

VENDOR APPLICATION

Oregon School Nutrition Association

March 12th and 13th, 2010

Salem Conference Center

200 Commercial Street SE

Salem, OR 97301

www.salemconferencecenter.org

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

FIRM NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL ADDRESS _____

\$600.00 per booth

Booth Space* 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

*Please see enclosed map for exhibitor choices.

Kitchen Use* \$25.00 Yes _____ No _____

With the price of the show, you are also invited to join us for our Friday and Saturday night activities. Friday night we will have a time to mingle with the participants. Saturday night is the banquet; please join us as we acknowledge our accomplishments. One dinner ticket per booth is provided. Additional dinner tickets will be available at additional cost the day of the event.

*If you need the use of a kitchen there will be an additional fee of \$25.00 per vendor for this use. Please indicate on application and add to total.

Please note that you are to supply your own pots & pans and utensils to prepare/cook your food/product. The fee covers the use of their employee costs, ovens and dishmachine.

Use credit card application or return your check (payable to the Oregon School Nutrition Association) in the amount of \$_____ is enclosed.

NAMES FOR EXHIBITION BADGES:

_____ I (and my company) would like to donate a door prize for Friday night and/or the Saturday Banquet. (A gift valuing approximately \$25.00 which 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)
Dave Harvey, Nutrition Services
3625 Fairview Industrial Drive SE
Salem, OR 97302
harvey_dave@salkeiz.k12.or.us

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 2010 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:

Marvin at PEDCO (503) 417-8000

EXHIBITOR INFORMATION

Exhibitor Move In Time: 1:00-6:00 p.m., Friday, March 12th

SHOW HOURS: Saturday, March 13th
10:00-11:00 designated for Directors and Purchasing agents only.
11:00-2:00 – All members will be welcome.

BOOTH RENTAL: Booths will be \$600.00 each. A booth consists of the following:
Admittance to “Vendor Friday Fun Night”
One ticket to the Saturday Night Banquet, additional tickets are \$35.00 each
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.**

Cardholder name as is appears on card _____

Cardholder billing address _____

Street _____

City / State _____

Zip Code _____

Credit Card # Expiration Date _____

V-Code (3 digit code on back of card) _____

Amount \$ _____

Daytime Phone _____

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, emailed to harvey_dave@salkeiz.k12.or.us faxed to our location at 503-391-4073.

Thank you for your participation.