



Oregon Building Officials Association
2016 OBOA Fall Educational Institute
Monday, September 26 – Friday, September 30, 2016
Holiday Inn Portland South | Wilsonville, Oregon

EXHIBITOR PROSPECTUS & SPONSORSHIP OPPORTUNITIES

WHAT IS OBOA & WHO WILL ATTEND THIS EVENT?

The Oregon Building Officials Association (OBOA) is a nonprofit organization offering multiple training opportunities throughout the year for our members and industry partners. Our members and institute attendees include building officials, inspectors, plans examiners, building designers, engineers, architects and contractors. Our upcoming Fall Institute is a great opportunity for you to showcase your products and services to this important and influential group. We expect over 300 attendees throughout the event with approximately 75-125 attending each day.

WHY EXHIBIT AT THE FALL INSTITUTE?

- Meet face-to-face with building safety and design professionals from Oregon and the region; an opportunity to live demo a new product or personally discuss services.
- Maintain existing relationships and support the communities in which they serve.
- Expand your professional contacts through valuable networking time.
- Dedicated exhibit times coupled with meal functions for increased exposure.
- A listing on the OBOA website post-event.
- Educate attendees about your products and services and why they are important to their organization and next project.
- A focused target audience in a quality setting.

All exhibitors will also receive recognition as a Spring Institute exhibitor in pre-event promotional materials, registration packets, email blasts and on signage at the event.

WHEN WILL THE EXHIBITS BE HELD?*

Exhibits will be held each day of the institute (Monday, 9/26, Tuesday 9/27, Wednesday, 9/28, Thursday, 9/29, and Friday, 9/30). You may exhibit for one, two, three, four, or five days (discounts are available for multiple day exhibitors; see below). Set-up will be from 6:30-7:30 am on the first day you are exhibiting. Tear-down will be from 3:00-5:00 on your final day of exhibiting.

Exhibit Hours: The exhibit area will be open all day with the following dedicated exhibit times throughout the morning and afternoon (approximately):

Monday, 9/26	7:30-8:30 am (breakfast); 10:00-10:30 am (break); 12:00-1:00 pm (lunch); 2:30-3:00 pm (break)
Tuesday, 9/27	7:30-8:30 am (breakfast); 10:00-10:30 am (break); 12:00-1:00 pm (lunch); 2:30-3:00 pm (break)
Wednesday, 9/28	7:30-8:30 am (breakfast); 10:00-10:30 am (break); 12:00-1:00 pm (lunch); 2:30-3:00 pm (break)
Thursday, 9/29	7:30-8:30 am (breakfast); 10:00-10:30 am (break); 12:00-1:00 pm (lunch); 2:30-3:00 pm (break)
Friday, 9/30	7:30-8:30 am (breakfast); 10:00-10:30 am (break); 12:00-1:00 pm (lunch); 2:30-3:00 pm (break)

**Schedule subject to change*

WHAT IS INCLUDED IN THE EXHIBIT REGISTRATION?

Your exhibit includes one skirted 6' exhibit table and two chairs (with access to power). Each exhibiting company is allowed up to two booth personnel. Booth personnel are provided continental breakfast, break refreshments and lunch on the days you are registered.

EXHIBIT SPACE FEES

	One-Day	Two-Day	Three-Day	Four-Day	Five-Day
OBOA Member:	\$350	\$550	\$750	\$900	\$1,000
Non-Member:	\$550	\$750	\$950	\$1,100	\$1,300

**Apply for OBOA membership with your exhibit registration and receive discounted member pricing!*

Exhibits will be sold on a first-come, first-served basis and assigned by OBOA. Select number and corresponding exhibit days on enclosed form.

LODGING: If you require lodging during the institute, please call our host hotel, Holiday Inn South Portland, directly at 503.682.2211 or 800.465.4329 and indicate you are with the OBOA / Oregon Building Officials Association for discounted group rates (\$99/night single).

Reservation deadline: September 7, 2016. We strongly encourage you to call as early as possible to reserve your room. Reservations received after the deadline will be accepted on a space and rate available basis only.

SPONSORSHIP OPPORTUNITIES

Sponsorships are a great way to put your company in the spotlight!

Gain visibility to this important and influential group!

Show your support for the building safety industry and the Oregon Building Officials

Association by sponsoring an event or item at the institute. Sponsorships are available on a first-come, first-served basis. All sponsors will receive a full member mailing list (in excel) for a one-time use to promote your support at the institute (upon request).



REGISTRANT PACKETS SPONSOR **\$600**

Each attendee will receive a registration packet bearing your company name or logo (your preference). Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

NAME BADGE SPONSOR **\$750**

Each attendee will receive a name badge bearing your company name or logo (your preference). Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

BADGE LANYARD SPONSOR **\$650 (plus you provide the lanyards)**

Each attendee will receive a badge lanyard bearing your company name or logo (your preference). Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

MORNING BREAK SPONSOR **\$500**

(5 available – Monday/Tuesday/Wednesday/Thursday/Friday – select on agreement form)

Benefits include signage during the event, listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

SPEAKER SPONSOR **\$850 (multiple opportunities available)**

Primary benefits include an opportunity to address the audience and introduce the speaker at the sponsored session and signage during the session. Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

CONTINENTAL BREAKFAST SPONSOR **\$1,000**

(5 available – Monday/Tuesday/Wednesday/Thursday/Friday – select on agreement form)

Primary benefits include an opportunity to address the audience during the breakfast and signage during the event. Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

AFTERNOON BREAK SPONSOR **\$500**

(5 available – Monday/Tuesday/Wednesday/Thursday/Friday – select on agreement form)

Benefits include signage during the event, listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, acknowledgement in the OBOA e-newsletter post-event, and a listing on the OBOA website.

LUNCH SPONSOR **\$1,500**

(5 available – Monday/Tuesday/Wednesday/Thursday/Friday – select on agreement form)

Primary benefits include an opportunity to address the audience during the lunch and signage during the event. Additional benefits include listing in the institute brochure as a sponsor (if received prior to printing), acknowledgement on-site and in event materials, and a listing on the OBOA website.

**Are you interested in a special/unique sponsorship opportunity not listed here?
Your ideas are welcome!**

Call Vicky Danielson in the OBOA office to discuss at 503.691.6262.

Cancellation Policy: Exhibit and sponsorship cancellations received prior to August 26, 2016 will receive a 50% refund. Cancellations received after August 26 or no-shows will not receive a refund.



2016 OBOA Fall Educational Institute

September 26 – 30, 2016 – Wilsonville, Oregon
Exhibit Space & Sponsorship Agreement

Company Name (Exactly as it should be listed) _____

Primary Contact Full Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Website _____

Product(s)/Services _____

EXHIBITS – Please select number of days you plan to exhibit:

	One-Day	Two-Day	Three-Day	Four-Day	Five-Day
OBOA Member:	<input type="checkbox"/> \$350	<input type="checkbox"/> \$550	<input type="checkbox"/> \$750	<input type="checkbox"/> \$900	<input type="checkbox"/> \$1,000
Non-Member:	<input type="checkbox"/> \$550	<input type="checkbox"/> \$750	<input type="checkbox"/> \$950	<input type="checkbox"/> \$1,100	<input type="checkbox"/> \$1,300

Select Day(s): ☐ Monday, 9/26 ☐ Tuesday, 9/27 ☐ Wednesday, 9/28 ☐ Thursday, 9/29 ☐ Friday, 9/30

Exhibit Booth Personnel

Please provide the exhibit representative information here. Company and mailing information will be used as provided above.

1 - Full Name (include designations) _____ Position Title _____

Business Phone _____ Email _____

2 - Full Name (include designations) _____ Position Title _____

Business Phone _____ Email _____

SPONSORSHIPS – Make your selection(s):

☐ Registrant Packets: \$600 ☐ Name Badges: \$750 ☐ Badge Lanyards: \$650 (plus you provide lanyards)

☐ Speaker \$850 (multiple opportunities available) - Speaker Preference (list name): _____

Cont. Breakfast: \$1,000 ☐ Mon, 9/26 ☐ Tues, 9/27 ☐ Wed, 9/28 ☐ Thurs, 9/29 ☐ Fri, 9/30

Morning Break: \$500 ☐ Mon, 9/26 ☐ Tues, 9/27 ☐ Wed, 9/28 ☐ Thurs, 9/29 ☐ Fri, 9/30

Lunch: \$1,500 ☐ Mon, 9/26 ☐ Tues, 9/27 ☐ Wed, 9/28 ☐ Thurs, 9/29 ☐ Fri, 9/30

Afternoon Break: \$500 ☐ Mon, 9/26 ☐ Tues, 9/27 ☐ Wed, 9/28 ☐ Thurs, 9/29 ☐ Fri, 9/30

TOTAL AMOUNT DUE: _____

Cancellation Policy: Exhibit and sponsorship cancellations received prior to August 26, 2016 will receive a 50% refund. Cancellations received after August 26 or no-shows will not receive a refund.

PAYMENT OPTIONS

Make check payable to OBOA. Credit card payments can be made below (Visa, MasterCard, Discover, and American Express). Please complete all fields for processing payment. Credit card payments are not accepted via email. **Fax completed forms to 503.253.9172.**

Card # _____ Exp. Date _____ Amount \$ _____

Name on Card _____ Signature _____

Card Billing Address _____

City _____ State _____ Zip Code _____

Email Receipt To _____

Please complete form and return to the OBOA office OR REGISTER ONLINE at www.oregonbuildingofficials.com

OBOA Tax ID #: 93-0949446

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