

Oregon Association for the
Education of Young Children
&
OregonASK
Vendor Invitation
2019 Spring Conference

Spring Conference, April 13, 2019 at Linn-Benton Community College, 6500 Pacific Blvd. SW, Albany, OR. 97321

Vendors will exhibit from tables located around the periphery of the main dining room. This large room will also provide seating for the coffee & muffins, keynote and lunch. We hope this arrangement will provide extended exposure to your products and services. **One “ticket” per vendor table for the buffet lunch is included** in the exhibit fee. Additional tickets if needed can be pre-ordered for \$20.

- Vendor hours are Saturday, 8:00 a.m. – 4:30 p.m. **Set up is Friday 3:00-4:30pm or Saturday morning from 7:00a.m. – 8:00 a.m.** Each 8' x 8' vendor space includes one 6' x 30" table and 2 chairs. You may bring your own racks, but you must purchase additional tables.
- A map and directions will be sent prior to the conference.
- Cost is \$50.00 per regular space and \$25 for any additional tables. ***Non-profit organizations should apply on the Non-Profit/Presenter form!***
- Placement is based on postmark date with consideration of products sold. If multiple representatives from the same company apply, only the first shall be accepted.
- Participating Vendors will be listed on our website as received. Those received by March 22nd will be listed in the Conference Final Program that is provided to each participant (***we anticipate about 180 attendees***).
- Vendors are expected to donate an item of their choosing for our door prize raffle.

Catalog Display

Consider shipping your catalogs or flyers for a tabletop display if you are unable to attend. See page 3.

Selection Criteria & Product Guidelines

ORAEYC & OregonASK membership and conference participants represent a diverse range of professional roles, program types, geographic locations and ethnic and cultural backgrounds. We request that materials displayed or sold at the conference reflect a commitment to providing training opportunities that support developmental appropriateness and respect for diversity. Our organizations are committed to being inclusive of and respectful to all those we serve. We know that you will join us in our efforts to eliminate biased materials. (Please feel free to call the office if you want assistance in evaluating the appropriateness of one or more of your products. 1-800-452-3610 or 503-496-3991)

Publicity Opportunities

If you are interested in greater visibility, consider being a conference sponsor. There are many different ways your organization can help us keep our conference fees as affordable as possible, while also promoting your products and services. 1) Sponsor the Coffee & Tea Service during Registration, 2) Contribute to the Conference Scholarship Fund. Or 3) Donate an ORAEYC Membership for our afternoon drawing. See page 3 for details on these publicity ideas. We are also accepting donations for door prizes for our afternoon drawing. ORAEYC is also open to your ideas and suggestions. Please contact us for further information.

If you have any questions, call the ORAEYC office, 503-496-3991 or 1-800-452-3610.
We recognize our vendors as being a valuable support in our efforts to serve those who work with children and families and we thank you!
ORAEYC • P.O. Box 60 • Gladstone, OR 97027

PROMOTIONAL & SPONSORING OPPORTUNITIES

Return this page only if submitting advertisement

Sponsor Coffee & Tea Service or Afternoon Cookie Break Contribution Level: \$ 500 - \$ 1000

Sponsors will receive:

- Prominent recognition in Conference Brochure
- **\$500 or above receive TWO FREE EXHIBIT SPACES Friday & Saturday**

Sponsor Conference Scholarship Fund Contribution Level: \$ 100 - \$ 499

Sponsors will receive:

- Listing as Scholarship Donor in Conference Brochure
- **\$250 or above receive ONE FREE EXHIBIT SPACE Friday & Saturday**

Sponsor Membership Grant Fund Contribution Level: \$ 76 or \$125 or more

Sponsors will receive:

- Listing as Donor in Conference Brochure
- Prize sponsor acknowledgment at lunch time - \$67 Standard Membership, \$150 Premium Membership

Sponsor- Door prizes Contribution Level: any

Sponsors will receive:

- recognition in our brochure

CATALOG DISPLAY

Organizations that meet the criteria established for vendor selection but are unable to be physically present may apply to have product literature on our general information tables. Placement is at the discretion of ORAEYC, but will be in the exhibit area. If accepted, vendors must ship their materials directly to the ORAEYC office. (For more information call: 503-496-3991 or 800-452-3610 or email to: ORAEYC@oregonaeyc.org) Charge for this service is **\$75.00**. **If you wish for your unused materials to be returned to you, you will be required to pay return shipping charges.**

ADVERTISING

If your organization wants to have additional exposure, there is an opportunity to buy Conference Final Program Ads. You may wish to consider this option, whether or not your business has a table at the conference.

Advertisements will appear together in the conference day sheet. ORAEYC policy states that we can not endorse any products or services but we are pleased to offer you this benefit at the following rates:

- Full Page (8 ½" x 11" with .6 margins...\$60
- Half Page (8 ½" x 5 ½" with .6 margins \$35
- Quarter Page (4"x4 ½").....\$25
- Eighth Page (business card)...\$20

Attach or email ad as it should appear. Provide ad "ready-to-go". Graphics, artwork should be clean, and in black and white. tif, jpg or pdf files preferred. Photos do not print well. Must be received (email preferred) by **March 22nd**.

Your signature below constitutes agreement to:

- A) The subject matter, form, size, working, illustration and typography of the advertising shall be subject to approval by the Publisher, but unless otherwise authorized in advance no change shall be made without the consent of the Advertiser.
- B) The Publisher shall make every effort to place all requests for advertising. However, should the number of requests for advertising exceed the space allocated, the Publisher shall contact the Advertiser immediately for further instructions.
- C) If the Publisher is unable to secure definite instructions from the Advertiser, the advertising shall be omitted until such time as instructions are secured for publication.

Signature: _____

Date: _____

