occupancy. Therefore, we can have an increased occupancy as vaccinated individuals do not count toward that decreased occupancy capacity. While the Governor has not yet moved us to the Bridge phase, he has repeatedly said as summer approaches, he will continue to evaluate the risk and lift gathering restrictions. Because vaccinated individuals do not count in the occupancy limits in the bridge phase, we will be asking conference registrants whether they have been or will be fully vaccinated prior to the conference. Your privacy is important to us, so please rest assured we will not retain or share the vaccination information we are gathering. We are using it for the sole purpose of determining meeting room occupancy. You are not required to share this information, however it is my hope that you will in order to make room for everyone that wants to attend. Our focus will continue to be on the health and safety of attendees.

Q: What about Masks/Face Coverings?

Complying with all CDC guidelines a mask will be required to enter the building and must be worn when in public areas, such as, lobby spaces, hallways, restrooms, etc. or in any situation where it may not be possible to fully adhere to 6-foot social distancing. Based on the latest guidelines, it is required that all conference participants wear a face covering/mask (worn over the nose and mouth) during any interaction with hotel staff and other employees throughout the facility unless actively eating or drinking.

Q: Will the education sessions be social distanced?

We are using the larger meeting spaces to host the joint educational sessions and will choose the space that adequately holds the various sessions. Our goal is to have everyone 6' apart for these settings. When seated in the sessions you will not be required to keep your mask on. However, if you get up from your seat to go to the restroom, etc., we ask that you put your mask back on.

Q: Will we have an Exhibit Hall?

Yes, however it isn't without its challenges. The number of exhibits we usually have requires a lot of space and, the exhibit hall has been very crowded in the past few years. So, we have done several things to make it safe for exhibit representatives and attendees. We are eliminating about a dozen booths in the exhibit hall. And, we will have 8' drapes between exhibitors. Also, the exhibit hall will only be open on Monday. Because we must keep everyone social distanced, we need the space

occupied by exhibits in order to have enough space to hold our Tuesday affiliate meetings and keep everyone social distanced.

Q: What about the 2020 County Official of the Year?

We will award the 2020 County Official of the Year at the Spring conference and will do so at the banquet on Tuesday evening. County Official of the Year Nominations are due June 4th. (See the application in this newsletter or online at www.iacoonline.org.)

Q: What about Social Events?

Social gatherings fall under strict COVID guidelines which make indoor social gatherings difficult. So, we are moving the Monday evening reception usually held in the Exhibit Hall outside. We have applied for a permit to close off the street in front of the hotel and have our reception outside. We are seeking sponsors to help offset the additional costs, but hope to have a fun, relaxing environment for you to safely network with your peers. We will have music, corn hole, and other outdoor games as well as food and beverages.

Q: What about Hospitality Suites?

This was a very tough decision, but we will not have hospitality suites at this conference. The COVID restrictions for social gatherings are much stricter and it became apparent we could not do the hospitality suites safely and social distanced. Once COVID restrictions are lifted we will return to hospitality suites. We do encourage you to "continue the conversation" at local establishments that are open late.

Q: Will the Conference Registration still include FREE Lunch?

Yes! On Monday, we will offer a light lunch in the lower level of the hotel. Instead of everyone hitting the lunch space at the same time, we will encourage half of the attendees to go visit the exhibit hall and half to head down to grab a quick lunch. Then we will switch them up. We will bring lunch to the vendors in the exhibit area toward the end of the lunch hour so they can take advantage of visiting with the attendees while they are in the exhibit hall between sessions.

On Tuesday, lunch will be served in your affiliate meeting room. Lunch will likely be lighter than in years past due to COVID restrictions. Likely a pre-packaged salad with meat/cheese on it or a sandwich, chips, individually wrapped cookie, etc.

Q: How do I register for the conference?

On-line Registration is open at www.iacoonline.org. Or, you can mail your registration form with payment. The early-bird registration deadline is June 11. Payment must accompany registration. Conference registrations made and not cancelled will be billed. Cancellations must be made in writing on or before June 11 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 the Registrar via e-mail to tkcps@comcast.net or via fax to (217) 529-7178.

Q: I registered for the 2020 Spring Conference and asked you to hold the registration fees, do I still need to register for this Conference?

YES! If you registered for the 2020 Spring Conference but asked us to hold your fees for the next conference, please register mark the box "Please apply the funds paid for the 2020 Spring Conference."

As new developments occur in the weeks ahead, your best avenue for staying informed is to check the website (www.iacoonline.org) or keep checking your email. Thank you for your understanding and patience while we work through the details of what we hope will be a great conference!