



# **MAKO Conference Sponsorship Opportunities**

**Sunday, April 14 -Tuesday, April 16, 2019  
Hilton Branson Convention Hotel & Branson Convention Center  
Branson, MO**

**Contact Information:**

**Suzanne Shirey, Sponsorship Chair  
Sapulpa (OK) Chamber of Commerce  
[suzanne@sapulpachamber.com](mailto:suzanne@sapulpachamber.com)  
(918) 224-0170**

**Ruth Littlefield, Association Manager  
[ruth@littlefieldmanagement.com](mailto:ruth@littlefieldmanagement.com)  
(918) 630-6049**

In 2010, the chamber executives of Missouri, Arkansas, Kansas, Oklahoma joined together to create a partnership to organize and conduct an annual conference solely dedicated to professional development, education, and non profit management. The 8<sup>th</sup> Annual MAKO Four-State Chamber Conference will be held April 15-17, 2018 at the Hilton Branson Convention Hotel and Branson Convention Center in Branson, Missouri.

Invitations are sent to over 500 chambers and their staff across the four-state region each year, with an average attendance of over 230 attendees each year. These chamber professionals specialize in their chambers and communities that include tourism, economic development, membership, education, communications, events, and government affairs, to name a few.

The MAKO Chamber Conference is an exceptional marketing opportunity for your company to showcase your products and services to a receptive and attentive audience while building relationships old and new.

Sponsorships will fill quickly- so don't delay!

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## ELITE SPONSORSHIPS

**1 SOLD**

### PREMIER SPONSOR

**\$5,000 (Two Available)**

- Prominent logo recognition on all event promotions
  - Includes logo with link on website, logo on all e-newsletters, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in program
- Full page advertisement in conference program (camera ready artwork supplied by sponsor)
- Non-competitive industry sponsorship
- Opportunity to put product information/flyers/items in attendee welcome bags
- Opportunity to promote product or service from the podium during the event (5 minutes)
- Prime display space for your exhibit booth space with skirted table and two chairs
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

### KEYNOTE SPEAKER SPONSOR

**\$3,500 (Four Available)**

- Prominent recognition on all event promotions
  - Includes logo with link on website, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- Opportunity to introduce keynote speaker
- ½ page advertisement in conference program (camera ready artwork supplied by sponsor)
- Opportunity to promote product or service at general session (2 minutes)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Premier exhibit booth space with skirted table and two chairs
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **HOSPITALITY ROOM SPONSOR**

**\$3,000 (One Available)**

- Sponsor supplies all supplies, liquor, setup drinks, and bartender in hospitality room
- Prominent recognition on all event promotions
  - Includes logo with link on website, signage at the event, screen on the main stage, breakout sessions, logo and business listing in conference program
- Prominent signage in hospitality room
- ½ page advertisement in conference program (camera ready artwork supplied by sponsor)
- Opportunity to promote product or service at general session (2 minutes)
- Premier exhibit booth space (table topped & skirted, two chairs, draped back drop)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **MONDAY LUNCH OR TUESDAY BRUNCH SPONSOR**

**\$2,500 (Two Available)**

- Recognition on all event promotions
  - Includes logo with link on website, signage at the event, screen on the main stage, breakout sessions, logo and business listing in conference program
- ½ page advertisement in conference program (camera ready artwork supplied by sponsor)
- Opportunity to promote product or service at general session after lunch/brunch (2 minutes)
- Premier exhibit booth space (table topped & skirted, two chairs, draped back drop)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **SUNDAY OR MONDAY NIGHT EXHIBITOR RECEPTION SPONSOR**

**\$2,500 (Two Available)**

- Recognition on all event promotions
  - Includes logo with link on website, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- ½ page advertisement in conference program (camera ready artwork supplied by sponsor)
- Opportunity to promote product or service at to attendees at general session (2 minutes)
- Premier exhibit booth space (table topped & skirted, two chairs, draped back drop)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **BREAK SPONSOR**

**\$1,500 (Three Available)**

- Recognition on event promotions
  - Includes logo with link on website, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- Opportunity to promote product or service at break tables
- Exhibit booth space with (table topped & skirted, two chairs, draped back drop)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Two conference registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **NAME BADGE SPONSOR**

**\$1,000 (One Available)**

- Logo on all attendee name badges
- Recognition on event promotions
  - Includes logo with link on website, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- Exhibit booth space (table topped & skirted, two chairs, draped back drop)
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- One registration for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## **LANYARD SPONSOR**

**\$750 (One Available)**

- Lanyard to be purchased and provided by sponsor with sponsor's name/logo
- Recognition on events promotion
  - Includes logo with link on website, signage at the event, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- Exhibit booth space with (table topped & skirted, two chairs, draped back drop)
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- Sponsor-designated ribbons for all company employees on their meeting badges
- One registration for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## EXHIBITOR

**\$750 (unlimited)**

- Recognition on event promotions
  - Includes link on website, logo on screen on the main stage and breakout sessions, logo and business listing in conference program
- Exhibit booth space (table topped & skirted, two chairs, draped back drop)
- Sponsor-designated ribbons for all company employees on their meeting badges
- Opportunity to put product information/flyers/items in attendee welcome bags
- Attendee information (name, title, company, address, phone)
- One registration for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

## NOTE:

- Every attempt will be made to not place competitive companies next to each other
- Not covered in sponsorship cost: m
  - Inbound/outbound freight cost handled by Branson Convention Center
  - Electricity in booth
  - Extension cords
  - Hotel accommodations, travel expenses, meal expenses outside of conference
- Exhibitor booth locations will be assigned on a first-come, first-served basis

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## EXCLUSIVELY FOR CHAMBERS OF COMMERCE PARTNER SPONSORSHIPS

### CHAMBER CHAMPION SPONSOR

**\$1,000 (unlimited)**

- Recognition on event promotions
  - Includes link on website, logo on screen on the main stage and breakout sessions, logo in conference program
- Sponsor-designated ribbons for all company employees on their meeting badges
- VIP seating at reserved table with keynote speakers at general sessions
- Two (2) registrations for all events with meals included
  - Reduced registration for additional attendees from your organization (\$200 each)

### CHAMBER PARTNER SPONSOR

**\$500 (unlimited)**

- Recognition on event promotions
  - Includes Chamber name listing with link on website, listing on screen on the main stage and breakout sessions, listing in conference program
- One (1) registration for all events with meals included
  - Reduced registration for all attendees from your organization (\$200 each)

# EXHIBITOR INFORMATION

## ASSIGNMENT OF EXHIBIT SPACE

Assignment of exhibit space will be made according to the date and time the MAKO Conference Association 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 constitute a contract between parties. To reserve space and conference program logo and listing, applications and payments are due by March 1, 2019.

## CANCELLATION

Sponsorships cannot be canceled, 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 Sunday, April 14 – Tuesday, April 16, 2019 at the Branson Convention Center. Exhibitors can setup on Sunday, April 14 starting at 1:00pm and close at the end of the conference on Tuesday, April 16, 2019 at 1:00pm. It is strongly encouraged to be in attendance during registration on Sunday, April 14 to greet the attendees.

The exhibitor's equipment and supplies can be left in the booth nightly. The Branson Convention Center contracts with security personnel, who will be on duty nightly. The MAKO Conference will also have a room, located near the exhibitor area, for storage or use by the exhibitors

## SHIPPING INFORMATION (INBOUND/OUTBOUND)

The Branson Convention Center contracts with a third-party vendor for shipping, Liberty Exposition Services. All shipments inbound and outbound must complete the attached handling form and provide payment information directly back to the Liberty Expo Services.

## ELECTRICITY

The MAKO Conference has negotiated a discounted rate for electricity for all vendors. All vendors are needing electricity should indicate so on the Sponsor Application, which is attached. There will be an additional cost of \$65.00 per booth, which will be applied to your sponsorship cost. **DO NOT** complete the electrical information on the handling from Liberty Exposition Services, as MAKO Conference will make all arrangements.

## SPONSOR INFORMATION

Sponsor agrees to letting MAKO 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 needed and date due will be sent to all confirmed sponsors.

Premier Sponsors submitting a full-page advertisement for the conference program, can email in .pdf or high-quality format to Ruth Littlefield by March 1, 2019. If sponsor does not have advertisement, MAKO can assist in the creation of the advertisement for an additional cost, which will be quoted at that time.

### **LANYARD SPONSOR**

The Lanyard Sponsor will be responsible for supplying the attendee lanyards for the conference. Quantity requested will be a minimum of 250 lanyards.

### **HOSPITALITY SUITE SPONSOR**

The Hospitality Suite will be located at the Hilton Branson Convention Center Hotel, which is connected to the Branson Convention Center. The hospitality suite will be open 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 suite in a clean and orderly condition and to use sound judgement serving attendees alcoholic drinks during the suite's open times.

The sponsor can display a company banner or sign in the suite 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 account(s).

### **HOTEL ACCOMODATIONS**

Exhibitors will be responsible for their hotel reservations and payment. The hotel information

### **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 MAKO Conference 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 to pay for any and all damages to property owned by the Branson Convention Center, its owners or managers that results from any exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, the Branson Convention 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 Branson Convention 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 MAKO Conference Association, 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  
MAKO Association Manager  
P.O. Box 1729, Broken Arrow, OK 74013-1729  
[ruth@littlefieldmanagement.com](mailto:ruth@littlefieldmanagement.com)  
(918) 630-6049



# 2019 MAKO SPONSORSHIP CONTRACT

We would like to support MAKO 2019 as a sponsor at the following level:

**Premier Sponsor = \$5,000**

**Keynote Sponsor = \$3,500**

**Hospitality Room Sponsor = \$3,000**

**Monday Lunch Sponsor = \$2,500**

**Tuesday Brunch Sponsor = \$2,500**

**Sunday Night Opening Reception Sponsor = \$2,500**

**Monday Night Exhibitor Reception Sponsor = \$2,500**

**Break Sponsor = \$1,500**

**Name Badge Sponsor = \$1,000**

**Lanyard Sponsor = \$750**

**Exhibitor = \$750**

## Contact Information:

Company or Organization Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Web Address \_\_\_\_\_

Electricity for booth      Yes      No      If Yes, there will be a cost of \$65.00, which will be applied to total cost.



**PAYMENT INFORMATION & TERMS:**

Payment will be made by:

Credit Card (please complete information below)

Invoice

	VISA	MASTERCARD	DISCOVER	AMERICAN EXPRESS
CARD #	_____		CVC	EXP. DATE
CREDIT CARD BILLING ADDRESS	_____			SUITE # _____
CITY		STATE	ZIP	
PRINT NAME (AS APPEARS ON CREDIT CARD)				
SIGNATURE				

**DEADLINES:**

Sponsorship Reservation and Payment: **March 1, 2019**

Logo Submission: Upon registration or as soon as possible to allow maximum promotion time

**CANCELLATION POLICY:**

Sponsorships cannot be canceled, but a sponsor can forgo exhibit space.

**Return completed application by email or mail to:**

Ruth Littlefield, Association Manager

MAKO Conference Association

[ruth@littlefieldmanagement.com](mailto:ruth@littlefieldmanagement.com)

P.O. Box 1729

Broken Arrow, OK 74013-1729

(918) 630-6049

