



OREGON PUPIL TRANSPORTATION ASSOCIATION TRADE SHOW REGISTRATION INFORMATION

June 18-23, 2018

CONTACT INFORMATION

Becky Adovnik (Booths, Donations), 503-785-8537, becky.adovnik@orecity.k12.or.us
Mindy Parsons (Refreshments or Meal Sponsorship), 541-790-7471, parsons_m@4j.lane.edu
Eugene Hilton Hotel and Convention Center (Reservations), 541-342-2000

GENERAL INFORMATION

The trade show's venue affords the opportunity for you to showcase your products and services with either indoor and/or outdoor displays. The enclosed registration form will assist us in meeting your needs and ensuring a positive experience. ***The 2018 OPTA Trade Show will be held Wednesday, June 20th from 1:00-4:00 pm.***

New for the 2018 Summer Conference will be a "Vendor Direct" forum, where like-vendors (OEM, video, fuels/oils, etc.) will gather in separate rooms and have a facilitated conversation about their products and receive questions from our attendees. ***The "Vendor Direct" will be presented Wednesday, June 20th from 8:00-10:00 am*** (two 1-hour sessions with a repeat).

We will present the Annual OPTA State Awards Thursday, June 21st at lunch. Prepaid registration and meals will not be refunded after May 18, 2018. 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 **Eugene Hilton Hotel, Attn: "OPTA Conference 6/20/18." 66 East 6th Ave., Eugene, OR 97401**

Upon arrival, stop at the vendor registration desk for your booth assignment and nametag(s), and to drop off your donation (optional). Becky Adovnik, 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, please feel free to contact Becky.

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 18th. Late registration will be accepted only if space is available. Sponsors receive one booth space, free of charge, at our annual conference Trade Show. Please contact Becky for details.

Outdoor Displays: There’s limited room for outdoor displays at the Eugene Hilton. 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 contact Chris Ellison at 541-790-7481 to make these arrangements. Also, please make your request known on the registration form. Requests for special arrangements not made in advance need to be directed to Becky Adovnik.

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 20th** starting at 7:00 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 Wednesday.

REGISTRATION DEADLINE

Vendor registrations must be received by May 18th. 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: Becky Adovnik, Oregon City School District, 14551 S. Meyers Rd. Oregon City, OR 97045.

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 18th to: Becky Adovnik, Oregon City School District, 14551 S. Meyers Rd. Oregon City, OR 97045.

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

- ▶ lunches
- ▶ refreshments during breaks
- ▶ vendor hospitality rooms- option to sponsor- contact Mindy Parsons 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 Eugene Hilton Hotel and Convention Center at 541-342-2000. Special conference rates are as follows:

Q or Q/Q or K

\$139 single

\$139 double

More information is available at <http://www3.hilton.com/en/hotels/oregon/hilton-eugene-EUGEHHF/index.html> and on Page 4 of this document.

THE HILTON EUGENE

LOCATED IN THE HEART OF DOWNTOWN EUGENE NEXT TO 5TH STREET MARKET



- 274 Recently Updated Rooms
- Full Service Hotel
- 24 hour fitness room
- Share Bistro for in-house dining
- Newly Renovated 30,000 sq. ft. of meeting space
- Only 12th floor conference space in Eugene which can accommodate 200+ people.
- New double paned windows for extra quiet/energy efficient stays in the heart of downtown
- Next to the University of Oregon- Track Town USA
- Short walk from tasty downtown restaurants and bars
- Short walk from beautiful Northwest Trails and the Willamette River
- 1 hour drive from the beautiful Oregon Coast

Hotel Contact:
541-342-2000
66 East 6th Ave
Eugene, OR 97401

<http://www3.hilton.com/en/hotels/oregon/hilton-eugene-EUGEHHF/index.html>

Exit 194B off of I-5 then exit on Coburg Road follow signs to 6th Ave





Oregon Pupil Transportation Association

2018 Conference and Trade Show

VENDOR REGISTRATION



Please type or print legibly. Vendor registration deadline is (received by) May 18, 2018.

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.				
INDOOR DISPLAY		Cost if by 5/18/18	Cost after 5/18/18	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 _____	\$
OUTDOOR DISPLAY		Cost if by 5/18/18	Cost after 5/18/18	Total
Bus/truck/hoist display area (If you need tables add \$20 per table)		\$300	\$325	\$
Each additional space		\$150 x _____	\$175 x _____	\$
MEALS		Cost if by 5/18/18	Cost after 5/18/18	Total
Extra Thursday lunch		\$30 x _____	\$30 x _____	\$
CONFERENCE REGISTRATION (OPTIONAL)		Cost if by 5/18/18	Cost after 5/18/18	Total
OPTA MEMBERS—Includes All lunches		\$130 x _____	\$170 x _____	\$
NON MEMBERS—Includes All lunches		\$170 x _____	\$210 x _____	\$
DONATIONS / SPONSORSHIP			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 the "Vendor Direct" on Wednesday 6/20/18 from 8:00-10:00 am? (see information on page 1, or call Chris Ellison at (541) 790-7481)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Miscellaneous: Silver, Gold, & Platinum members get 1 booth space for no charge				Total
OPTA Membership: \$20State <input type="checkbox"/> \$15 NW Chapter <input type="checkbox"/> \$20 SW Chapter <input type="checkbox"/> \$55 ALL <input type="checkbox"/>				\$
GRAND TOTAL				\$
On Monday there is a Golf Event. A great opportunity to network with others. Are you interested? Details to follow.				<input type="checkbox"/> Yes <input type="checkbox"/> No

*Please contact Becky Adovnik (503) 785-8537 for more information about sponsorships.

Please make check payable to **OPTA** and return with this completed form to:
Becky Adovnik, Oregon City School District, 14551 S. Meyers Rd., Oregon City, OR 97045