



Oregon Association for the Education of Young Children

Vendor Invitation

Fall Conference, October 13, 2018 at Mt. Hood Community College 26000SE stark St. Gresham, OR.

Vendors will exhibit from tables located around the periphery of the cafeteria where breakfast and lunch will be provided. We hope this arrangement will provide extended exposure to your products and services. Morning coffee/tea & muffin service is included in the vendor fee. Lunches are **NOT** included in your vending fee. You may pre-order a boxed lunch for \$10.00 on the vendor form.

- Vendor hours are Saturday, 8:00 a.m. – 5:00 p.m. Early Set up is Friday afternoon from 3:30 - 6:00 p.m. Saturday morning Set Up is at 7:00am.
- Take down is between 3:30- 5:00 p.m. Saturday. Each vendor space includes one 6' x 30" table and 2 chairs. You may bring your own racks, but you must purchase any additional tables (you may not bring in your own).
- A map and directions will be sent prior to the conference.
- Cost is \$60.00 per space and \$30 for any additional tables.
Non-profit organizations should contact ORAEYC for rates.
- 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 October 1st will be listed in the Conference Final Program that is provided to each participant (*we anticipate about 250 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 pg 2.

Selection Criteria & Product Guidelines

ORAEYC 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 ORAEYC's commitment to providing training opportunities that support developmental appropriateness and respect for diversity. Our organization is 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)

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 & Muffins during Registration, 2) Contribute to the Conference Scholarship Fund. Or 3) donate an ORAEYC Membership for our lunchtime drawing. See page 2 for details on these publicity ideas. We are also accepting donations for door prizes for our lunchtime drawing. ORAEYC is also open to your ideas and suggestions. Please contact us for further information.

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!

MAIL TO: ORAEYC – Fall Conference 2018, PO Box 60 Gladstone, Oregon 97027 or FAX to 503-496-0520

Please note, there is a \$20.00 fee if your payment does not clear for any reason. If your application is NOT accepted, you will receive a full refund. (503) 496-3991 • www.oraeyc.org



Oregon Association for the Education of Young Children

Fall Conference Vendor Registration Form October 13, 2018

Contact Name: _____ Organization: _____

NOTE: (Write your organization's name as you wish it to appear in the program.)

Address: _____ Website: _____ E-Mail: _____

City: _____ State: _____ Zip: _____ Phone: () _____

- If you have not exhibited with us in the past, you must attach a picture and a brief description addressing how your product or service fits with our conference purposes.
- Include payment, documentation and signed release. Incomplete applications will be returned.
- You may bring your own racks, but all of your display must fit within a 10' x 8' space.
- Those sharing space will receive services and equipment appropriate for the space purchased. We ask that you have one contact and submit one application with appropriate payment.

Check all that apply:

Exhibit space: \$60 for 1 table & 2 chairs. \$30 ea. additional table. Number of tables needed _____ = \$ _____

Please acknowledge me as a sponsor for _____ = \$ _____
(sponsors at \$250 or higher level receive **free exhibit space**—see page 2)

Ad for publication in the conference program: _____ (see pg 2 for fee chart) = \$ _____

I want you to provide a link to my website from the Conference Exhibits page for \$30 (links will be updated weekly based on payment and stay through December 2018) = \$ _____

I cannot attend but would like to ship materials for a display at \$60 = \$ _____

Electricity (Free but need to bring your own power cords and power strips.) = \$ _____

Box Lunch @ \$10.00 each. Please mark your choice (s) below:
___ Chicken Caesar Wrap ___ Roast Beef Wrap = \$ _____
___ Turkey Sandwich ___ Tuscan Veg. Sandwich ___ Curry Chicken Sandwich
___ Garden Salad (w/chicken ___) ___ Spinach Salad (with chicken ___) = \$ _____

Special Requests: _____ Total Enclosed: \$ _____

Payments can also be made via credit card, call for details. There are no refunds for cancellation. We can hold your funds to apply to another ORAEYC conference for one calendar year.

Agreement and Release:

WITNESSETH, that in consideration of mutual agreements herein contained, and subject to the conditions hereafter expressed, the Lessor hereby leases to the leasee the right to use the exhibit space allotted at Mt. Hood Community College on October 13, 2018. Neither the ORAEYC nor Mt Hood Community College nor any member of the above named will be responsible for any guaranteed number of participants, nor for any injury, loss or damage that may occur from any cause whatsoever. The leasee on signing the contract expressly releases the aforementioned from any and all claims for such loss, damage or injury.

Signature of Leasee

Date

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Promotional and Sponsoring Opportunities

Gold Sponsor: Coffee & muffins or afternoon break

Contribution Level: \$500 - \$1000

Sponsors will receive:

- ✓ Prominent recognition in conference brochure
- ✓ Two free exhibit spaces Friday & Saturday

Silver Sponsor: Conference Scholarship Fund

Contribution Level: \$100 - \$499

Sponsors will receive:

- ✓ Listing as scholarship donor in conference brochure
- ✓ \$250 and above receive one free exhibit space Friday & Saturday

Bronze Sponsor: Membership Grant Fund

Contribution Level: Any amount

Sponsors will receive:

- ✓ Listing as donor in conference brochure if over \$50
- ✓ \$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.....\$60.00

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 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. We are pleased to offer you this benefit at the following rates:

- | | |
|---|---|
| <input type="checkbox"/> Full page (8 1/2" x 11" with .6 margins).....\$60 | <input type="checkbox"/> Quarter page (4" x 4 1/2")..... \$25 |
| <input type="checkbox"/> Half page (8 1/2" x 5 1/2" with .6 margins).....\$35 | <input type="checkbox"/> Eighth page (business card)....\$20 |

Attach or email ad as it should appear. Provide ad "ready to go". Graphics and artwork should be clean and in black & white. Send files as .jpg .pdf or .gif. Photos do not print well. Must be received (email preferred) by **September 30th**.

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

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