

Oregon School Facilities Management Association
2019 Annual Conference | Albany, Oregon
Trade Show Information and Rules
For Exhibiting Companies

Share this information with ALL attending representatives.

Thanks for being an exhibitor at the Oregon School Facilities Management Association Annual Conference. Should questions or issues arise, OSFMA reserves the right to render all interpretations and decisions and to establish further regulations as deemed necessary for the general success of the trade show. OSFMA will provide display space as indicated in this information but may make any changes necessary for the general success of the show. OSFMA is not responsible for lost or stolen valuables. Do not leave valuables in the exhibit hall.

Schedule

Exhibitors are invited to participate in the golf tournament and evening social activities.

Wednesday, April 10

Exhibit Set-Up	1:00 – 5:00 pm
Golf Tournament	3:00 – 5:00 pm
Reception/Dinner	5:30 – 7:00 pm

Thursday, April 11

Exhibit Set-Up	7:30 – 9:00 am
Exhibits Open	9:15 am – 4:30 pm
Exhibits Closed	11:30 – 1:00 pm
Reception & Casino	4:30 – 7:00 pm
Exhibit Move-Out	4:30 – 8:00 pm

Registration

EXHIBIT BOOTH registration includes one 10' x 10' space. Space includes:

- 8' tall backdrop, 3' side walls, table with tablecloth, 2 chairs, and one, 120v outlet.
- Two representative registrations. *(Additional name badges are available for purchase prior to the conference. All people who will be onsite during the conference must be registered!)*
- Two lunch tickets – Thursday only. *(Additional tickets are available for purchase prior to the conference.)*
- A gift.

- Wi-Fi throughout the Expo Center *(as provided by the facility. OSFMA does not guarantee the availability or service level of internet access).*

Large Items & Roll-Up Doors

The large roll up doors will be available to open on a limited basis. If you need to move in large equipment that only fits through the roll-up style garage doors you must do it on Wednesday, April 10.

Exhibit Decorator & Shipping

Additional items not included in the standard booth package can be purchased through Triumph Expo & Events. You'll receive a packet of information with pricing and ordering information once registered.

Items you need to ship may be shipped to Triumph for handling. Please discuss services with Triumph before shipping items.

Triumph Expo & Events

www.triumphexpo.com | 877-607-1010

Prizes and Giveaways

If you have door prizes, fill out a giveaway card at the registration booth during set-up on Wednesday or Thursday. Prizes will be drawn Thursday afternoon and we will direct winners to visit you in your booth to receive the prize. If you would like to have the item given away during the Casino Game event, bring the prize to the registration area. **NOTE:** Public officials are allowed to receive \$50 per calendar year in the form of goods, services and money from any single company. This includes items given away at your booth, receptions and dinners. Acceptance of items with a cumulative value of more than \$50 during a calendar year will violate state ethics standards unless the public official donates these items to their employer. For more information regarding these rules, visit the Oregon Government Ethics Commission, www.oregon.gov/OGEC.

Golf Tournament

All Partners Members are invited to the Annual Larry King Memorial Golf Classic held at the Golf Club of Oregon, Wednesday, April 10. Green fees

are complimentary, courtesy of OSFMA. Tee off is 3:00 pm. This tournament is a nine-hole shotgun start with a lone star, so even beginners will have fun. Prizes are awarded at the President's Reception and Dinner at the Expo Center at 5:30 pm. The golf course is located at 905 NW Spring Hill Dr., Albany.

We would love to have prizes donated for tournament participants. If you have something to donate or would like to participate in this way, indicate your interest on the registration form. And remember, gift limits for public employees apply. See the *Prizes and Giveaways* section of this document.

Register by March 29 on the OSFMA website.

Cancellation Policy

All cancellations must be submitted in writing to OSFMA. Registration and activity fees are refundable before February 22, 2019, less a \$100 fee. No refunds will be made after February 22, unless the space is sold.

Payment

Payments can be made by credit card or check. Please make every effort to **pay for your booth by Friday, March 29, 2019.**

Credit Cards

Once registration is submitted, it will be processed and an invoice will be created. The "designated member" will receive a confirmation email with instructions for how to pay via credit card.

Checks

We accept checks that are mailed and include a copy of the invoice or registration form.

Mail your check to:

OSFMA

707 13th St SE, Ste 100

Salem, OR 97301