



## OPA 2020 Conference EXHIBIT & SPONSORSHIP OPPORTUNITIES

### WHAT IS OPA & WHO WILL ATTEND THE OPA CONFERENCE?

OPA is a not-for-profit statewide professional organization comprised of Oregon psychologists that advocates for psychologists on local, state and national issues affecting both the profession and the world we live in. Our Annual Conference is a time for the psychological professional community in Oregon to come together for continuing education and networking opportunities. Attendees will consist mostly of practicing psychologists, but will also include non psychologist associates, licensed social workers and counselors, and students primarily from Oregon and Washington. We typically have between 150-180 total attendees at our conferences.

### EXHIBIT INFORMATION

This is a tabletop exhibit show. Exhibit space is \$450 per exhibit. *Your exhibit fee includes one 6-foot skirted table, continental breakfast, and lunch for one person.* Conference registration and electricity are not included with your exhibit price. Electricity and additional lunches can be purchased in advance on the registration form. Please make sure to include the name(s) of those you are purchasing lunches for.

### SPONSOR INFORMATION

Sponsorships are a way of supporting the organization, marketing your company and helping to cover part of the costs of the actual event. All sponsors will receive signage during their sponsored activity and official recognition at the event both verbally during opening remarks and in the conference attendee's packet materials.

### WHERE IS THE CONFERENCE BEING HELD?

Holiday Inn Portland South – Wilsonville  
25425 SW 95<sup>th</sup> Avenue, Wilsonville, OR 97070

The OPA conference lodging group rate is \$104 per night plus applicable taxes and fees. Please ask for the Oregon Psychological Association room block when making your reservation. Reservations must be made by April 9th to insure the group rate. Call 800-465-4329 or 503-682-2211 to make lodging reservations.

**To register for any of the exhibit or sponsorship opportunities, please fill out the registration form.**

**Questions?** Contact the OPA office at 503.253.9155/ 800.541.9798 or via email at [info@opa.org](mailto:info@opa.org).

*\*Schedule is subject to change. Space is limited and will be sold on a first-come, first-serve basis after the application and payment have been received by OPA. Cancellations before March 20, 2020 will receive a 50% refund minus a \$75 administration fee. Cancellations after March 20, 2020 and no shows will not be refunded.*



## OPA 2020 Sponsorship Levels

### **PLATINUM LEVEL - \$3,000**

- Logo on OPA website for one year
- Special thank you on OPA Conference webpage for one year
- Prominent logo in all conference related publications (if registered and paid prior to printing)
- Banner placement at the conference
- Acknowledgement in printed program (if registered and paid prior to printing)
- Organization materials in conference packets
- Special thanks and recognition during the keynote presentation
- 6 ft table in the Exhibitor area
- "Platinum Level Sponsor" ribbon on name badges of any company attendees
- Copy of attendee list
- Two (2) conference registrations

### **GOLD LEVEL - \$1,000**

- Sponsor recognition OPA website for one year
- Special thank you on OPA Conference webpage for one year
- Placement of logo in all conference related publications (if registered and paid prior to printing)
- Acknowledgement in printed program (if registered and paid prior to printing)
- Special thanks and recognition during the keynote presentation
- 6 ft table in the Exhibitor area
- "Gold Level Sponsor" ribbon on name badges of any company attendees
- Copy of attendee list

### **SILVER LEVEL - \$800**

- Sponsor recognition on OPA website for one year
- Special thank you on OPA Conference webpage for one year
- Placement of logo in all conference related publications (if registered and paid prior to printing)
- Acknowledgement in printed program (if registered and paid prior to printing)
- 6 ft table in the Exhibitor area
- "Silver Level Sponsor" ribbon on name badges of any company attendees
- Copy of attendee list

**Friday Lunch Sponsor - \$600**

- Company signage during Friday lunch
- Signage at individual tables during lunch
- Special thank you on OPA Conference webpage
- Copy of attendee list

**Saturday Lunch Sponsor - \$600**

- Company signage during Saturday lunch
- Signage at individual tables during lunch
- Special thank you on OPA Conference webpage
- Copy of attendee list

**Social Hour Sponsor - \$600**

- Company name announced prior to reception
- Company signage displayed during reception
- Special thank you on OPA Conference webpage
- Copy of attendee list

**Friday Breakfast - \$400**

- Company logo/name signage during Friday breakfast
- Special thank you on OPA Conference webpage
- Copy of attendee list

**Saturday Breakfast - \$400**

- Company logo/name signage during Saturday breakfast
- Special thank you on OPA Conference webpage
- Copy of attendee list

*Cancellation Policy: Exhibit cancellations received prior to March 20, 2020 will receive a 50% refund minus a \$75 administration fee. Exhibit cancellations received after March 20, 2020 or no-shows will not receive a refund.*

*Event Cancellation or Change: In the event of inadequate registration, weather problems or other events beyond OPA's control, a conference may be moved or cancelled. Should this occur, an attempt will be made to contact all registrants/exhibitors and fees will be refunded.*

*Registrant agrees to grant OPA and Update Management the right to photograph or video Registrant during participation in the event. Registrant understands that any photographs or recordings may be used by OPA and Update Management for marketing and promotional purposes, at their sole judgment and discretion, without compensation or credit to Registrant.*

# OPA 2020 Exhibitor Information

This is a tabletop exhibit show. Exhibit space is \$450 per exhibit. *Your exhibit fee includes one 6-foot skirted table, continental breakfast, and lunch for one person.* Conference registration and electricity are not included with your exhibit price. Electricity and additional lunches can be purchased in advance on the registration form. Please make sure to include the name(s) of those you are purchasing lunches for. Show Hours – Setup on Friday 6:30-8:00 am; Exhibit hours are 8:00 am-5:00 pm (hours are scattered due to the education program) on both Friday and Saturday; Tear down on Saturday from 4:15-6:00 pm.

## EXHIBIT HOURS\*:

### Friday, May 1, 2020

7:00 – 8:00 am Tabletop Exhibit Set Up  
8:00 – 8:45 am Continental Breakfast with Exhibits  
Morning - Time TBD - Break with Exhibits  
3:00 – 3:15 pm Break with Exhibits

### Saturday, May 2, 2020

8:00 – 8:30 am Continental Breakfast with Exhibits  
10:00 – 10:30 am Break with Exhibits  
3:00 – 3:30 pm Break with Exhibits  
3:30 – 4:30 pm Tabletop Exhibit Tear Down

## EXHIBITOR HOLD HARMLESS PROVISION:

*By submitting the Exhibitor Agreement form to OPA, 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 Oregon Psychological Association (OPA) 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 OPA 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 OPA 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 OPA, 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 exhibitor.

OPA 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 are 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 table, regardless of its size.
- We cannot guarantee exhibit table placement in the exhibit hall. However, if you wish exhibit 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. OPA and the facility are not responsible for any lost or stolen items.
- Cancellations on or before March 20<sup>th</sup> will receive a 50% refund minus a \$75 administration fee. Cancellations received after March 20<sup>th</sup> will not receive a refund.
- In the event of weather problems or other events beyond OPA's control, an event may be cancelled or moved to a different location. Should this occur, an attempt will be made to contact all exhibitors.
- OPA reserves the right to make changes to the exhibit hall, schedule, space and what is provided as it deems necessary. OPA reserves the right to refuse exhibit space sales as it deems appropriate.
- Suitcasing is prohibited. "Suitcasing" is the act of soliciting business or showing products/services in non-designated exhibit space, such as the aisle, break areas, lobby/foyer, education rooms, in another company's exhibit space or other public spaces. Suitcasing is also a liability and endangers the safety of conference attendees.
  - 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.

# OPA 2020 ANNUAL CONFERENCE

## EXHIBIT SPACE & SPONSOR AGREEMENT

Company Name (as you would like it to appear) \_\_\_\_\_  
 Exhibitor/ Sponsor Contact Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Company Product/Service \_\_\_\_\_ Website: \_\_\_\_\_

### Exhibits

	Price	
# _____ Exhibit Space	\$450	<b>Exhibitor Total \$</b> _____

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 is provided with your exhibit registration; however, additional lunch tickets can 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: \_\_\_\_\_

<u>Lunch Tickets</u>	<u>Price</u>	Attendee's Name: _____	
_____ Additional Lunch Ticket(s)	\$45		<b>Lunch Ticket Total \$</b> _____

<u>Sponsorships</u>	<u>Price</u>	
<input type="checkbox"/> Platinum Sponsor	<b>\$3,000</b>	<input type="checkbox"/> Saturday Continental Breakfast Sponsor <b>\$400</b>
<input type="checkbox"/> Gold Sponsor	<b>\$1,000</b>	<input type="checkbox"/> Saturday Lunch Sponsor <b>\$600</b>
<input type="checkbox"/> Silver Sponsor	<b>\$800</b>	<input type="checkbox"/> Tabletop Exhibitor <b>\$450</b>
<input type="checkbox"/> Friday Continental Breakfast Sponsor	<b>\$400</b>	<input type="checkbox"/> Electricity for Exhibit <b>\$45</b>
<input type="checkbox"/> Friday Lunch Sponsor	<b>\$600</b>	<input type="checkbox"/> Add'l Exhibitor Lunch Friday Qty _____ <b>\$45</b>
<input type="checkbox"/> Social Hour Sponsor	<b>\$600</b>	<input type="checkbox"/> Add'l Exhibitor Lunch Saturday Qty _____ <b>\$45</b>
		<b>Sponsorship Total \$</b> _____

**Total Amount Due \$** \_\_\_\_\_  
(payment accepted in US funds only)

**PAYMENT OPTIONS:**  Check, Payable to OPA  Visa/MasterCard  American Express  Discover

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

**Please fax your credit card payment to 503-253-9172 or mail to OPA, 147 SE 102<sup>nd</sup> Avenue, Portland, OR 97216.**

**Due to security policies, we cannot accept credit card payment via email.**

*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 cancellations received prior to March 20, 2020 will receive a full refund minus a \$75 administration fee. Exhibit cancellations received after March 20, 2020 or no-shows will not receive a refund. Event Cancellation or Change: In the event of inadequate registration, weather problems or other events beyond OPA's control, a conference may be moved or cancelled. Should this occur, an attempt will be made to contact all registrants/exhibitors and fees will be refunded. Registrant agrees to grant OPA and Update Management the right to photograph or video Registrant during participation in the event. Registrant understands that any photographs or recordings may be used by OPA and Update Management for marketing and promotional purposes, at their sole judgment and discretion, without compensation or credit to Registrant.*