



# **OK Chamber of Commerce Executives Annual Conference and Awards**

**October 23-25, 2023  
Hilton Garden Inn | Edmond, OK**

**Sponsorship Opportunities**

**[WWW.OCCE.COM](http://WWW.OCCE.COM)**

## Who We Are

The Oklahoma Chamber of Commerce Executives (OCCE) was established in 1973 to unite chamber of commerce professionals in the State of Oklahoma through professional and personal development. Today, OCCE continues to focus on education for chambers and their staff to build high quality executives that can lead and make positive impacts on their community.

## Reach the Decision Makers

Don't miss the chance at the Annual Conference to reach approximately 80 community and economic development CEOs and staff from across the state. The OCCE Annual Conference sponsorship offers an excellent opportunity to build and strengthen relationships with OCCE members; increase visibility, publicity, and brand recognition you need to stand out in today's competitive environment; and provides a platform to communicate the benefits of your company and industry.

### EXCLUSIVE ANNUAL CONFERENCE SPONSORSHIP PACKAGES

#### All Exclusive Sponsors enjoy the following valuable benefits:

- The opportunity to distribute marketing and promotional materials in attendee bags
- Exhibit space (table, 2 chairs) included
- Exclusive recognition before and during the conference, including:
  - Name and logo on all promotional materials
  - Attendee information (name, organization, position, address)
  - Logo and link to your company's website on the OCCE website
  - Name and company information in the conference program and welcome materials
  - Logo on materials at the event, with multiple visibility points
  - Sponsor ribbons

#### Premier Sponsor (1 available)

**SOLD**

- \$1,200 Investment • Two (2) conference registrations
- Full page ad in conf program
- Logo on all marketing to attendees
- Company promotion in general session (2-3 minutes)

#### Awards Reception/Banquet Sponsor (1 available)

**SOLD**

- \$1,000 Investment • Two (2) conference registrations
- Company promotion in general session (2-3 minutes)

#### Lunch Sponsor (2 available)

- \$1,000 Investment • Two (2) conference registrations
- Company promotion in general session (2-3 minutes)

#### Hospitality Suite Sponsor (1 available)

- \$750 investment • 1 Conference Registration
- Company promotion in general session (2-3 minutes)

#### Break Sponsor (1 available)

- \$750 Investment • One (1) conference registration
- Company promotion in general session (2-3 minutes)

#### Name Tag Sponsor (1 available)

**SOLD**

- \$600 Investment • 1 Conference Registration

#### Exhibitor (unlimited)

- \$500 Investment • 1 Conference Registration

#### Lanyard Sponsor (1 available)

**SOLD**

- \$400 Investment • 1 Conference Registration
- Sponsor provides lanyards

## GENERAL CONFERENCE SPONSORSHIPS - FOR CHAMBERS

Highlight your Chamber of Commerce by investing as a General Conference Sponsor.

### All General Sponsors enjoy the following valuable recognition:

- Special recognition during the conference
- Name and logo with link to your business or chamber on the OCCE website
- Name and logo in the conference program
- Name and company information on welcome materials
- Exhibit space included, if requested

### Platinum Sponsor - \$2,500

- Three (3) conference registrations
- Full page ad in conference program
- Company promotion in general session (2-3 minutes)
- Additional conference registrations at \$175 (\$25 discount)

### Gold Sponsor - \$1,000

- Two (2) conference registrations
- Additional conference registrations at \$175 (\$25 discount)

### Silver Sponsor - \$750

- Two (2) conference registrations
- Additional conference registrations at \$175 (\$25 discount)

### Bronze Sponsor - \$500

- One (1) Conference Registration
- Additional Conference Registrations at \$175 (\$25 discount)

### Chamber Partner Sponsor - \$300

- 1 Conference Registration
- Additional Conference Registrations at \$175 (\$25 discount)

# EXHIBITOR INFORMATION

## ASSIGNMENT OF EXHIBIT SPACE

Assignment of exhibit space will be made according to the date and time the Oklahoma Chamber of Commerce Executives received the application. Awards, Lunch/Brunch, Break, and Hospitality Suite sponsors receive priority space. Special consideration will be taken when assigning exhibit space regarding competing businesses.

## SPONSOR AND EXHIBIT CONTRACT

The enclosed application for sponsorship / exhibit space and full payment together constitutes a contract between parties. To reserve space and conference program logo and listing, applications and payments are due by September 1, 2023.

## CANCELLATION

Sponsorships cannot be cancelled, but a sponsor can forgo exhibit space. Conference registrations can be transferred to another person in the same company for the same event.

## INSTALLATION, EXHIBIT HOURS AND DISMANTLING

Exhibit space will be available Monday, October 23-Wednesday, October 25, 2023 at the Hilton Garden Inn in Edmond, OK. Exhibitors can setup on Monday, October 23 starting at 1:00pm and close at the end of the conference on Wednesday, October 25 at 1:00pm.

## SPONSOR INFORMATION

Sponsor agrees to letting OCCE use their logo on promotional materials, website, conference program, and during conference for sponsorship recognition and fulfillment of contract. Sponsor agrees to send high quality logo/marketing packet to event manager upon submitting sponsorship contract.

Sponsors are encouraged to provide company flyers for the attendee bags. Quantity and date due will be sent to all confirmed sponsors.

Platinum Sponsors submitting a full-page advertisement for the conference program, can email in .pdf or high-quality format to the event manager by September 1, 2023. If sponsor does not have advertisement, OCCE can assist in the creation of the advertisement for an additional cost, which will be quoted at that time.

The Lanyard Sponsor will be responsible for supplying the attendee lanyards for the conference (approximately 100).

## HOSPITALITY SUITE SPONSOR

The Hospitality Suite will be located at the Hilton Garden Inn at the times published in the conference program. Sponsor agrees to provide all alcoholic and non-alcoholic beverages, supplies (cups, napkins, towels, etc.), snacks, and servers. It is the responsibility of the sponsor to keep the area in a clean and orderly condition and to use sound judgement serving attendees alcoholic drinks during open times.

The sponsor can display a company banner or sign in the lounge without causing damage to ceilings or walls. It is encouraged and recommended that the sponsor gets consent from all parties involved if pictures and/or videos of the attendees are taken and will be used on the sponsors social media accounts.

## **VENUE**

Exhibitors will be responsible for their hotel reservations and payment. Information will be sent with the exhibitor confirmation. The conference will be held at:

Hilton Garden Inn  
2833 Conference Drive  
Edmond, OK 73034

## **FIRE PROTECTION**

All display material must be flameproof and subject to inspection by the fire department. No flammable fluids or substances may be used or shown in booths.

## **LIABILITY**

The exhibitor understands and agrees that Oklahoma Chamber of Commerce Executives Association, Inc., its officers, agents, or employees shall not in any manner be responsible for the loss or damage to any of the goods, ware, chattels, or equipment exhibited upon the exhibitor's allotted space or placed thereon, or while in transit to or from the building. The exhibit of the exhibitor and all its personal property situated upon the allotted space remains the sole risk of the exhibitor. The exhibitor shall be fully responsible for any and all damages to property owned by the Cherokee Casino, its owners or managers that results from any exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, the Frisco Conference Center, its owners, managers, officers, or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting in the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites that arise from our exhibitor's occupancy and use of the exhibition premises, the Frisco Conference Center, or any part thereof.

The exhibitor specifically agrees that it will exhibit in such a manner as not to cause injury to the public, visitors, guests, employees, or any other persons on the premises or any property exhibited therein. The exhibitor agrees to indemnify and hold harmless Oklahoma Chamber of Commerce Executives, its officers, agents, and employees from any claim or claims of any nature whatsoever arising by reason of any damage sustained by any person, or to any property, upon said premises.

## **CONTACT INFORMATION AND APPLICATION SUBMISSION**

For more information and to submit completed applications by email or mail to:

Ruth Littlefield  
OCCE Association Manager  
P.O. Box 1729, Broken Arrow, OK 74013-1729  
[ruth@littlefieldmanagement.com](mailto:ruth@littlefieldmanagement.com)  
(918) 630-6049

## OCCE 2023 ANNUAL CONFERENCE SPONSOR APPLICATION

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

### Name Badge Information

1. \_\_\_\_\_ 2. \_\_\_\_\_

### Sponsorship Selection

<input type="checkbox"/> Premier Sponsor @ \$1,200	<input type="checkbox"/> Exhibitor @ \$500
<input type="checkbox"/> Awards Reception Sponsor @ \$1,000	<input type="checkbox"/> Lanyard @ \$400
<input type="checkbox"/> Thursday Lunch Sponsor @ \$1,000	<input type="checkbox"/> Charging Station @\$250
<input type="checkbox"/> Thursday Dinner Sponsor @ \$1,000	<input type="checkbox"/> Platinum Sponsor @ \$2,500
<input type="checkbox"/> Friday Brunch Sponsor @ \$1,000	<input type="checkbox"/> Gold Sponsor @ \$1,000
<input type="checkbox"/> Hospitality Suite Sponsor @ \$750	<input type="checkbox"/> Silver Sponsor @ \$750
<input type="checkbox"/> Break Sponsor @ \$750	<input type="checkbox"/> Bronze Sponsor @ \$500
<input type="checkbox"/> Name Tag @ \$600	<input type="checkbox"/> Chamber Partner Sponsor @ \$300
<b>TOTAL \$ _____</b>	

### Payment

Invoice     Check (enclosed)    Credit Card:  Visa     Mastercard     Am Exp     Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_    CVV \_\_\_\_\_

Name as if appears on card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Signature of Responsible Individual \_\_\_\_\_ Date \_\_\_\_\_