

GET STARTED



Register

Complete the form and email to osfma@osfma.org. We process them in the order we receive them. Confirmation of receipt, acceptance, and invoicing may take up to 72 hours.



Changes must be made by April 10. Any changes made after April 10 will have to be made on site.

Booth Rep Credentials

New in 2023! Meals are included for registered booth reps. Two registrations are included in the basic booth rate. Additional registrations may be purchased prior to the conference.



Payment

We accept credit cards or checks. Make every effort to pay by March 31. An invoice will be created and emailed once registration is finalized.



Pay by credit card through the business member's account. We do not take payment over the phone.

Mail checks to: OSFMA, 707 13th St SE Ste 100, Salem, OR 97301

Make Hotel Reservations

There are rooms available at the two hotels immediately adjacent to the conference center. Additional hotels are close by as well. A list of suggested options is on the main conference webpage.



Booth Furnishings - Fern Expo

By March 17, the point of contact will receive an email from Fern Expo with instructions for logging into OneView.



Fern Expo is available to help with the booth space. Need to ship to/from the conference? Need a sign printed? Want a different table style? Fern will help with all sorts of requests.

Note on Shipping: Do not ship directly to or from the property. Inbound and outbound shipping must be arranged directly through Fern.

**If you do not need furnishings or services, no need to login to OneView or contact Fern Expo.*

Prizes

OSFMA can draw a winner for your door prize. Come prepared with **one** gift. We'll draw names and post the winners. Attendees will find you to claim their prize.



You are free to hold your own drawing in your booth. Please contact the winner yourself.

**Most OSFMA members are public officials and not allowed to receive more than \$50 per calendar year in goods, services, or money from any single company per state ethics rules. 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 is a violation unless donated/given to their employer. For more information, visit the Oregon Government Ethics Commission at oregon.gov/OGEC.*

Internet & Electricity

Limited wireless **internet** is available. However, we do not guarantee the speed and connection to the internet. If you are reliant on internet please bring a hot spot. Questions? Contact OSFMA.



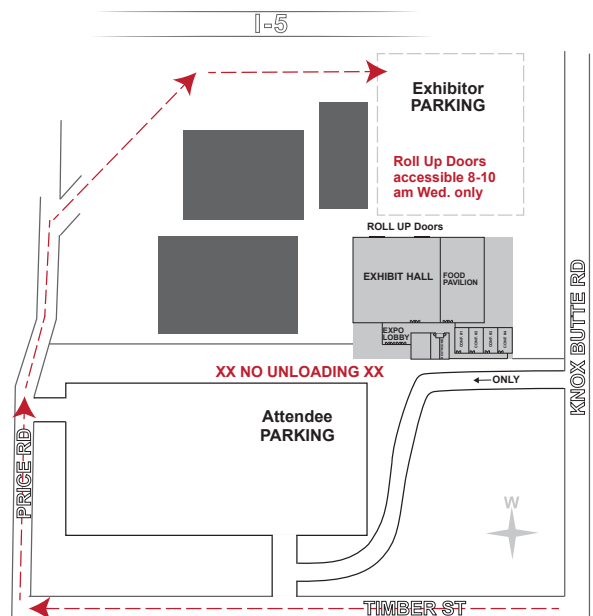
Basic **electricity** is provided through one outlet at each booth. If you require more power outlets, please bring a power strip. If you require dedicated power or additional power, contact OSFMA.

Move In / Out

Please move in/out through the **west entrances** to the exhibit hall. Large roll up doors will be available on a limited basis from 8-10 am on Wednesday.



There is no loading dock. There is room for lift trucks to unload. Moving equipment for pallets or large items is not available unless coordinated with Fern Expo in advance.



Questions?

Contact Josie Hummert
osfma@osfma.org

*There will not be a golf tournament in 2023.