



Building for Student Success

\$ustainable Schools Conference

January 26-27, 2011 — Salem Conference Center

The Oregon School Boards Association's upcoming *Sustainable Schools Conference* is an excellent opportunity for your business to connect with key staff in school districts, education service districts, charter schools and community colleges. Attendees will learn how to create long-term facilities plans, identify and use a variety of financing options and build and maintain sustainable buildings. Your participation will be an important part of this event. We provide a venue for information sharing and innovation. You have the expertise and experience to help school administrators take the next steps.

We invite you to participate in our conference as an exhibitor or sponsor. To be included in the conference program, your registration or sponsorship form and payment must be received no later than December 20, 2010. For more information, please contact Josie Hummert at jhummert@osba.org or 503-485-4830 or 800-578-6722.

EXHIBITOR SCHEDULE

Wednesday, January 26

Exhibit set-up	8:30-9:30 a.m.
Exhibit hours	9:30 a.m.-6:00 p.m.
Reception	4:45-6:00 p.m.

Thursday, January 27

Exhibit hours	7:30 a.m.-3:15 p.m.
Exhibit break-down*	3:15-5:00 p.m.

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

CONFERENCE SCHEDULE

WEDNESDAY	
9:30 a.m.	Registration and exhibits open
10:30-11:45 a.m.	General Session
12:00 a.m.-1:00 p.m.	Lunch
1:15-2:30 p.m.	Workshops
2:30-3:00 p.m.	Break
3:00-4:15 p.m.	Workshops
4:45-6:00 p.m.	Reception with exhibitors
THURSDAY	
7:30 a.m.	Registration and exhibits open; continental breakfast
8-9 a.m.	General Session
9:15-10:30 a.m.	Workshops
10:30-11:00 a.m.	Break
11:00 a.m.-12:15 p.m.	Workshops
12:15-1:30 p.m.	Lunch School facilities taskforce report and networking with exhibitors
1:30-2:45 p.m.	Workshops
2:45-3:15 p.m.	Break
3:15 - 4:30 p.m.	Workshops
3:15 p.m.	Exhibits close

Exhibit BINGO

OSBA will provide game cards to attendees with your company name in a square. Attendees will complete their card by getting initials from a company representative to be eligible to enter the drawing. The drawing will be held during the last break on Thursday. If you have a prize you'd like us to include in the drawing, let us know by January 7, 2011. You do not have to provide a prize to participate in the BINGO card.

REGISTRATION & EXHIBIT SPECIFICATIONS

- The exhibit table price is \$400 for an 8' table. OSBA will provide one 8' draped table, one chair, wireless Internet and power by request. Registration fee includes registration for two company representatives. Additional registrations are \$50 per person.
- The networking registration is \$250 per person. Networking registration is for company representatives who wish to attend but do not want an exhibit table.
- Space will be assigned on a first-come, first-served basis.
- Meals are included in exhibit/networking registration fees.
- 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 exhibit space. If payment is not received by December 20, 2010, OSBA reserves the right to resell the space.

HOW TO PAY

Exhibit space or sponsorship fees can be paid with check or credit card. We accept credit card payment using our PaySchools system. The link can be found on OSBA's website, www.osba.org, on the 2011 Sustainable Schools conference page. Mail checks, payable to OSBA, to PO Box 1068, Salem, OR 97308.

CANCELLATION POLICY

All cancellations must be submitted in writing to OSBA. Exhibit space fees are refundable before December 20, 2010, less a \$100 service charge. No exhibit space refunds will be made after December 20, 2010, unless the space is re-sold. Networking registration fees are refundable less a \$100 service charge.

CONTACT

Contact Josie Hummert, jhummert@osba.org or 503-485-4830 or 800-578-6722 if you have questions about your participation in this conference.

EXHIBITOR RULES & REGULATIONS

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

- OSBA reserves the right to deny an exhibit application.
- 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. (Contact Josie Hummert, jhummert@osba.org, 503-485-4830 or 800-578-6722 for information on times that are open.)
- The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to displays, equipment and other property and shall indemnify and hold harmless the hotel, conference center, employees, the Oregon School Boards Association, its staff and employees for any and all such losses, damages and claims.
- Exhibiting at an OSBA event 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.

HOTEL INFORMATION

OSBA has a room block at the The Grand Hotel in Salem. You must make your reservation by January 4, 2011, to secure the special rates. Reservations can be made by calling the hotel directly or online through The Grand Hotel website, www.thegrandsalem.com. More information can be found on the 2011 Sustainable Schools conference page, www.osba.org/sustain.

Hotel rates (Add 10% room tax)

The Grand Hotel	Single	Double
	\$109	\$129
201 Liberty Street South Salem, Oregon 97301 877-540-7800 www.thegrandsalem.com		

PARTNERSHIP OPPORTUNITIES

The *Sustainable Schools Conference* connects you with decision makers in school districts, education service districts and community colleges across the state. Please consider the partnership opportunities below. All event partners are listed on OSBA's website, in the conference program and company names and logos are displayed prior to each general session. This added exposure will set your company apart and help us make this conference a value to schools.

Partnership packages

Premier Partner	Includes: Premium exhibit space (includes two registrations) Introduction at the first general session Two additional free registrations	\$5,500
School Advocate	Includes: Premium exhibit space (includes two registrations) Introduction at the second general session Two additional free registrations	\$4,000

Partnership a la carte

Keynote speakers	Stand out as a sponsor by introducing the speaker of your choice at a general session. Includes one free registration. <input type="checkbox"/> Wednesday AM <input type="checkbox"/> Thursday AM	\$2,500 each
Networking reception	Sponsor the reception held in the foyer on Wednesday. Signs near the hors d' oeuvres lets attendees know you are the sponsor. Includes one free registration.	\$2,000
Wednesday networking lunch	This lunch is designed to allow attendees time to make connections with you. Signs on the buffets let everyone know you sponsored lunch. Includes one free registration.	\$2,000
Thursday networking lunch	This lunch is designed to allow attendees time to make connections with you. Signs on the buffets let everyone know you sponsored lunch. Includes one free registration.	\$2,000
Thursday continental breakfast	Breakfast is held in the foyer and is designed to allow attendees to make connections with you. Signs on the buffets let everyone know you sponsored breakfast. Includes one free registration.	\$1,500
Networking breaks	The breaks are held in the foyer. Signs near the refreshments let everyone know you are the sponsor. <input type="checkbox"/> Wednesday PM break <input type="checkbox"/> Thursday AM break <input type="checkbox"/> Thursday PM break	\$800 each