

**VENDOR APPLICATION**

Oregon School Nutrition Association

***Food and Equipment Show***

March 9<sup>th</sup> and 10<sup>th</sup>, 2012

Salem Conference Center

200 Commercial Street SE

Salem, OR 97301

[www.salemconferencecenter.org](http://www.salemconferencecenter.org)

We wish to reserve Booth Exhibit Space for the conference as follows:

FIRM NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**\$650.00 per booth**

**OSNA Vendor Booth Committee will assign you a booth number based on when we receive your application. This years theme is "Team up for School Nutrition", so you can decorate yourselves and booth in that theme.**

**Kitchen Use** Yes \_\_\_\_\_ No \_\_\_\_\_

With the price of the show, you are also invited to join us for our Friday Fun Night and Saturday closing ceremony. Friday night is 7pm-10:00pm with a band.

Please note that you are to supply your own pots & pans and utensils to prepare/cook your food/product.

Use credit card application or return your check (payable to the Oregon School Nutrition Association)

NAMES FOR EXHIBITION BADGES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I (and my company) would like to donate a door prize for Saturday afternoon. (A gift valuing approximately \$25.00 - \$50.00 will be given away to winners.)

Proceeds will benefit the OSNA and SNA Scholarship Fund.

Return a copy of this form to Dave Harvey, with payment attached.

**Pay by Credit Card using**

**The form (Attached) or**

**Make checks payable to:**

OSNA (Oregon School Nutrition Association)

PO Box 1525

Lake Oswego, OR 97034

David.short@sodexo.com

***PLEASE SEND CONTRACTS AND PAYMENT AS SOON AS POSSIBLE***

## Exhibitors Electrical, Audio, Visual & Shipping Policies

Pacific Exposition Decorating Company (PEDCO) has been selected as the Official Service Contractor for the 2012 OSNA Conference.

1. The conference engineering department has the right to refuse connection where wiring constitutes a fire or safety hazard.
2. All equipment must be tagged with complete information: voltage, phase, amps and wattage.
3. Payment in full is required prior to power being converted.
4. No credit can be issued on service installed and not used.
5. The use of triple or quad attachment plugs and household extension cords is prohibited.
6. The conference center is not responsible for any power surges or other power fluctuations.
7. Exhibitors must have prior approval from the Sales Office for the following:
  - a. Exhibits over 10,000 lbs.
  - b. Any pieces of equipment larger than 11" wide and 9' high.
8. Any damage to the Conference Center will be the sole responsibility of the exhibitor.
9. Exhibitors may ship up to 15 days in advance to the advance warehouse. Direct shipments to the show site can arrive during exhibitor move in times only. Details regarding material handling will be included in the exhibitor manual from PEDCO. For additional information, contact Marvin at PEDCO (503)417-8000.
10. Other services, such as Audio Visual, phone and internet require a minimum of a 2-week notice, and payment is due with the order. Order forms will be included in exhibitor service manual.
11. Each booth will receive a 110 volt outlet/500 watt outlet. Electrical order forms are included in the exhibitor service manual for additional power requirements, or you may call Marvin at PEDCO.

Should you have any questions or require more information regarding exhibiting, please contact:

Kris or Marvin at PEDCO (503) 417-8000

## EXHIBITOR INFORMATION

Exhibitor Move In Time: 1:00-5:30 p.m., Friday, March 9<sup>th</sup>  
7:00-10:00pm, Friday Fun Night with a live band

SHOW HOURS: **Saturday, March 10th**  
10:30-11:30 designated for Directors and Purchasing agents only.  
11:30-1:00 – All members will be welcome.  
5:00pm – Closing ceremony

BOOTH RENTAL: Booths will be \$650.00 each. A booth consists of the following:  
Admittance to “Friday Fun Night”  
1 – 8’ x 10’ Draped Booth  
Waste Basket with Liner  
110 Volt outlet/500 Watt outlet per booth  
A sign for your booth

**Please indicate what name you would like posted on your sign:**

---

Pacific Exposition Decorating Co. will provide additional power. If you need additional power, please communicate with PEDCO.

The Pacific Exposition Decorating Company will be doing the room set-up.

Please see enclosed room set-up to choose your booth number(s). Booth assignments will be made in the order completed applications are received. Please indicate your first, second, third and fourth choices. If none of your choices are available, you will be assigned the next best booth available.

This contract becomes effective only after it has been properly executed by exhibitor and returned with full payment for exhibit space rental, and accepted by the OSNA.

**SOLICITORS NOT EXHIBITING STRICTLY PROHIBITED!**

**LIABILITY:** The OSNA will not be responsible for any injuries to exhibitors or their employees for any goods for any cause whatsoever while in transit to or from the building or during exhibit hours. Exhibitors are cautioned to ensure against such contingencies.

**CREDIT CARD APPLICATION PAYMENT FORM**

If you wish to pay by credit card, we accept **VISA, MasterCard or American Express.**

**OSNA 2012 Program Booklet AD Space**

**½ page \$50.00 or Full page \$100.00**

**Ads will appear in the Program Booklet that all participants receive**

Cardholder name as is appears on card \_\_\_\_\_

Cardholder billing address \_\_\_\_\_

Street \_\_\_\_\_

City / State \_\_\_\_\_

Zip Code \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

V-Code (3 and 4 digit code on back or front of card) \_\_\_\_\_

Amount to charge including any kitchen fees \$\_\_\_\_\_ **needs to include Ad fees and other donations.**

Daytime Phone \_\_\_\_\_

Email address for receipt \_\_\_\_\_

Signature \_\_\_\_\_

All information is held in confidence and will be destroyed after billing is complete. This form can be returned by mail with Entrant Application or emailed to:

Dave.harvey@sodexo.com faxed to our location at 503-491-0567.

Thank you for your participation.