



Oregon Emergency Management Association Annual Conference

October 12-15, 2020

Salishan Resort, Gleneden Beach, OR

WHY EXHIBIT AT THE OEMA ANNUAL CONFERENCE?

The Oregon Emergency Management Association (OEMA) is the professional association of Oregon's emergency management professionals. OEMA promotes the efforts of Oregon's communities to plan for all hazards through improved mitigation, preparedness, response and recovery capabilities. Our annual conference is a valuable, well attended event with top ranked keynote speakers relevant to the industry and breakout sessions for education opportunities. We utilize prestigious venues and provide a networking social for conference attendees to get to know the exhibitors. We expect 150-200 attendees, comprised of Emergency Managers from state and local governments, non-profit agencies and the business community. There may be elected officials, federal agency representatives and delegates from volunteer associations. Inviting vendors to sponsor and/or exhibit is one of the best ways for us to keep up with the latest tools available to emergency managers.

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2020 EXHIBITOR SCHEDULE

Tuesday 10/13/20

8:00 am – 11:00 am
Exhibitor Setup
11:30 am – 4:30 pm
Exhibitor Area Open

Tuesday Evening 10/13/20

5:00 pm – 7:30 pm
Networking Social in the
Exhibitor Hall (no host bar)

Wednesday 10/14/20

7:00 am – 1:00 pm
Exhibitor Area Open

** Morning coffee breaks and lunches will be in the Exhibit Hall.

EXHIBIT TEAR DOWN

1:00 pm – 2:00 pm Wednesday. All exhibits must be removed by 2:00 pm.

CONFERENCE EXHIBITOR RENTAL SPACE & SPONSORSHIP APPLICATION RULES AND REGULATIONS

MULTIPLE BOOTHS

Exhibitors may purchase multiple booths, however; booths may not be shared with another company.

SHIPPING AND HANDLING

Shipping of materials and installation fees are not included in the exhibit booth fee. Arrangements for shipping and storage of displays and materials must be managed through the venue, addressed to the attention of the guest picking up the package onsite and marked OEMA Exhibitor.

CONTRACT FOR SPACE

The exhibit contract and booth space application, the formal notice of space assignment and the full payment of exhibit booth fees together constitute a contract between OEMA and the exhibitor for the right to use the assigned booth space and to comply with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by OEMA.

SPACE ASSIGNMENT

Space assignment priority is given according to sponsorship level and is then made available on a first-come, first-served basis. OEMA will make every effort to place exhibitors in the areas of their choice, and once a space is paid for, confirm that space to the exhibitor. However, OEMA does reserve the right to place, move or relocate any exhibitor in case of necessity for the total benefit and operation of the show.

EXHIBIT BOOTH SETUP

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Exhibits should be arranged so that company representatives will be inside of the space assigned. Materials used to decorate shall be of flame-retardant material. Safety exits and equipment must be left accessible and in full view at all times.

BOOTH PAYMENT

Each exhibitor MUST submit an online registration or a signed application with full payment to reserve a booth. Payment must be received within 30 days of invoice or the booth may be forfeited. Payments not received 30 days prior to the conference will incur a \$100 fee.

CANCELLATION

If an exhibitor cancels a booth space contract 30 days or more prior to the conference, all fees paid (less \$50 cancellation fee) will be returned. If an exhibitor rents a booth, pays in full, but does not attend the conference, no refund will be made. Cancellation of a booth less than 30 days prior to the conference will result in forfeiture of fees paid.

REPRESENTATIVE FEES

The exhibit fee for each booth includes two representatives for the designated company. Additional company representatives may attend but will be charged \$100 per person. The fees will be collected at the time of registration.

ALL COMPANY REPRESENTATIVES WORKING IN THE EXHIBIT HALL MUST BE REGISTERED FOR THE CONFERENCE

All exhibitors must check in at the registration area upon arrival at the conference for a badge and conference information. Please register all persons in your booth so that a badge can be made in advance. Admission shall be by badge and badges are not transferable. Rights of an exhibitor shall not be assignable to any other firm or person.

EXHIBITOR'S RESPONSIBILITIES

OEMA will not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. OEMA will not be responsible for loss or disappearance of the exhibitor's materials after some have been delivered to the exhibitor's booth. Similarly, OEMA cannot be responsible for disappearance of the exhibitor's materials before the materials are picked up from the exhibitor's booth for loading after the conference.

PRIZES

Representatives from the companies exhibiting at the conference are not eligible to win prizes. Prize winners will be eligible to win more than one prize. Individual exhibitors may determine if the prize winner needs to be in attendance at the time of the drawing. Exhibitors accept responsibility of delivery of their prizes to the winner.

LIABILITY

Exhibitor agrees to protect, save and keep OEMA and the venue forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between the venue and OEMA regarding exhibition premises. Further, exhibitor shall at all times protect, indemnify, save, defend and hold harmless OEMA and the venue against and from any and all loss, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or any other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. Additionally, OEMA shall not be held responsible for any loss, damage, or

delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of OEMA.

EXHIBITORS PROPERTY

OEMA (and its conference host facilities) cannot assume responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident or other causes, but will use all reasonable care to protect them against such loss. In all case, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and when exhibits are being set up or dismantled, to protect against loss. OEMA (and its host conference facilities) cannot be responsible for any item left unattended or left in the Exhibit Hall during the times the exhibits are closed.

RULES AND COMPLIANCE

Exhibitors agree to comply with rules and regulations as specified in the exhibitor package.

NONCOMPLIANCE WITH EXHIBITOR RULES AND REGULATIONS

Each exhibitor and all its employees agree to abide by the rules and regulations given herein and by subsequent amendments and additions considered by OEMA management to be in the best interest of all exhibitors. Upon noncompliance with the rules formulated, OEMA management reserves the right to prohibit, reject, or eject any exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, OEMA's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of monies received shall be made.

ADMENDMENT TO RULES

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive, and successful exposition. Any and all matters or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of OEMA management. In an effort to provide the greatest good to the greatest number, OEMA management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.

COMPANY NAME: _____ DATE: _____

PRINT NAME: _____ SIGNATURE: _____