

Oregon Building Officials Association

2019 OBOA Fall Educational Institute

Monday, September 16 – Friday, September 20

Holiday Inn Portland South – Wilsonville, Oregon

25425 SW 95th Ave. – Wilsonville, OR 97070



Exhibit & Sponsorship Opportunities

Dear OBOA Associate Members and Industry Colleagues:

The Oregon Building Officials Association invites you to participate in our upcoming OBOA Fall Educational Institute, taking place from Monday, September 16 through Friday, September 20, 2019 in Wilsonville, Oregon. Our members and institute attendees include building officials, inspectors, plans examiners, building designers, engineers, architects, fire officials, and contractors. This event is a great opportunity for you to showcase your products and services to this important and very influential group.

We expect over 350 attendees throughout the week-long event with approximately 75-125 attending each day. Our program will offer a variety of educational topics that attracts building safety professionals from jurisdictions and organizations across the state and region.

Why exhibit? Exhibiting at our institute is a great way to gain access and exposure to this influential audience. It provides intimate face-to-face time in a professional setting. This allows you to personally educate the inspectors and building safety professionals about your products and services, demonstrate in-person, and show why you are important to their organization and next project. Expand your network and support existing relationships through OBOA programs.

Exhibits will be open throughout each day of the institute, Monday through Friday. Tables will be placed in the middle of our programming, meals, breaks, and networking areas to maximize “face-time” for you and your organization with our attendees. This is the perfect opportunity to meet and greet with existing and potential partners from the building safety industry.

Sponsorships are also a very effective way to bring awareness about your company; and put your organization in the spotlight. Sponsors are acknowledged at the sponsored event, with signage, verbally in announcements and in on-site materials, and in promotional communications to our members and hundreds of contacts throughout the state.

Don't miss this fantastic opportunity to show your support of the profession and the Oregon Building Officials Association. Please review the enclosed exhibit and sponsor information and contact the OBOA office if you have any questions. **We look forward to seeing you in Wilsonville!**

Partner

Promote

Support

Please complete form and return to the OBOA office by August 30.
OR REGISTER ONLINE at oregonbuildingofficials.com

Oregon Building Officials Association | 147 SE 102nd Avenue | Portland, OR 97216
Phone 503.691.6262 | Fax 503.253.9172 | info@oregonbuildingofficials.com | www.oregonbuildingofficials.com

2019 OBOA FALL INSTITUTE EXHIBIT INFORMATION

BENEFITS OF EXHIBITING 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
- 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 Fall 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, 9/16, Tuesday 9/17, Wednesday, 9/18, Thursday, 9/19, and Friday, 9/20). 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; subject to individual class and to change):

7:30 – 8:30 am (breakfast); 10:00 – 10:15 am (break); 12:00 – 1:00 pm (lunch); 2:00 – 2:15 pm (break)

WHAT IS INCLUDED IN THE EXHIBIT REGISTRATION?

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

EXHIBIT SPACE FEES

	<u>One-Day</u>	<u>Two-Day</u>	<u>Three-Day</u>	<u>Four-Day</u>	<u>Five-Day</u>
OBOA Member:	\$395	\$595	\$795	\$995	\$1,195
Non-Member*:	\$595	\$795	\$995	\$1,195	\$1,395

**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 the enclosed exhibit form.

LODGING: If you require lodging during the institute, please call our host hotel, Holiday Inn Portland South, directly at 800.465.4329 or 503.682.2211 and indicate you are with the OBOA / Oregon Building Officials Association for discounted group rates (\$109 per night single/double occupancy, exclusive of taxes and fees).

Lodging reservation deadline: August 30 – Reservations will be accepted up until the deadline, OR until the block is full – whichever comes first – so we strongly encourage you to book right away to ensure availability. Reservations received after the deadline or once the block is full will be accepted on a space and higher rate available basis only.

SPONSORSHIP OPPORTUNITIES

Oregon Building Officials Association
2019 OBOA Fall Educational Institute
September 16 - 20 | Wilsonville, Oregon

Show your support of the building safety industry and the Oregon Building Officials Association by sponsoring an event or item at the OBOA Institute. This is a great way to gain access to this important and influential group! Sponsorships are available on a first-come, first-served basis.

BENEFITS FOR ALL SPONSORS: Each sponsor receive acknowledgement at their sponsored event, verbally in announcements, in institute printed materials and promotions, on-site materials, signage, and on the OBOA website. If exhibit/sponsorship agreement is received by OBOA before the final attendee brochure is produced, your support will be added to the promotional information distributed to over 1,100 members and contacts in Oregon and our region. A full, complete attendee list will be provided onsite at the institute.

	<u>OBOA Member Price</u>	<u>Non-Member Price</u>
Sign Sponsor	\$300	\$500
These signs are placed in high visibility areas in several areas around the event. Sponsor is responsible for providing signs in addition to sponsorship fee.		
Name Badge Sponsor	\$400	\$600
Be seen by every single institute participant! Each attendee will receive a name badge promoting your company logo and acknowledging your support.		
Morning or Afternoon Break	\$500	\$750
10 opportunities available (Monday, Tuesday, Wednesday, Thursday, and/or Friday) – select on form Sponsor receives signage at the sponsored event promoting your organization and support. Sponsor also has the opportunity to address the audience during the sponsored event (podium time).		
Badge Lanyard Sponsor	\$500	\$750
This sponsorship extends promotional impact even after the institute is over! Each participant will receive a badge lanyard in their registration packet and will wear it throughout the event. Sponsor is responsible for providing lanyards in addition to sponsorship fee.		
Attendee Packet Sponsor	\$500	\$750
Each attendee will receive a registration packet bearing your company logo. Sponsor also has the opportunity to greet attendees at registration and help pass out packets (if desired).		
Speaker Gifts	\$750	\$1,000
Speakers will receive a gift acknowledging your company's support. Sponsors have the opportunity to include marketing materials (flyers, business cards, etc.) in the speaker gift presented.		
HOT, Full Breakfast Buffet	\$1,000	\$1,250
5 opportunities available -- each day of the institute (Monday, Tuesday, Wednesday, Thursday, and/or Friday) – select on form OBOA will be offering a full, hot breakfast buffet to all registered attendees, so take advantage of this great opportunity to be associated with this fantastic meal! Sponsor also receives signage at the sponsored event and the opportunity to address the audience during the breakfast (podium time).		
Speaker Sponsorship	\$1,000	\$1,250
Sponsor receives signage at the sponsored presentation/class, the opportunity to introduce the speaker, and address the audience during the sponsored session (podium time). There are multiple opportunities for this sponsorship.		
Lunch	\$2,000	\$2,250
5 opportunities available -- each day of the institute (Monday, Tuesday, Wednesday, Thursday, and/or Friday) – select on form Sponsor receives signage at the sponsored lunch and the opportunity to address the audience (podium time).		

Interested in a unique sponsorship/offering not listed here?

We want sponsorships to bring value to you/your company and we welcome your ideas!

Call Vicky Danielson, OBOA Association Manager, to discuss at 503.691.6262.



2019 OBOA Fall Educational Institute September 16-20, 2019 – 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 _____
 Product(s)/Service _____ Website _____

EXHIBITS – Please select # of days you plan to exhibit

	<u>One-Day</u>	<u>Two-Day</u>	<u>Three-Day</u>	<u>Four-Day</u>	<u>Five-Day</u>
OBOA Member:	<input type="checkbox"/> \$395	<input type="checkbox"/> \$595	<input type="checkbox"/> \$795	<input type="checkbox"/> \$995	<input type="checkbox"/> \$1,195
Non-Member:	<input type="checkbox"/> \$595	<input type="checkbox"/> \$795	<input type="checkbox"/> \$995	<input type="checkbox"/> \$1,195	<input type="checkbox"/> \$1,395

Then, select which day(s): Monday, 9/16 Tuesday, 9/17 Wednesday, 9/18 Thursday, 9/19 Friday, 9/20

Exhibit Booth Personnel

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

Rep # 1 - Full Name (include designations) _____ **Position Title** _____
 Business Phone _____ Email _____
Rep # 2 - Full Name (include designations) _____ **Position Title** _____
 Business Phone _____ Email _____

SPONSORSHIPS – Make your selection(s)

Pricing listed below reflects Member Pricing / Non-Member* Pricing

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

- Sign Sponsor:** \$300 / \$500 **Name Badges:** \$400 / \$600 **Speaker Gifts:** \$750 / \$1,000
 Attendee Packets: \$500 / \$750 **Badge Lanyards:** \$500 / \$750 (plus sponsor provides lanyards)
 Speaker \$1,000 / \$1,250 (multiple opportunities available) - **Speaker Preference** (list name): _____

- Breakfast Buffet:** \$1,000 / \$1,250 Mon, 9/16 Tues, 9/17 Wed, 9/18 Thurs, 9/19 Fri, 9/20
Morning Break: \$500 / \$750 Mon, 9/16 Tues, 9/17 Wed, 9/18 Thurs, 9/19 Fri, 9/20
Lunch: \$2,000 / \$2,250 Mon, 9/16 Tues, 9/17 Wed, 9/18 Thurs, 9/19 Fri, 9/20
Afternoon Break: \$500 / \$750 Mon, 9/16 Tues, 9/17 Wed, 9/18 Thurs, 9/19 Fri, 9/20

EXHIBIT/SPONSORSHIP TOTAL AMOUNT DUE: _____

Cancellation Policy: Exhibit and sponsorship cancellations received prior to August 30 will receive a 50% refund. Cancellations received after August 30 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 _____ CVV _____
 Card Billing Address _____
 City _____ State _____ Zip Code _____
 Email Receipt To _____

**Please complete form and return to the OBOA office by August 30
 OR REGISTER ONLINE at oregonbuildingofficials.com**

OBOA Tax ID #: 93-0949446