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 8**
- Exhibit Set-Up: 1:00 – 5:00 pm
- Golf Tournament: 3:00 – 5:00 pm
- Reception/Dinner: 5:30 – 7:00 pm

**Thursday, April 9**
- Exhibit Set-Up: 7:30 – 9:00 am
- Exhibits Open: 9:00 am – 4:30 pm
- Exhibits Closed/Lunch: 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 8.

**NEW!! Moving In / Moving Out**
Move in and out of the exhibit hall through the doors at the back of the exhibit hall. Parking is available at the back for easy access. Moving exhibit items through the lobby or front doors of the exhibit hall will not be allowed.

Exhibit Decorator & Shipping
Additional items not included in the standard booth package can be purchased through Fern Expo. You’ll receive a packet of information with pricing and ordering information once registered.

Items you need to ship may be sent to Fern for handling. Please discuss and make arrangements with Fern before shipping. OSFMA staff are not available for material handling or accepting items shipped directly to the facility.

**Fern Expo**
www.fernexpo.com | 503-417-8000
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 9. 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, contact us. And remember, gift limits for public employees apply. See the Prizes and Giveaways section of this document.

Register by March 30 on the OSFMA website.

Cancellation Policy
All cancellations must be submitted in writing to OSFMA. Registration and activity fees are refundable before February 21, 2020, less a $100 fee. No refunds will be made after February 21, unless the space is resold.

Payment
Payments can be made by credit card or check. Please make every effort to pay for your booth by Friday, March 27, 2020.

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