



## SUMMER CONFERENCE

# OPTA 50<sup>th</sup> Anniversary TRADE SHOW REGISTRATION INFORMATION

*June 19-24, 2017*

## CONTACT INFORMATION

Ryan Hahn (Booths, Donations), 503-353-6152 (Dawn Parsell, Transportation Secretary)

Kim Crabtree (Refreshments or Meal Sponsorship), 541-355-5705

Riverhouse Hotel and Convention Center (Reservations), 1-866-547-3928 or 541-389-3111

## GENERAL INFORMATION

The trade show's venue affords the opportunity for you to showcase your products and services with either/or indoor and outdoor displays. The enclosed registration form will assist us in meeting your needs and ensuring a positive experience.

Due to last years' successful awards luncheon, we will present awards Thursday at lunch. Prepaid registration and meals will not be refunded after May 19, 2017. If, you choose to attend the Conference, (aside from the Trade Show), see the registration form for fee information.

If you have product or materials that you need to ship to the hotel prior to the conference, please label your boxes clearly with **Riverhouse Convention Center Attn: "OPTA Conference 6/21/17."** 2850 NW Rippling River Court Bend, OR 97701

Riverhouse has audio-visual equipment for rent. A price list is available. Hard-line internet access is available for a fee. Wi-Fi will be available in the Downstairs Exhibit Hall on the 21st. Electricity can be made available at your booth if needed (see registration form). You should plan on bringing your own power strip. Please contact Randy Kapp, Director of Audio Visual Service, at 541-617-7278, 541-617-7276, or [rknapp@vestahospitality.com](mailto:rknapp@vestahospitality.com).

Upon arrival, stop at the vendor registration desk for your booth assignment and nametag(s), and to drop off your donation (optional). Ryan Hahn, our trade show coordinator, will be available to assist you should you have questions. Vendor Packets will contain booth assignment, nametag(s), show diagram, conference schedule, shipping instructions for supply pick-up and a copy of your registration. If you have any other questions, it will also have my cell phone number that you can call.

## BOOTHS

All booths will be assigned on a “first-come, first-served” basis based on the date that the completed vendor registration is received. In order to avoid a late fee, registration must be received by May 26<sup>th</sup>. Late registration will be accepted only if space is available. Sponsors receive one booth space, free of charge, at our annual conference Trade Show. See Ryan for details.

Outdoor Displays: There’s ample room for outdoor displays. If you need a canopy for your display, please provide your own. There’s no access to an electrical source, so you will be on your own for power. If you wish to park your equipment for your outdoor display prior to or beyond the trade show times, it may be possible to make special arrangements to do so. Please make your request known on the registration form. Requests for special arrangements not made in advance need to be directed to Ryan Hahn, our trade show coordinator.

Indoor Displays: If you have your own table for an inside display and won’t be utilizing the hotel’s, please indicate the size of your table(s) on the registration form. Please note that if you have banners to display, you must bring your own stand; tape and/or nails are prohibited.

Refund Policy: If you do not attend the Trade Show, you must, in writing 30 days prior to Trade Show, request your money back. No money will be returned if not in writing or less than 30 days from the Trade Show date.

Gift Drawings: Many vendors promote interest in their merchandise with gift drawings. Visitors to your booth will drop their name into a box; drawings are held periodically throughout the day of the trade show. Please indicate on your registration form if you would like us to provide drawing slips for your booth visitors.

## SET UP AND TEAR DOWN

Set up of displays will be on **Wednesday, June 21<sup>st</sup>** starting at 07:00 am. Tear down will take place from 3:00 - 4:00 pm. In order to allow the hotel staff time for set up of the next event, it’s imperative that the tear down is completed by 4:00 pm. Your Vendor packets will be available by Tuesday afternoon at the Registration Desk, or they will be in your booth Thursday.

## REGISTRATION DEADLINE

Vendor registrations must be received by May 26<sup>th</sup>. Registration received after the deadline will be accepted if space allows, but is subject to additional charges. Please see the registration form for details. Send completed registration form with check (made payable to OPTA) to: Ryan Hahn, North Clackamas School District 12, 13797 SE Webster Rd. Milwaukie, OR 97267.

## OPTA SPONSORSHIPS

SILVER, GOLD, PLATINUM Levels for \$500, \$1000, \$2000, offers a host of perks to go along with each level. This is a great way to get your name out in the public for all sorts of school personnel to see. All sponsors receive a “License Plate” to proudly display as well as Links to your website on our web page, and also have your company name appear on our traveling

“Thank You” banners. The officers of OPTA invite you to join our team, Proud Sponsors of Safety, Professionalism, Efficiency, and Integrity. Help us make a Difference!

## DONATIONS

OPTA is a non-profit, tax-deductible organization (503c). We offer several opportunities for donations as ways for you to highlight your business, provide incentives for our attendees, and to offset the costs of the conference. Without your generous contributions, the costs of the conference could significantly increase. Your company will be recognized for its generosity.

**Door Prizes:** Donations for door prizes are greatly appreciated. Door prizes are given out at the conference general sessions and workshops. Vendors providing items for door prizes will be recognized during the conference.

**Promotional Items:** Promotional items have proven to be very popular with the conference attendees. Please indicate on the registration form if you have promotional items (tote bags, notebooks, lanyards, sticky pads, notepads, pens, key chains, flashlights, pen lights, etc.) that you would like us to include in the conference registration packets (275-325 participants expected). Mail promotional items no later than May 26, 2017 to: Ryan Hahn, North Clackamas School District 12, 13797 SE Webster Rd. Milwaukie, OR 97267.

**Conference Sponsorship:** Opportunities for support include, but are not limited to:

- ▶ lunches
- ▶ refreshments during breaks
- ▶ vendor hospitality rooms- option to sponsor- contact Kim Crabtree for more info.
- ▶ door prizes
- ▶ cash awards (\$10, \$25, \$50, \$100, or more!)
- ▶ speaker costs (\$500, \$1,000, \$2,000)

## HOTEL RESERVATIONS

If you plan to stay overnight at the hotel, you must make your own lodging arrangements with Riverhouse Hotel and Convention Center at 1-866-547-3928 or 541-389-3111. Special conference rates are as follows:

Non Riverview Q or Q/Q or K	\$129 single	\$129 double
Riverview Q or Q/Q or K Suites	\$129 single available	\$129 double available

More information is available at [www.riverhouse.com](http://www.riverhouse.com) and on Page 4 of this document.

# The Riverhouse Hotel & Convention Center

*Located on the banks of the Deschutes River in the heart of Bend, Oregon*



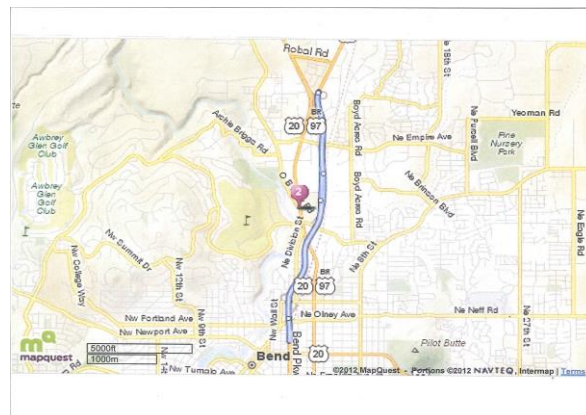
- 220 Spacious rooms
- Kitchen, Spa, and Fireplace Suites
- Free, full hot breakfast buffet each morning
- State of the art Convention Center
- 36,000 sq. ft. of meeting space
- 18 flexible and unique meeting rooms
- State of the art audio visual equipment
- Award winning Crossings Steakhouse
- Year round golf at River's Edge golf course
- Off-site Recreation includes: Hiking, Whitewater Rafting, Canoeing, Skiing, Mountain Biking, World Class Fishing, Horseback Riding, and 25 Golf Courses to name a few
- Close to 30 Specialty Shops, 13 Restaurants, Family Fun Center and Bowling, and Video Arcades

Hotel Contact:  
3075 N. Business 97 or  
2850 NW Rippling River Court  
Bend, Oregon 97701

[www.riverhouse.com](http://www.riverhouse.com)

1-800-547-3928

Hwy 97 Exits:  
North: # 135-B  
South: # 136





# Oregon Pupil Transportation Association

## 2017 Conference and Trade Show

### VENDOR REGISTRATION



Please type or print legibly. Vendor registration deadline is (received by) May 26, 2017.

Company Name		Representative Name		
Street Address		City	State	Zip
Phone	Fax	e-mail Address		Type of Product or Service
List names of additional representatives who will attend. Attach separate sheet if more room is required.				
<b>INDOOR DISPLAY</b>		Cost if by 5/26/17	Cost after 5/26/17	Total
Single space ( 8' table, 2 chairs, 1 lunch ticket) Need Electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$300	\$325	\$
Each additional space (If you need an extra table add \$20)		\$150 x ____	\$175 x ____	\$
<b>OUTDOOR DISPLAY</b>		Cost if by 5/26/17	Cost after 5/26/17	Total
Bus/truck/hoist display area (If you need tables add \$20 per table)		\$300	\$325	\$
Each additional space		\$150 x ____	\$175 x ____	\$
<b>MEALS</b>		Cost if by 5/26/17	Cost after 5/26/17	Total
Extra Thursday lunch		\$15 x ____	\$15 x ____	\$
<b>CONFERENCE REGISTRATION (OPTIONAL)</b>		Cost if by 5/26/17	Cost after 5/26/17	Total
OPTA MEMBERS—Includes All Breakfasts, Wednesday lunch, Thursday lunch		\$130 x ____	\$170 x ____	\$
NON MEMBERS—Includes All Breakfasts, Wednesday lunch, Thursday lunch		\$170 x ____	\$210 x ____	\$
<b>DONATIONS / SPONSORSHIP</b>			Cost	Total
*Lunch sponsor or a portion of			Apprx \$3,000	\$
*Break sponsor or a portion of			Apprx \$750	\$
				\$
Designated cash donation for:				\$
Undesignated cash donation				\$
I will provide the following item(s) for a door prize/raffle drawing:				N/A
I will provide the following promotional items for the registration packets (estimated number of packets—325):				N/A
Are you interested in giving a 5-10 minute product presentation, Wednesday at the 3rd Annual "Connections" Breakfast? Filled on first come basis <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Miscellaneous: Silver, Gold, &amp; Platinum members get 1 booth space for no charge</b>				Total
OPTA Membership: \$20 State <input type="checkbox"/> \$15 NW Chapter <input type="checkbox"/> \$20 SW Chapter <input type="checkbox"/> \$55 ALL <input type="checkbox"/>				\$
<b>GRAND TOTAL</b>				\$
On Monday there is a Golf Event. A great opportunity to talk with others. Are you interested? Details to follow. <input type="checkbox"/> Yes <input type="checkbox"/> No				

\*Please contact Ryan Hahn (503) 353-6152 for more information about sponsorships.

Please make check payable to **OPTA** and return with this completed form to:  
 Ryan Hahn, North Clackamas School District 12. 13797 SE Webster Rd. Milwaukie, OR 97267