

OREGON SCHOOL BOARDS ASSOCIATION

# PARTNERS IN CHANGE

2012 ANNUAL CONVENTION EXHIBITION



**Exhibit Prospectus**

**NOVEMBER 8-9, 2012**

Portland Marriott  
Downtown Waterfront  
Portland, Oregon



# OREGON SCHOOL BOARDS ASSOCIATION

## PARTNERS IN CHANGE

### Qualified Leads

Close to 900 board members, superintendents and staff attend our convention looking for new ideas, services and money-saving techniques.

### Partnerships

Increase your exposure through event partnerships or corporate opportunities. In one step, your company will have visibility within the public education market, building brand and product awareness.

### Traffic

The opening reception, meals, breaks and the student art fair and sale are in the exhibit hall. It's where attendees will connect with each other and you.

### The Lounge

The hub of convention and the entrance to the exhibit hall. Attendees can check email, buy a book and interact with colleagues, speakers and exhibitors — this is the place to be.

**T**hank you for your interest in our annual convention exhibition. This event is an excellent opportunity for your business to meet school decision-makers. No other event in Oregon offers your company this level of exposure to board members, the people ultimately responsible for decisions in their local schools.

Consider the enclosed opportunities information. Participating as an event partner or sponsoring a component of convention increases your exposure and is another way to build brand and product awareness.

## Contact

Lori Sattenspiel  
503-588-2800 or lsattenspiel@osba.org

## EXHIBIT SCHEDULE

### Thursday

Exhibit set-up	11:00 am - 4:00 pm
Exhibit hours	4:00 - 6:30 pm
Opening reception	4:00 - 6:30 pm

### Friday

Exhibit hours	7:30 am - 4:00 pm
Continental breakfast	7:30 - 8:15 am
Break	9:30 - 10:00 am
Break	11:15 - 11:30 am
Showcases	11:30 am - 12:00 pm
Networking lunch	12:00 - 1:15 pm
Break	3:00 - 3:30 pm
Showcases	3:30 - 4:00 pm
Exhibitor Meeting/Reception	4:00 - 5:00 pm
Exhibit tear-down*	4:00 - 6:00 pm

\*Early departure by an exhibiting company may forfeit the opportunity to exhibit at future OSBA events.

## REGISTRATION

- Booth registration is \$925 for a 10' x 10' booth and \$875 for an 8' x 10' booth.
- Continental breakfast on Friday is included in your booth price. All other meals may be purchased in advance on the registration form. Limited numbers of tickets are available onsite.
- Exhibitors may attend workshops and general sessions on a space-available basis. Please allow registered attendees first option.
- Fees must be paid in full to guarantee booth space. If payment is not received by October 1, 2012, OSBA reserves the right to resell the space.

## BOOTH SPECIFICATIONS

OSBA will provide one 6' draped table, one chair, an identification sign, one power outlet and wireless internet. Each booth is piped, draped and carpeted.

## PROGRAM

There is no official deadline for reserving booth space. However, to be included in the convention program, your registration and payment must be received by October 1, 2012.

## HOW TO PAY

Exhibit space can be paid for by check or credit card. Credit cards are accepted online at [www.osba.org](http://www.osba.org) on the exhibit and sponsor pages. Look for "Pay by credit card - PaySchools." Mail checks, payable to OSBA, to PO Box 1068, Salem, OR 97308.

### CANCELLATION POLICY

All cancellations must be submitted in writing to OSBA. Exhibit booth fee and meal costs are refundable before October 1, 2012, less a \$100 service charge. No refunds will be made after October 1, 2012, unless the space is re-sold.

### EXHIBITOR MEETING

On Friday, November 9, exhibitors will have a chance to meet and discuss the exhibit show with OSBA staff. This is your time to give OSBA feedback about the exhibition.

### EXHIBITOR SERVICES & SHIPPING

Pacific Exposition Decorating Company (PEDCO) will provide exhibitor services and send information, outlining their services, to confirmed exhibitors closer to the event.

Do not ship your items to the Marriott. PEDCO will receive shipments for the exhibit hall. Please review the information sent by PEDCO for shipping information.

### DOOR PRIZES, GIVEAWAYS & RECEPTIONS

Board members and school employees (public officials) are allowed to receive \$50 per calendar year in goods, services and money from any single company. This includes items given away at your booth, receptions and dinners. Acceptance of items from one company with a cumulative value of more than \$50 during a calendar year violates Oregon's ethics standards for public officials unless these items are donated to his/her school. In light of these restrictions, we ask you to be extremely cautious when deciding what to give as door prizes. Consider items that would be appropriate for the district rather than the public official or keep the value of your door prizes below the allowable gift threshold. For more information regarding these rules, visit the Oregon Government Ethics Commission website at [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC).

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## EXTRAS

### Showcases

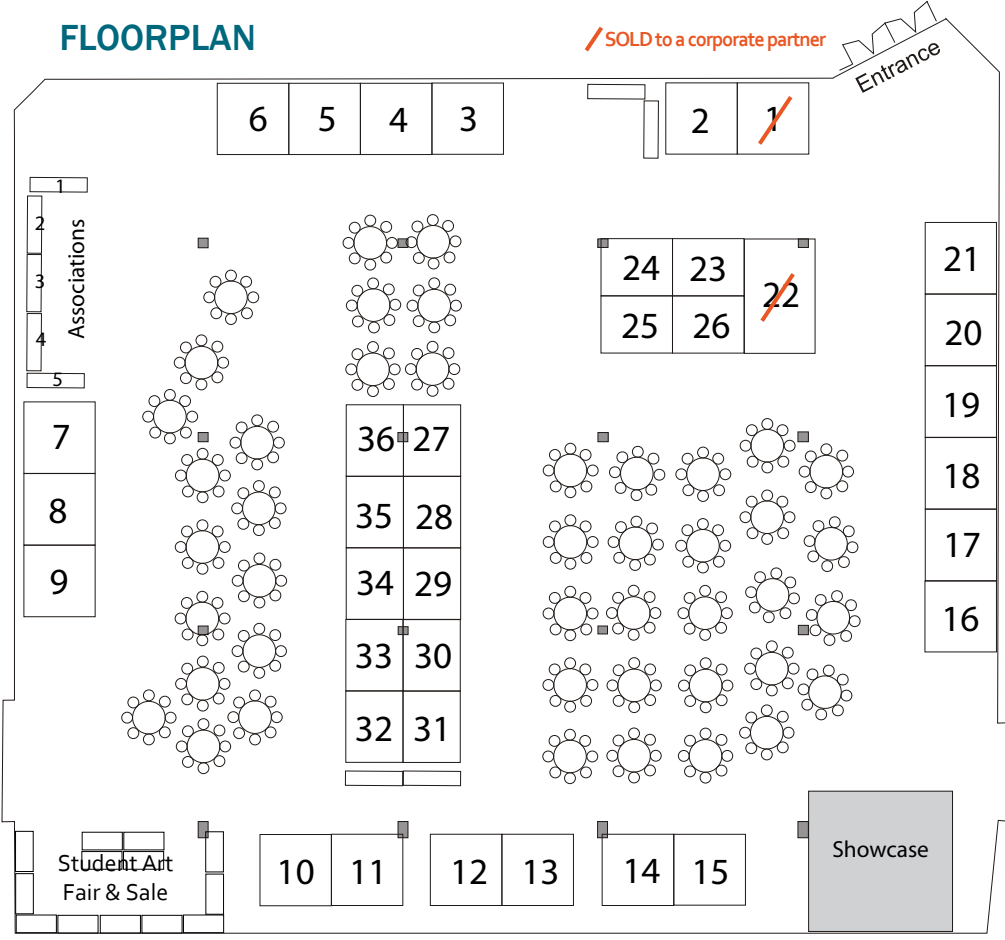
Have information to share with our attendees? The vendor showcases are your opportunity to present information to attendees. We have two showcases. These are not sales pitch opportunities rather they are an opportunity to share information about your area of expertise and to showcase your expertise.

### Exhibit BINGO

We will provide a BINGO card to all attendees with company names and a place for initials of a company representative. We'll hold drawing(s) from those completed cards for prizes. If you want to participate in the BINGO game, mark the box on the registration form.

We also need prizes. If you have an item or service you would consider donating mark the box on the registration form. Consider prizes for individuals that meet the ethics requirements or a service or product appropriate for a school which would then not have to meet the individual ethics rules.

### FLOORPLAN



**Booths 23-36 are 8' x 10' and booths 1-21 are 10' x 10'.**

## RULES

These rules and regulations are part of the contract for exhibit space:

- OSBA reserves the right to interpret, decide and establish further regulations as may be necessary for the general success of the show. OSBA's decisions and interpretations will be final.
- OSBA will provide display space as agreed but reserves the right to make any changes necessary for the general success of the show.
- Exhibitors may not schedule meetings or events during any scheduled OSBA-sponsored event, including evening activities.
- The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.
- Exhibiting at the OSBA convention does not constitute an endorsement by OSBA. Any oral or written communication indicating or suggesting that OSBA endorses or approves of the exhibitor's product or services is prohibited and is grounds for closing an exhibit with no refund of fees or deposits to the exhibitor.



## Oregon School Boards Association

PO Box 1068 | Salem, Oregon 97308

1201 Court Street NE, Suite 400  
Salem, Oregon 97301

503-588-2800 | 800-578-6722

[www.osba.org](http://www.osba.org) | [www.facebook.com/osba.org](https://www.facebook.com/osba.org)

# PARTNERS IN CHANGE



[www.osba.org/ac](http://www.osba.org/ac)

## Hotels

Room blocks open September 10. Book directly with the hotels and make reservations by October 19 to secure discounted convention rates. Reference OSBA convention when making reservations.

### Portland Marriott Downtown Waterfront <sup>1</sup>

(headquarters hotel)

800-266-9432

1401 SW Naito Pkwy

Single	Double	Triple	Quad
\$123	\$133	\$133	\$133

### RiverPlace Hotel <sup>2</sup>

(Within walking distance)

800-227-1333

1510 SW Harbor Way

**Deluxe**

\$153	\$153	\$167	\$177
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Note: Rates do not include 12.5% room tax.

## Meals

Meals may be purchased in advance on the registration form. Limited numbers of tickets are available onsite.

### Friday

Networking breakfast (first come, first served)	Free
Lunch	\$20

### Saturday

Breakfast - Critical Issues	\$19
Breakfast - ESD	\$19
Breakfast - Small Schools	\$19
Lunch	\$25

### Sunday

Breakfast	\$20
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## Parking

Valet parking for guests of the Portland Marriott Downtown Waterfront is \$15 per day. Parking at the RiverPlace is \$20 per day. If you are not staying at these hotels, parking is available in commercial lots adjacent to the Marriott or at meters on the street. Noted as ● on the map.

## Public Transit

The light rail (MAX) stations are noted with ○ on the map. Visit TriMet's website, [www.trimet.org](http://www.trimet.org), for schedules and route maps.