



“Meet Me at The Mountain”

American Public Works Association – Oregon Chapter

Fall 2004 Conference

Welches, Oregon

October 12-15, 2004

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Attention exhibitors!!

You are invited to participate in the 2004 APWA Fall Conference and Trade Show by providing a two-day technical and educational display on Wednesday, October 13th, from Noon - 5:00 pm and Thursday, October 14th, from 8:00 am - 4:30 pm.

Exhibits must be set up and ready by 11:30 AM on the 13th. An exhibitor-hosted social will be held Wednesday evening from 6:30 – 9:00 pm in the Exhibit Hall. You are encouraged to attend the Social, if possible, as it will provide an additional opportunity to meet with all the Conference attendees. Although the exhibit area closes Thursday night, you are asked to attend and support the Banquet Thursday evening from 7:00 – 10:00 pm and Awards Luncheon on Friday at Noon. Information related to costs for these events is included on the Exhibitor Registration form.

The Exhibitor-Hosted Social Wednesday evening, as well as the morning and afternoon refreshment breaks on Wednesday and Thursday, will be held in the exhibit areas to draw all the attendees into the exhibition center. We encourage you to register early as exhibit space is limited and reservation requests will be filled on a first received, first served basis. An exhibitor registration fee of \$350.00 provides you with a **draped 8 ft. table for a tabletop display with power** and access to all the technical sessions and refreshments in the exhibit area. A floor plan of the exhibit area is enclosed. A lot of outdoor exhibit space is available at this conference, and arrangements should be made by contacting The Resort at the Mountain at 503-622-3101. There is no additional charge for outdoor space.

All inside booths will have access to electrical power, however, you should bring your own extension cords. Should you require a telephone jack at your booth, please make those arrangements directly with the Resort. If you need to ship display/promotional items in advance of your arrival, contact The Resort at the Mountain at 503-622-3101 for proper shipping instructions.

Overnight accommodations, golf tournament and meals are not included in the exhibitor registration fee. When making your hotel reservation, let the registration desk know that you are with the **APWA Fall Conference**. **Check the website at www.oregonapwa.org for hotel and General registration information.**

You do not need to register for the Conference to be an exhibitor. If you would like to participate in the Conference, a separate registration form will need to be completed and returned with a check payable to **Oregon APWA Fall Conference**. **Please mail to your exhibitor registration Forms with your check to Rick Olson, SPEC Industries Inc. P.O. Box 40337, Eugene, OR 97404-0049**

Full registration and check payment must accompany your registration form to reserve a space. No purchase orders or fax registrations will be accepted. A confirmation letter will be faxed or mailed to you prior to the conference. Meals may be purchased on the exhibitor registration form, however, if you are playing in the golf tournament, complete the golf tournament registration information on the Conference registration form and include it with the exhibitor form. **One check may be issued for all activities.**

DOOR PRIZES – As exhibitors, we sponsor the reception and breaks during the Conference. As in the past, the exhibitors provide door prizes during the various breaks to help increase the attendance of the delegates. Please bring a door prize that can be used in one of the drawings. This will bring added exposure to your company and help us increase the involvement of the delegates. Please indicate on your registration form how your company will assist. This can be an item or cash. At the last conference, several \$50 prizes and one \$100 prize were provided, in addition to jackets, mugs and other promotional items.

Since this Conference is at the popular Mr. Hood, we expect another large turnout like we did at the past conference. We have, therefore, maintained the increased exhibition space and number of booths to allow more of you the opportunity to exhibit your firms and products before this important group of Public Works Agencies from all around the State.

If you have any questions regarding the exhibitor registration, please contact Rick Olson or Tonia Porter at (541) 689-5523 or by email at Rick@spec-industries.com .We look forward to seeing you at the Conference!

Sincerely,
Rick Olson
Exhibitor Chairperson

Please fill out the following Registration forms and return with your payment

If you are planning on playing golf, please fill out and Return this form with your check

Name: _____ **Phone:** _____

() I would like to play with the following people

() Please find me a group to play with

() Lunch () Ham Sandwich or () Turkey (Box lunch includes choice of sandwich , salad, fruit, dessert & drink)

If you have any questions or special requests on the tournament please contact one of our following committee members:

Terry Song, Otak, Inc., 503-699-2478 or terry.song@otak.com

Rich Bellum, City of Happy Valley, 503-760-3325 or richb@happy-valley.or.us



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Exhibitor Registration Form

Company Name: _____

Mailing Address: _____

Email: _____

Telephone: _____ Fax: _____

Names of all representatives attending as their name should appear on the badge. **Please print.**

Please provide the appropriate information: Exhibit type: Table top _____ Freestanding _____ (Size)

Require Power at Booth _____ Additional outside space _____ Door prize: _____

Space will be assigned on a first received, first served basis. While every attempt will be made to accommodate your space request, specific assignments are not guaranteed. Refer to the enclosed map of the floor plan and indicate your first, second and third choices below.

First choice _____ Second choice _____ Third choice _____

Please do not locate me next to these competitors:

Provide a brief description of your firm's services or products. This information will be used to assist in assigning spaces and to avoid placing competitors next to or near one another.

The security of display items is the responsibility of the exhibitor.

Conference meals are not included in the exhibitor fee and may be purchased, if desired, for an additional charge. Include payment for these meals with your registration fee.

Please provide us with the following registration items

	Qty.	Total
Exhibitor registration	\$350.00 x _____	= \$ _____
Wednesday lunch	\$ 17.00 x _____	= \$ _____
Thursday breakfast	\$ 17.00 x _____	= \$ _____
Thursday lunch	\$ 17.00 x _____	= \$ _____
Thursday banquet	\$ 35.00 x _____	= \$ _____
Friday chapter breakfast	\$ 17.00 x _____	= \$ _____
Friday awards lunch	\$ 20.00 x _____	= \$ _____
Golf tournament	\$ 59.50 x _____	= \$ _____
Golf - Box Lunch	\$ 14.30 x _____	= \$ _____
TOTAL:		\$ _____

Banquet Dinner Selection _____ **Chicken** _____ **Salmon** _____ **Prime Rib** _____

Include \$350 per space and the cost of any meal tickets or golf tournament players you request
Make check payable to: OREGON APWA Fall CONFERENCE

Mail check with registration form to:
Rick Olson , SPEC Industries P.O. Box 40337 Eugene OR 97404

See Exhibit Hall Map on Next Page

We will try to accommodate your requests. Will be assigned as we receive registration forms and will try and not place you near your competitor. We will assign larger booths to the outer walls to allow for ample space for everyone.

If you have any questions, please feel free to Email me at Rick@Spec-Industries.com

If you need more information on the conference please visit our APWA website www.oregonapwa.org

Exhibit Hall Floor Plan St. Andrews B-C-D

Wall Open to Lunch areas

