



# OPTA 2018 ANNUAL CONFERENCE EXHIBITOR & SPONSOR INFORMATION

*March 10, 2018 \* Holiday Inn Portland South - Wilsonville \*  
25425 SW 95<sup>th</sup> Avenue, Wilsonville, OR 97070*

## WHAT IS OPTA?

The Oregon Physical Therapy Association (OPTA), a chapter of the American Physical Therapy Association, was incorporated in 1954 as an Oregon non-profit association for the profession of physical therapy. The association's mission is to support, promote, and advocate for the profession of physical therapy. We strive to further the profession's role in the prevention, diagnosis, and treatment of conditions that affect movement and function. The annual conference is our premier event to meet with physical therapy professionals face-to-face.

## WHO WILL ATTEND?

Physical therapy professionals from Oregon and the surrounding communities. Because OPTA focuses solely on the issues and concerns of physical therapy, our show attracts physical therapy professionals from around the state. Approximately 200-250 physical therapy professionals representing large corporations, private clinics, hospitals, home health and students are expected to attend this event.

## WHY SHOULD YOU EXHIBIT AT THE 2018 OPTA ANNUAL CONFERENCE?

- A cost effective way to make new contacts
- Expanded professional contacts
- A focused audience
- Dedicated exhibit hours coupled with meal functions to increase exposure
- A complete list of attendees
- Recognition in the on-site conference materials
- Recognition in the *Oregon Log*, OPTA's newsletter

## WHEN WILL THE EXHIBITS BE HELD?\*

**Set-up:** Saturday 3/10/2018 6:30 – 8:00 am  
**Show Hours:** Saturday 3/10/2018 8:00 am – 4:15 pm - *The hours will be scattered due to the program and break schedule.*  
**Tear Down:** Saturday 3/10/2018 4:15 – 6:00 pm

## WHERE IS THE CONFERENCE BEING HELD?

Activities of the 2018 OPTA Annual Conference are being held at the *Holiday Inn Portland South - Wilsonville*  
25425 SW 95<sup>th</sup> Avenue, Wilsonville, OR 97070

## EXHIBITOR INFORMATION:

- Your OPTA exhibit includes an 8' skirted table, two chairs, and one lunch per space. Exhibit space is \$450 per exhibit. Additional lunch tickets can be purchased in advance for \$35 each – see the enclosed form. Electricity and signage are not provided with your exhibit fee. 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.
- **Space is limited** – so register early. Exhibit space will be sold on a first-come, first-served basis. Once we are sold out, we will not be able to make any extra accommodations.
- OPTA reserves the right to make changes in the show, exhibit hall and/or exhibit spacing as they deem appropriate.

## DOOR PRIZES:

Attendees must visit each exhibit to be eligible to win door prizes donated by conference exhibitors. If your organization would like to donate door prizes for drawings to be held during the afternoon break on Saturday, please mark this selection on the enclosed form.

*\* Subject to change*

## **SPONSOR INFORMATION:**

Gain visibility and show your support for the profession and OPTA by sponsoring an event at the conference. This is a great way to put your company in the spotlight! There are many options to choose from ... something for every price range. All sponsors will receive recognition on the sponsor appreciation list in the attendee's packets. All meal sponsors will have signage at the event, space to display company brochures, and will be publicly acknowledged in conference announcements. All sponsors will also be acknowledged in an issue of the OPTA newsletter following the Annual Conference. Please note that there may be more than one sponsor per event.

- GENERAL CONFERENCE SPONSORSHIP \$100
- SATURDAY CONTINENTAL BREAKFAST \$300
- SATURDAY MORNING COFFEE BREAK \$200
- SATURDAY LUNCH \$500
- SATURDAY AFTERNOON COFFEE BREAK \$200
- INTERESTED IN A SPECIAL SPONSORSHIP OPPORTUNITY? YOUR IDEAS ARE WELCOME! CALL THE OPTA OFFICE TO DISCUSS OPPORTUNITIES.*

## **EXHIBITOR HOLD HARMLESS PROVISION:**

*By submitting the Exhibitor Agreement form to the OPTA, 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 Physical Therapy Association (OPTA) 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 OPTA 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 OPTA 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 OPTA, 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.

OPTA 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. OPTA and the facility are not responsible for any lost or stolen items.
- Cancellations on or before March 1st will receive a full refund minus a \$75 administration fee. Cancellations received after March 1st, will not receive a refund.
- In the event of weather problems or other events beyond OPTA'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.
- OPTA reserves the right to make changes to the exhibit hall, schedule, space and what is provided as it deems necessary. OPTA 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.
- Show Hours – Setup on Saturday 6:30-8:00 am; Exhibit hours are 8:00 am-4:15 pm (hours are scattered due to the education program); Tear down from 4:15-6:00 pm.



# OPTA 2018 ANNUAL CONFERENCE EXHIBIT SPACE & SPONSOR AGREEMENT

Company \_\_\_\_\_  
 Exhibitor/ Sponsor Contact Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Company Product/Service \_\_\_\_\_ Website: \_\_\_\_\_

### Exhibits

<b>Price</b>		
# _____ Exhibit Space(s)	\$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: \_\_\_\_\_

### Lunch Tickets

<b>Price</b>	Attendee's Name: _____	
# _____ Additional Lunch Ticket(s)	\$35	<b>Lunch Ticket Total \$</b> _____

### Sponsorships

- |   |              |
|---|--------------|
|   | <b>Price</b> |
| <input type="checkbox"/> Conference Sponsorship             | \$100        |
| <input type="checkbox"/> Continental Breakfast Sponsorship  | \$300        |
| <input type="checkbox"/> Morning Coffee Break Sponsorship   | \$200        |
| <input type="checkbox"/> Lunch Sponsorship                  | \$500        |
| <input type="checkbox"/> Afternoon Coffee Break Sponsorship | \$200        |

*Interested in sponsoring, but don't see what you want? Contact the OPTA office. We are happy to customize sponsorships – 503.262.9247 / 877.452.4919*

**Sponsorship Total \$** \_\_\_\_\_

### Door Prize Donations

Door Prize Donation – Please indicate what prize you will be donating. You can bring your donation to the Conference to be given out at the last break. Door Prize(s) donated: \_\_\_\_\_  
 \_\_\_\_\_

Fair Market Value: \_\_\_\_\_

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

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

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 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 OPTA, 147 SE 102<sup>nd</sup> Avenue, Portland, OR 97216

**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 and sponsor cancellations received prior to March 1, 2018 will receive a full refund minus a \$75 administration fee. Exhibit cancellations received after March 1, 2018 or no-shows will not receive a refund.

**Event Cancellation or Change:** In the event of inadequate registration, weather problems or other events beyond OPTA'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.