



2024 OTAO ANNUAL CONFERENCE EXHIBIT SPACE & SPONSOR INFORMATION

Join OTAO for the 2024 Annual Conference!

This year's conference is set for November 15 and 16, 2024 in Lebanon, OR. The OTA program at Linn Benton Community College and Boulder Falls Inn are the co-sites this year! This is your opportunity to get your organization's name in front of numerous OT & OTA professionals from throughout Oregon by exhibiting and/or sponsoring an event.

NO LONGER BOOKING VENDORS and EXHIBITORS.

Approximately 150-200 Occupational Therapist professionals representing large corporations, private clinics, hospitals, home health and students are expected to attend this event. This year's format of keynote's and breakout sessions covering a wide variety of topics along with great presenters is sure to be a hit with OT's & OTA's and draw a good crowd. Don't miss out on this great marketing opportunity!

These attendees are users and decision-makers of equipment and services, potential employees, and OT and OTA faculty and students from Oregon. Opportunities to meet these professionals one-on-one en masse are limited. Take advantage of this unique chance to introduce your products or services to this important buying group.

To increase interaction between exhibitors and attendees, each attendee will be given a card that must be "stamped" by each exhibitor to be eligible for door prizes that will be awarded at the Saturday afternoon break. If your company would like to donate a door prize, please indicate your contribution on the enclosed Exhibit Space & Sponsorship Agreement form. Both in-kind donations and monetary contributions will be accepted.

Sponsorship opportunities are **STILL** available for the conference and are listed on the enclosed correspondence. Sponsorships are a great way to increase the exposure of your products or services while at the same time demonstrating your support for the association.

Enclosed you will find an exhibitor prospectus and an Exhibit & Sponsorship Agreement. Send in your completed agreement today to reserve a spot at the 2024 OTAO Annual Conference or visit www.otao.com and register online.

Exhibit space is limited and will be allocated on a first-come, first-served basis. BOOKED FOR 2024 Conference

If you have any questions, please contact the OTAO Conference Committee at otaoconferencecommittee@gmail.com



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WHAT IS OTAO?

The Occupational Therapy Association of Oregon - a 501 (c) (6) tax-exempt organization - is a community of Occupational Therapy practitioners formed around our passion to help others find a quality and a balance to life, no matter what the area of specialty we have chosen. We unite around common goals; common needs to gain further education and knowledge. We believe in and advocate for the practice of occupational therapy throughout Oregon.

WHO WILL ATTEND?

Occupational therapy professionals from Oregon and the surrounding communities and because OTAO focuses solely on the issues and concerns of occupational therapy, our show attracts professionals from around the state.

WHY SHOULD YOU EXHIBIT AT THE 2020 OTAO ANNUAL CONFERENCE?

- Expanded professional contacts
- A niche audience for you
- Dedicated exhibit hours coupled with meal functions
- A complete list of attendees
- A listing in the on-site conference materials
- A listing on the OTAO website

WHEN WILL THE EXHIBITS BE HELD*

SET UP	Friday, November 15	7:00 am
SHOW HOURS	Friday, November 15	8:00 am - 5:00 pm
	Saturday, November 16	8:00 am - 5:00 pm
TEAR DOWN	Saturday, November 16	3:00 pm

**Subject to change*

WHERE IS THE CONFERENCE BEING HELD?

Conference is in Lebanon, OR. The OTA program at Linn Benton Community College and Boulder Falls Inn are both sites this year. Exhibitors will most likely be in Boulder Falls Inn.

EXHIBITOR INFORMATION:

- Your OTAO exhibit includes a 6' table, two chairs, and one exhibitor lunch ticket per day. Exhibit space is \$500 per exhibit. Additional lunch tickets may be purchased in advance for \$70 each – see the enclosed form. Electricity and signage are not provided with your exhibit fee.
- Exhibit personnel must be registered to staff your exhibit during the conference. Exhibit personnel will be required to wear their name badges at all times. Exhibit personnel are not eligible for CE credit. If you are interested in CE credit, you will need to register as an attendee for the conference.
- **Space is limited** – so register early. Exhibit space will be sold on a first-come, first-served basis. Once we are sold out, we will not be able to make any extra accommodations.
- OTAO reserves the right to make changes in the show, exhibit area and/or exhibit spacing as they deem appropriate.

DOOR PRIZES

Attendees must visit each exhibit to be eligible to win door prizes donated by OTAO. If your organization would like to donate door prizes during the afternoon break on Saturday, please mark this selection on the enclosed form.

Occupational Therapy Association of Oregon

PO Box 86231, 5010 SE Foster Road, Portland, OR 97286
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November 15 and 16

Linn Benton CC OTA Program and Boulder Falls Inn

Gain visibility and show your support for the profession and OTAO by sponsoring an event at the conference. This is a great way to put your company in the spotlight! There are many options to choose from ... Something for every price range. All sponsors will receive their names on the sponsor appreciation list in the attendee's packets. All meal sponsors will have signage at the event, space to display company brochures, and will be publicly acknowledged in conference announcements.

PLATINUM	\$3,000
GOLD.....	\$1,000
SILVER.....	\$ 750
FRIDAY LUNCH.....	\$ 500
SATURDAY LUNCH.....	\$ 500
FRIDAY RECEPTION.....	\$ 500
FRIDAY BREAKFAST.....	\$ 250
SATURDAY BREAKFAST.....	\$ 250
WELLNESS BREAK.....	\$ 150
CONFERENCE SUPPORTERS GROUP.....	\$ 50
COMMUNITY BENEFIT ORGANIZATION.....	\$ 150 (limit 5)

INTERESTED IN A SPECIAL SPONSORSHIP OPPORTUNITY?
YOUR IDEAS ARE WELCOME!

CONTACT THE OTAO CONFERENCE COMMITTEE TO DISCUSS OPPORTUNITIES:
otaoconferencecommittee@gmail.com

ONLINE FORM IS NOW AVAILABLE AT WWW.OTAO.COM

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Company: _____
Exhibitor/ Sponsor Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ Fax: _____ Email: _____
Company Product/Service: _____ Website: _____

# of Exhibit Space(s):	\$500/single day or \$750/both days	Exhibitor Total \$ _____
Exhibit personnel must be registered to staff your exhibit table during the conference. Exhibit personnel will be required to wear their name badges at all times. One lunch ticket is provided with your exhibit; additional lunch tickets may be purchased below. Exhibit Personnel: 1. _____ 2. _____ 3. _____ 4. _____ Special Accommodations: Please indicate any special requirements (i.e., dietary restrictions, handicap access, etc.) that will require advance planning on our part: _____		
# of Additional Lunch Ticket(s):	\$70/each	Additional Lunch Ticket Total \$ _____

Sponsorships

___ Platinum	\$3,000	___ Friday Breakfast	\$500	___ Saturday Breakfast	\$500
___ Gold	\$1,000	___ Friday Lunch	\$250	___ Saturday Lunch	\$500
___ Silver	\$ 750	___ Friday Reception	\$250	___ Wellness Break	\$150
___ Conference Supporters Group	\$ 50	___ Community Benefit Organization	\$150		

Sponsorship Total \$ _____

Door Prize Donations Please indicate what prize you will be donating. You can bring your donation to the Conference to be given out at the last break.	Door Prize(s) donated: _____ _____ _____ Fair Market Value: _____
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(Payment accepted in US funds only)

Total Amount Due \$ _____

PAYMENT OPTIONS: ☐ Check, Payable to OTAO ☐ Visa/MasterCard ☐ American Express ☐ Discover

Card # _____ Exp. Date _____ Amount \$ _____
Name on Card _____ Signature _____
Card Billing Address _____
City _____ State _____ Zip _____
Email Address for Receipt _____

Please complete online payment at otao.com or mail to OTAO, PO Box 86231, 5010 SE Foster Road, Portland, OR 97286

*Exhibitor Hold Harmless Provision: By submitting this agreement/application for exhibit space, you indicate that you have read and agree to the Exhibitor Hold Harmless Provision as stated on the Exhibit & Sponsor Information sheet. Cancellation Policy: Exhibit and sponsor cancellations received prior to **November 1, 2024** will receive a full refund minus a \$75 administration fee. Exhibit cancellations received after **October 13, 2024** or no-shows will not receive a refund. Event Cancellation or Change: In the event of inadequate registration, weather problems or other events beyond OTAO's control, a conference may be moved or canceled. Should this occur, an attempt will be made to contact all registrants/exhibitors and fees will be refunded.*

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2024 OTAO Annual Conference Exhibitor Agreement

Exhibitor Hold Harmless Provision

By submitting the Exhibitor Agreement form to the OTAO, I am indicating that I understand and agree to the provisions and terms and conditions as listed on this contract and am authorized to execute this Exhibitor Contract on behalf of my company.

The space commitment made by the Occupational Therapy Association of Oregon (OTAO) and by the Facility is subject to the provision that each exhibitor assumes the entire responsibility for and agrees to protect, indemnify, defend and hold harmless the OTAO and the Facility and their employees and agents against all claims, losses and damages to person, property, governmental charges or fines and attorneys' fees arising out of or caused by the exhibitor's installation, removal or maintenance of equipment or property, and occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of either the OTAO or the Facility, their employees or agents. Execution by the exhibitor of the following provision is a prerequisite to participate in the exhibit hall activities of the conference. In addition, exhibitor acknowledges that neither the OTAO, nor the Facility maintains insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

OTAO reserves the right to make changes in the show, exhibit hall and/or exhibit spacing as they deem appropriate.

Exhibit Terms and Conditions

- The exhibit hours are stated on the enclosed information and must be adhered to. Exhibit times and the
- Floor plan is subject to change by the show producer. In the event of a change, you will be notified.
- Only one exhibitor/company may occupy each exhibit, regardless of its size.
- We cannot guarantee table placement in the exhibit hall. However, if you wish table placement in close
- Proximity to or not near a competitor, please indicate your preference clearly on a separate sheet and return it with this form. We will do our best to accommodate your request(s). Security will not be provided before, during, or after show hours so please plan accordingly. OTAO and the facility are not responsible for any lost or stolen items.
- Cancellations received after November 1, 2024, or no-shows will not receive a refund.
- In the event of weather problems or other events beyond OTAO's control, an event may be canceled or moved to a different location. Should this occur, an attempt will be made to contact all exhibitors.
- OTAO reserves the right to make changes to the exhibit hall, schedule, space and what is provided as it deems necessary. OTAO reserves the right to refuse exhibit space sales as it deems appropriate.
- Space is limited – so register early! Registrations will be accepted on a first-come, first-served basis; however, we must receive your agreement and payment to ensure your space. Once we are sold out, special accommodations cannot be made.
- Show Hours – Setup on Friday, November 15 at 7:00 am; Exhibit hours are November 15-16, 2024 from 800 am - 3:00 pm. Tear down on Saturday, November 16 at 3:00 pm.*

**Subject to change*

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By submitting this contract, you indicate that you have read and agree to the Exhibitor Hold Harmless Provision and Terms and Conditions as stated above.

Complete form/payment online or send form/payment to:

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