

# 2010 OAAOM Spring Conference Exhibitor Agreement

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Company** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/St/Zip** \_\_\_\_\_

**Website URL** \_\_\_\_\_

**Description of products to be displayed:** (25 words or less—Will be used for Conference Program and OAAOM web site)

<b>Special Dietary Needs</b> <i>We will work with the catering service to accommodate special need. Please list.</i>	<input type="checkbox"/> <b>Complimentary Lunch</b>	<input type="checkbox"/> <b>Additional Lunch</b>
<b>PAYMENT TYPE</b> <input type="checkbox"/> <b>Credit Card – Online via PayPal</b> <input type="checkbox"/> <b>Check - mail with agreement</b>		<b>TOTAL FEES</b> \$

<b>Signature</b> _____		<b>Date</b> _____	
<b>Submit Agreement by fax, email or mail.</b> FAX: 503-296-2482 - EMAIL: <a href="mailto:conference@oaaom.com">conference@oaaom.com</a> - MAIL: PO Box 14615, Portland, OR 97213-0615			
<b>Exhibitor Packages</b>		<b>Fees 2 day</b>	<b>Fees 1 day</b>
<b>Sponsors that are also exhibiting – waive exhibitor rental fees</b>		<b>Terms of Service</b>	
<b>Rental fees</b>	- Includes set up and take down of one 2' x 8' display table and 2 chairs - Lunch and workshops for one (1) representative	<input type="checkbox"/> <b>\$250</b>	<input type="checkbox"/> <b>\$125</b>
<b>Additional Fees</b>	- Lunch and workshops for additional representative – discounted price	<input type="checkbox"/> <b>\$75</b>	<input type="checkbox"/> <b>\$50</b>
	- Additional table and chairs - Electricity	<input type="checkbox"/> <b>Subject to availability</b> <input type="checkbox"/> <b>Subject to availability</b>	
<b>Free Promotion &amp; Publicity</b>	- Pre-conference newsletters featuring exhibitor listing and links - Company name and logo in conference program - Post-conference newsletter – included in exhibitor list with website link - Listing on website with name, logo and link to website for remainder of 2010 calendar year. - Discounts on future advertisements		
<b>Exhibitor Schedule</b>	<b>Saturday</b>	<b>Sunday</b>	
<i>Exhibitors must tear down on Saturday and set-up again on Sunday. Overnight, locked storage space is provided.</i>			
Exhibitor Set-up	7:00 am – 8:00 am	7:00 am – 8:00 am	
Attendee Check-in/Exhibitors	8:00 am – 9:00 am	8:00 am – 9:00 am	
Attendee Break / Exhibitors	10:45 am – 11:00 am	10:45 am – 11:00 am	
Attendee Exhibit Hall Luncheon/ Exhibitors	12:30 pm – 2:00 pm	12:30 pm – 2:00 pm	
Attendee Mingle with Exhibitors	3:30 pm – 3:45 pm	3:00 pm – 3:15 pm	
Attendee Mingle with Exhibitors/Silent Auction		4:15 pm – 5:00 pm	
Exhibitor Tear Down	3:45 pm – 4:00 pm	5:00 pm – 5:30 pm	
<b>Cancellation and Refund Policy</b>			
<b>Full Refund</b> - Written notification of cancellation must be received by April 1, 2010. <b>Partial Refund</b> - \$50 service charge if written notification of cancellation received after April 1, 2010.			