Exhibit
Showcase your products and services to delegates representing Oregon’s volunteer emergency responders at the 2020 OVFA Annual Conference!
Exhibitors will have plenty of opportunities to engage attendees who are excited to learn more about products and services. Thursday’s Vendor and Sponsor Reception is a fun and interactive evening complete with light hors d’oeuvres, trivia, raffle prizes, and a silent auction.

Sponsor
OVFA offers high quality training, education, and networking opportunities to volunteers throughout the state at an affordable price. We could not do this without the generosity of our sponsors. Your contributions enable volunteers to attend the ultimate training event of the year at an affordable cost. Thank you for your support.

Advertise
Full-page and half-page advertisements provide an opportunity for your business to reach each registered conference attendee through printed conference materials.

You’re Invited!
Online registration and lodging details are available at: ovfa.org
VENDOR, SPONSOR & ADVERTISER REGISTRATION

Company ____________________________
Contact Name ________________________
Contact Email ________________________ Contact Phone ________________________
Billing Address ________________________
City __________________ State _______ Zip ______

Name badges needed for the following representatives:
__________________________________________________________________________
__________________________________________________________________________

We will provide a raffle item at our booth: ☐ Yes ☐ No
We will provide an item for the silent auction: ☐ Yes ☐ No

INTERIOR VENDOR SPACES
FULL CONFERENCE: 7 a.m. Thursday - 9 a.m. Saturday
Set-Up Time: 2 - 5 p.m. Wednesday prior to welcome event OR 10 a.m. - 3:30 p.m. Thursday,
Disassembly: After 9 a.m. Saturday
VENDOR NIGHT: 6 - 9 p.m. Thursday Only
Set-Up Time: 10 a.m. - 3:30 p.m. Thursday
Disassembly: After Conclusion of Vendor and Sponsor Event
Meals for one person are included with vendor space registration. Contact staff to purchase additional meals.

☐ Full Conference.......$250 x ___ Tables = _______________
☐ Vendor Night Only ....$150 x ___ Tables = _______________

EXTERIOR APPARATUS SPACES
Displayed motorized vehicles shall comply with the following as well as any additional rules and regulations required by the Fire Marshal:
• No vehicle may be started or operated during conference hours.
• All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
• Adding or removing fuel onsite is prohibited.
• Liquid petroleum fuel tanks shall be removed.
• Vehicles shall not be moved during show hours.

☐ 10’ x 10’ Space............$150 x ___ Spaces = _______________
☐ 25’ x 25’ Space............$500 x ___ Spaces = _______________
☐ Historical apparatus from your fire dept.: No Fee
Indicate apparatus type and size of space requested: ____________________________

The fine print (please initial each item):
☐ No outside food or beverages may be distributed by exhibitors with the exception of individually wrapped candies, prepackaged merchandise, and approved food vending.
☐ Exhibitors or their agents must not damage, injure, or deface the walls or floors of the building, the booths, or the equipment of the booths. If such damage appears, the exhibitor is liable to the owner of the damaged property for all expenses including attorney fees if applicable.
☐ All materials used in exhibiting must be flameproof. Combustible materials or explosives are not permitted within the confines of the exhibiting area(s).
☐ Exhibitors wishing to cancel must do so in writing prior to May 18, 2020, by contacting OVFA staff by email: kate@ovfa.org or fax: 503-364-9919.
☐ OVFA may cancel an exhibitor for breach of any rules or regulations as spelled out in this document. If an exhibitor is canceled for cause resulting from negligence or non-compliance with this document, OVFA reserves the right to retain all or any portion of the exhibit fee.

SPONSORSHIP OPPORTUNITIES
☐ Scholarship Sponsor
$300 x ___ Scholarship(s) = _______________
☐ Class Sponsor
$500 x ___ Class(es) = _______________
☐ Gold Sponsor: Any company or individual that contributes $1,000+ worth of goods, services, or financial compensation. _______________
Sponsors are acknowledged in conference materials, on social media, and throughout the event.

ADVERTISEMENT OPPORTUNITIES
☐ Full-Page Ad ............... $100 x ___ Ad(s) = _______________
☐ Half-Page Ad................. $75 x ___ Ad(s) = _______________
Submit your high-resolution ad artwork no later than May 18, 2020.

REGISTRATION TOTAL (Add all fees) $__________________________
Registration will be processed upon full payment.

PAYMENT METHODS
☐ Bill Department/Agency
☐ Check of Money Order Made Payable to OVFA
☐ Credit Card - Name on Card ____________________________
Amount to be charged: $ __________ Billing Zip Code ________
Credit Card No. ____________________________ Exp. Date __________ 3-digit CSC or 4-digit AmEx Code __________

Submit your completed registration by:
MAIL: OVFA Conference, 1284 Court St NE, Salem OR 97301 | EMAIL: kate@ovfa.org | FAX: 503-364-9919