

Exhibitor Information

Conference Name: _____ Event Date: _____

Exhibitor's Company: _____

Company Address: _____

Company Phone Number: (____) _____

Person in charge of exhibit: _____ Phone: (____) _____

Other Booth Attendants: _____

What type of equipment, supplies, services will be exhibited? _____

Electrical outlets needed: _____

Extension Cords needed: Quantity: _____ Power strip needed: Yes No

Banner to be hung, size: _____ x _____ Type of hanger: _____

Type of Banner: Vinyl Cloth Paper

Other needs: _____

Note:

IMPORTANT INFORMATION! PLEASE READ THE FOLLOWING COMPLETELY:

Shipment of Conference / Exhibitor Materials

Expected date of delivery: _____ # of items being delivered: _____

Weight of Item: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

Please ship items with the **tradeshow or conference name clearly identifiable on the label, and marked**
Attn: Marney Roddick, OEC, 875 Union Street NE, Salem OR 97311.

***Please note:** Sometimes FedEx and UPS may take one additional day for shipment arrival to our facility.
Please plan for this so that your materials will be here when you need them.

Return Shipment – shipping arrangements are your responsibility.
OEC accepts no liability for lost or damaged items.

Please note: Any items supplied for your use that are damaged by you or not returned to the banquet staff before departure, will be billed to you.

If you have any **questions**, please contact Marney Roddick, conference coordinator, 503 947-1305 or marney.roddick@state.or.us