

OCAA 40th Annual Symposium & Vendor Fair ~ Thursday, October 5, 2017  
**Vendor / Sponsor Application**

**Holiday Inn Select**  
25425 SW 95th Ave ~ Wilsonville, Oregon ~ (Exit 286 off I-5) • 503/682-2211

**\*Please Read First ~ Important Information Below\***

All interested Vendor Partners are encouraged to submit this application right away — space is limited to the first 35. You may also wish to consider sponsorship alternatives on page 2 of this application. We truly appreciate your support and partnership!

October 5, 2017

**Application for Trade Fair Space**

Please mail this application with Check payable to:  
OCAA Symposium • PO Box 87, Dexter, OR 97431  
Or, pay and apply online at [www.oregoncasualtyadjusters.org](http://www.oregoncasualtyadjusters.org)

Business Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
*Please include street, city, state, & zip code*

**Note: All of our communications are done via email.**

Total amount enclosed for space and extra people:  
\$ \_\_\_\_\_

**\*Note: Before choosing a space in the trade area, consider sponsoring at the \$1000 level, which INCLUDES a space in the trade area in addition to many other BENEFITS! See page 2 under Sponsorships.**

**Vendor Trade Space Cost: \$450 (prior to Sept 15) \$500 (after Sept 15) \$1000 Sponsorship/Space\***  
*Note: Price includes breakfast, snacks, beverages & lunch for ONE person. Also includes one 6ft table w/drape, two chairs. Space size varies. Additional attendees at your booth will be charged \$50 per person to cover the "all inclusive" expense charged by the hotel. Sorry, this cannot be waived, and there is no "lunch only" price. \*See page 2 for benefits included with the \$1000 Sponsorship/Space.*

Questions? Contact Barb Tyler at [npassist@msn.com](mailto:npassist@msn.com) or 541-937-2611.

**Name of person(s) attending: (Please print legibly) Note lunch selection of Chicken, Fish or Vegetarian**

\_\_\_\_\_  One Meal (Included)  Shrimp  BLT  Veg (Portobello Sandwich)

\_\_\_\_\_ (\$50)  Shrimp  BLT  Veg \_\_\_\_\_ (\$50)  Shrimp  BLT  Veg

\_\_\_\_\_ (\$50)  Shrimp  BLT  Veg \_\_\_\_\_ (\$50)  Shrimp  BLT  Veg

Total for space + additional person(s): \$ \_\_\_\_\_

**IMPORTANT NOTICE!** Electricity is available. However, you must specify here that you need it so we know in advance, and you must provide your own extension cords. If you wait to ask for electricity the day of the event you will likely be denied. Also note, internet connections need to be prearranged directly with the hotel. Further instructions will be sent out in September.

Our special needs are (please list): \_\_\_\_\_

**Thank you for your participation. To receive acknowledgement in the program, this form must be received no later than Sept 22, 2017**

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Page 2

This page contains alternative ways in which our Vendor Partners can support the  
2017 OCAA Annual Symposium

Out of respect for those who pay to participate in this symposium, we cannot allow the distribution or the displaying of brochures and other advertising materials on the premises by outside vendors who have not paid to do so. We have sponsorship categories that are sure to meet everyone's needs. Please support the educational endeavors of this symposium by making a selection below and mailing in this application. Thank you!

Please mail this application with check to: OCAA Symposium • PO Box 87, Dexter, OR 97431

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Please include street, city, state, & zip code

Note: All of our communications are done via email.

Total amount enclosed from selections below:

\$ \_\_\_\_\_

**Program Advertising** (Note: book size is 5.5" x 8.5")

Questions? Contact Barb Tyler at 541/937-2611, or npassist@msn.com

**Ad Sizes** (Put a check ✓ by your choice)

- Full Page = \$150 (4½" x 7½")     ½ Page = \$75 (4½" x 3¾")  
 ¼ Page = \$50 (2¼" x 3¾")     Box = \$25 (2" x 2")

When submitting ad artwork, please provide as a jpeg no later than September 22, 2017 to the email address above. For artwork/logo questions inquire to npassist@msn.com.

**PLEASE READ**  
Artwork must be received  
**NO LATER THAN**  
**Sept 22, 2017**

**Registration Packet Materials** \$50 per 100 pieces

Questions & Delivery: Contact Melody Ewers, mewers@rgl.com or 971/245-1067. Provide your materials prior to 4pm October 4, 2017.

Provide 100 of one item (brochures, business cards, pens, post-it pads, etc.).

**Symposium Sponsorships** (Put a check ✓ by your choice)

Questions? Contact Barb Tyler at 541/937-2611, or npassist@msn.com

- \$100 Financial Sponsor** — Company name listed in program. Company logo displayed on wall.
- Registration Bag Sponsor** — Only one sponsorship available. Provide 100 cloth bags to be given out at the registration table. You purchase. Can include your company logo on the bags. Need to be provided by 4pm on October 4.
- \$300 Break/Snack Sponsor** — More than one sponsor accepted. Your company logo displayed on wall, banner hung in main room (you provide banner), box ad in program. Includes breakfast/lunch and day pass for one.
- \$300 Breakfast Sponsor** — More than one sponsor accepted. Your company logo displayed on wall, banner hung in main room (you provide banner), box ad in program. Includes breakfast/lunch and day pass for one.
- \$300 Lunch Sponsor** — More than one sponsor accepted. Your company logo displayed on wall, banner hung in main room (you provide banner), box ad in program. Includes breakfast/lunch and day pass for one.
- \$500 Financial Sponsor** — Banner hung in main room (you provide banner), your logo on front cover of the program and displayed on wall, 1/2 page ad in program (see specs above), introduction during opening ceremony. Includes breakfast/lunch and day pass for two.
- \*\$1000 Sponsor** — Trade space in vendor area, banner hung in main room (you provide banner), your logo on front cover of the program and displayed on wall, full page ad in program (see specs above), introduction during opening ceremony, and your company logo on reception drink tickets. Includes breakfast/lunch and day pass for up to four people.
- Raffle Prize Sponsors** — Any prize valued at \$100 or more. You purchase. Company name in program, sign w/logo at ticket sales table, logo displayed on wall. Proceeds from the sale of raffle tickets goes to support the OCAA Scholarship Fund.
- Passport Prize Sponsor** — Only one sponsorship available. Any prize valued at \$100 or more. You purchase. Company name in program, logo displayed on wall, logo on passport. Passport is used by attendees to visit all vendor booths to garner signatures before submitting the passport into a drawing.

**PLEASE READ**  
Logo and/or artwork must be rec'd  
**NO LATER THAN**  
**Sept 22, 2017**