



EXHIBITOR PROSPECTUS

OSBA Annual Convention

Ripples of HOPE



EXHIBITION

November 12-13, 2009

**Marriott Downtown Waterfront Hotel
Portland, Oregon**

OSBA CONVENTION & EXHIBITION

Ripples of HOPE

Each time a man stands for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends a tiny ripple of hope, and crossing each other from a million different centers of energy and daring, those ripples build a current which can sweep down the mightiest walls of oppression and resistance.

– Robert F. Kennedy

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Thank you for taking the time to read this information about our upcoming exhibition, held in conjunction with Oregon School Boards Association's annual convention. This is an excellent opportunity for your business to meet school decision-makers. Close to 900 board members, superintendents and other staff attend our conference looking for new ideas, services and money-saving techniques to take back to their school districts, education service districts, community colleges and charter schools. 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.

By hosting this exhibition, OSBA provides visibility for your company. We have tailored the schedule to make the most of your time, increasing the time attendees have to visit with you and adding new activities to draw attendees into the exhibition.

Also, please consider the enclosed sponsorship and advertising information. Advertising in the convention program or on other items increases your exposure and gives you another opportunity to convey your message.

We appreciate the support you provide Oregon schools and want to give you the opportunity to connect with decision-makers. Your support helps

OSBA offer school board members the training they need to improve student achievement and save public money.

For our most committed exhibitors, our President's Circle recognition provides an added layer of exposure. If your company has exhibited for five or more consecutive years, you are automatically a member of the circle and receive recognition in our program and on our Web site.

There is no official deadline date for reserving booth space. However, to be included in the OSBA convention program, your registration form and payment must be received no later than October 2, 2009.

If you need more information, please contact Josie Hummert at jhummert@osba.org or 503-485-4830 or 800-578-6722.

EXHIBITOR SCHEDULE

	Thursday, November 12	Friday, November 13
Exhibit set-up	11:00 am-4:00 pm	
EXHIBIT HOURS	4:00-7:30 pm	
Opening reception	5:30-7:30 pm	
EXHIBIT HOURS		8:00 am-3:30 pm
Continental breakfast		8:00-9:00 am
Break		10:30-11:00 am
Networking lunch		12:15-1:45 pm
Break		3:00-3:30 pm
Exhibit break-down*		3:30-5:00 pm

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

REGISTRATION & BOOTH SPECIFICATIONS

- Booth prices are \$900 for a 10' x 10' booth and \$850 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 2, 2009, OSBA reserves the right to resell the space.
- OSBA will provide one 6' draped table, one chair, an identification sign and wireless internet. Each booth is piped, draped and carpeted.

HOW TO PAY

Exhibit space can be purchased by check or credit card. We accept credit card payment using our PaySchools system. The link can be found on OSBA's Web site, www.osba.org, in the exhibit section on the 2009 annual convention 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 booth fee and meal costs are refundable before October 2, 2009, less a \$100 service charge. No refunds will be made after October 2, 2009, unless the space is re-sold.

HOTEL INFORMATION

OSBA has room blocks at three hotels. You must make your reservation by October 21, 2009, to secure the special rates. Reservations can be made online through a link on the OSBA Web site or by calling the hotel directly. More information and the link to reservations can be found at www.osba.org in the hotel section on the 2009 annual convention page.

HOTELS AND RATES (Add 12.5% room tax)

Marriott Downtown Waterfront

(headquarters hotel)

	Single	Double	Triple	Quad
800-228-9290	\$115	\$125	\$125	\$125

1401 SW Naito Parkway, Portland, OR 97201

RiverPlace Hotel \$145 \$145 \$160 \$170
800-227-1333
1510 SW Harbor Way, Portland, OR 97201

Marriott Residence Inn Studio One-bedroom suite
800-331-3131 \$129 \$129
2115 SW River Parkway, Portland, OR 97201

EXHIBITOR MEETING

On Friday, November 13, 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. The specific time and meeting location will be in your onsite registration packet.

DECORATING & 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 Web site at www.oregon.gov/OGEC.

RULES & REGULATIONS

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

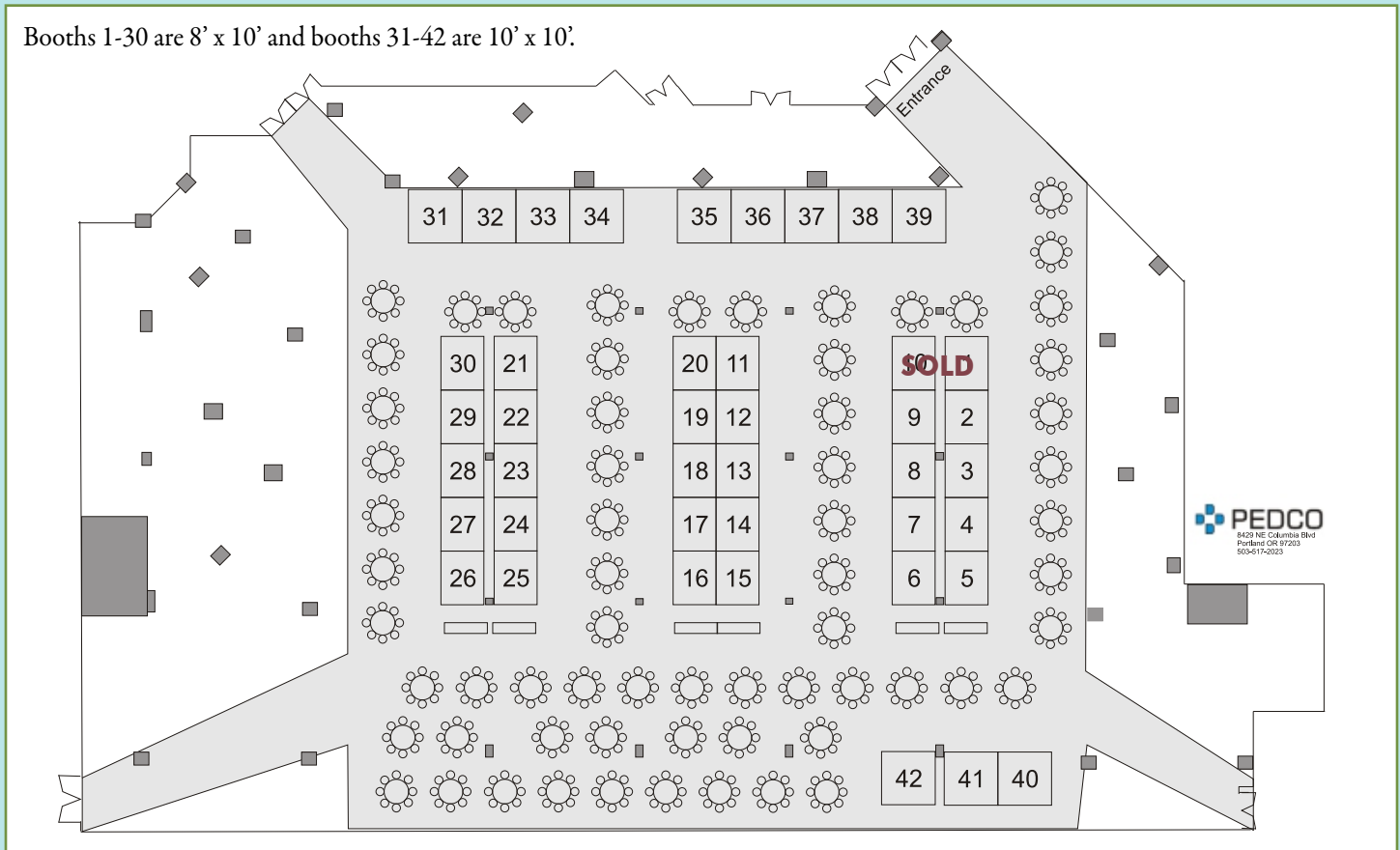
- OSBA reserves the right to interpret, decide and establish further regulations as may be necessary for the general success of the show. OSBA's decisions and interpretations will be final.

Continued

- 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 or 503-485-4830 or 800-578-6722 for information on times that are open during the convention.)
- 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, employees, the Oregon School Boards Association, its staff and employees for 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.

EXHIBIT HALL FLOORPLAN – Marriott Downtown Waterfront Hotel, Lower Level 2

Booths 1-30 are 8' x 10' and booths 31-42 are 10' x 10'.



Oregon School Boards Association
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