



OPTA 2020 ANNUAL CONFERENCE

***March 14, 2020 * Holiday Inn Portland Airport *
9439 NW Columbia Blvd, Portland, OR 97220***

What is the OPTA?

The Oregon Physical Therapy Association is the non-profit association that represents the 1527 physical therapists (PT) and physical therapist assistants (PTA) in the state of Oregon. Our mission is to support, promote, and advocate for the profession of physical therapy.

Who will attend?

The annual conference is our premier continuing education and networking event. Over 175+ physical therapy professionals from throughout the Pacific Northwest representing large corporations, private clinics, hospitals, home health and students are expected to attend this event.

Why should you sponsor/exhibit at the OPTA Annual Conference?

- **Expanded Professional contacts**
- **A focused audience**
- **Dedicated exhibit time coupled with meal functions to increase exposure**
- **A complete list of attendees and associated organizations**
- **Recognition in the on-site conference materials**
- **Recognition in the *Oregon Log*, OPTA's newsletter (1700 subscribers)**



SPONSOR INFORMATION:

*Gain visibility and show your support for the profession and OPTA.
This is a great way to put your company in the spotlight!*

	Platinum	Bronze
Prominent logo in all conference related publications*	✓	✓
Copy of attendee list	✓	✓
6 ft table in exhibitor area (\$450 value)	✓	✓
Sponsor ribbon on badges of any company attendees	✓	✓
Special thank you on conference webpage for one year	✓	✓
Logo on OPTA website for one year	✓	✓
Special recognition during keynote presentation	✓	
Two conference registrations	✓	
Banner placement at the conference	✓	
Five minutes during conference business meeting	✓	
Organization materials in conference packets	✓	

Additional sponsorship levels, as well as exhibitor opportunities, are listed in this packet

**if registered and paid prior to printing*

Please note that there may be more than one sponsor per category.

Sponsorship Opportunities

- Platinum - \$2,500
- Bronze - \$1,200
- Lunch - \$500
- Social Hour - \$500
- Continental Breakfast - \$400
- Morning Break - \$200
- Afternoon Break - \$200

2020 Sponsorship Levels

Platinum Sponsor - \$2500

- Special recognition during keynote presentation
- Two conference registrations
- Banner placement at the conference
- Five minutes during conference business meeting
- Organization materials in conference packets
- Sponsor recognition on OPTA website for one year
- Sponsor recognition on OPTA conference website for one year
- Placement of logo in all conference related publications (if registered and paid prior to printing)
- 6 ft table in the Exhibitor area
- Logo on main event signage
- “Platinum Level Sponsor” ribbon on name badges of any company attendees
- Copy of attendee list

Bronze Sponsor - \$1200

- Sponsor recognition on OPTA website for one year
- Sponsor recognition on OPTA conference website for one year
- Placement of logo in all conference related publications (if registered and paid prior to printing)
- 6 ft table in the Exhibitor area
- “Bronze Level Sponsor” ribbon on name badges of any company attendees
- Logo on main event signage
- Copy of attendee list

Lunch Sponsor - \$500

- Company signage during lunch
- Signage at individual tables during lunch
- Special thank you on the OPTA conference webpage
- Logo on main event signage
- Copy of attendee list

Social Hour Sponsor - \$500

- Company signage during lunch
- Signage at individual tables during lunch
- Special thank you on the OPTA conference webpage
- Logo on main event signage
- Copy of attendee list

Breakfast Sponsor - \$400

- Company logo/name signage during breakfast
- Special thank you on the OPTA conference webpage
- Logo on main event signage
- Copy of attendee list

Morning Break Sponsor - \$200

- Logo on Winter Meeting website page
- Logo on main event signage
- Signage placement during Break

Afternoon Break Sponsor - \$200

- Logo on Winter Meeting website page
- Logo on main event signage
- Signage placement during Break

Interested in a special sponsorship opportunity? Your ideas are welcome!

Call the OPTA office to discuss opportunities.

Exhibitor Information

- Your OPTA exhibit includes a 6' skirted table, two chairs, and one lunch per space. **Exhibit space is \$450 per exhibit.** Additional lunch tickets can be purchased in advance for \$40 each – see the enclosed form. Electricity and signage are not provided with your exhibit fee. Exhibit personnel must be registered to staff your exhibit table during the conference. Exhibit personnel will be required to wear their name badges at all times.
- **Space is limited**– register early. Exhibit space will be sold on a first-come, first-served basis.
- The conference runs from 8:00 am through 5:15 pm, with frequent breaks between classroom sessions and includes visibility opportunities during continental breakfast, morning coffee break, lunch, afternoon break, and before and after the start of the conference. Exhibitors are welcome to stay through the Social Hour following the conference.
- OPTA reserves the right to make changes in the show, exhibit hall and/or exhibit spacing as they deem appropriate.

**Subject to change*

WHEN WILL THE EXHIBITS BE HELD?*

Set-up: Saturday 3/14/2020 6:30 – 8:00 am

Show Hours: Saturday 3/14/2020 8:00 am – 5:15 pm - *Scattered based on program schedule*

Tear Down: Saturday 3/14/2020 4:15 – 6:00 pm

EXHIBITOR HOLD HARMLESS PROVISION:

By submitting the Exhibitor Agreement form to the OPTA, I am indicating that I understand and agree to the provisions and terms and conditions as listed on this contract and am authorized to execute this Exhibitor Contract on behalf of my company.

The space commitment made by the Oregon Physical Therapy Association (OPTA) and by the Facility is subject to the provision that each exhibitor assumes the entire responsibility for and agrees to protect, indemnify, defend and hold harmless OPTA and the Facility and their employees and agents against all claims, losses and damages to person, property, governmental charges or fines and attorneys' fees arising out of or caused by the exhibitor's installation, removal or maintenance of equipment or property, and occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of either the OPTA or the Facility, their employees or agents. Execution by the exhibitor of the following provision is a prerequisite to participate in the exhibit hall activities of the conference. In addition, exhibitor acknowledges that neither OPTA, nor the Facility maintains insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

OPTA reserves the right to make changes in the show, exhibit hall and/or exhibit spacing as they deem appropriate.

Exhibit Terms and Conditions

- The exhibit hours are stated on the enclosed information and must be adhered to. Exhibit times and the floor plan are subject to change by the show producer. In the event of a change, you will be notified.
- Only one exhibitor/company may occupy each exhibit table, regardless of its size.
- We cannot guarantee exhibit table placement in the exhibit hall. However, if you wish exhibit table placement in close proximity to or not near a competitor, please indicate your preference clearly on a separate sheet and return it with this form. We will do our best to accommodate your request(s).
- Security will not be provided before, during, or after show hours so please plan accordingly. OPTA and the facility are not responsible for any lost or stolen items.
- Exhibitor cancellations on or before February 8, 2020 will receive a full refund minus a \$75 administration fee. Exhibitor cancellations received after February 8, 2020 will not receive a refund.
- In the event of weather problems or other events beyond OPTA's control, an event may be cancelled or moved to a different location. Should this occur, an attempt will be made to contact all exhibitors.
- OPTA reserves the right to make changes to the exhibit hall, schedule, space and what is provided as it deems necessary. OPTA reserves the right to refuse exhibit space sales as it deems appropriate.
- Suitcasing is prohibited. "Suitcasing" is the act of soliciting business or showing products/services in non-designated exhibit space, such as the aisle, break areas, lobby/foyer, education rooms, in another company's exhibit space or other public spaces. Suitcasing is also a liability and endangers the safety of conference attendees.
- Space is limited – so register early! Registrations will be accepted on a first-come, first-served basis; however, we must receive your agreement and payment to ensure your space. Once we are sold out, special accommodations cannot be made.
- Show Hours – Setup on Saturday 6:30-8:00 am; Exhibit hours are 8:00 am-5:15 pm (hours are scattered due to the education program); Tear down from 4:15-6:00 pm.

Cancellation Policy: Exhibit cancellations received prior to February 8, 2020 will receive a full refund minus a \$75 administration fee. Exhibit cancellations received after February 8, 2020 or no-shows will not receive a refund.

Event Cancellation or Change: In the event of inadequate registration, weather problems or other events beyond OPTA's control, a conference may be moved or cancelled. Should this occur, an attempt will be made to contact all registrants/exhibitors and fees will be refunded.

Registrant agrees to grant OPTA and Update Management the right to photograph or video Registrant during participation in the event. Registrant understands that any photographs or recordings may be used by OPTA and Update Management for marketing and promotional purposes, at their sole judgment and discretion, without compensation or credit to Registrant

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EXHIBIT SPACE & SPONSOR AGREEMENT

Company Name (as you would like it to appear) _____
Exhibitor/ Sponsor Contact Name _____
Mailing Address _____
City _____ State _____ Zip _____
Business Phone _____ Fax _____ Email _____
Company Product/Service _____ Website: _____

Exhibits

	Price	
# _____ Exhibit Space	\$450	Exhibitor Total \$ _____

Exhibit personnel must be registered to staff your exhibit table during the conference. Exhibit personnel will be required to wear their name badges at all times. One lunch is provided with your exhibit registration; however, additional lunch tickets can be purchased below.

Exhibit Personnel 1. _____ 2. _____
3. _____ 4. _____

Special Accommodations: Please indicate any special requirements (i.e., dietary restrictions, handicap access, etc.) that will require advance planning on our part: _____

<u>Lunch Tickets</u>	Price	Attendee's Name: _____
# _____ Additional Lunch Ticket(s)	\$40	Lunch Ticket Total \$ _____

<u>Sponsorships</u>	Price	
<input type="checkbox"/> Platinum Sponsor	\$2500	<input type="checkbox"/> Lunch \$500
<input type="checkbox"/> Bronze Sponsor	\$1200	<input type="checkbox"/> Afternoon Break \$200
<input type="checkbox"/> Continental Breakfast	\$ 400	<input type="checkbox"/> Social Hour \$500
<input type="checkbox"/> Morning Break	\$ 200	
		Sponsorship Total \$ _____

Total Amount Due \$ _____
(payment accepted in US funds only)

PAYMENT OPTIONS: ☐ Check, Payable to OPTA ☐ Visa/MasterCard ☐ American Express ☐ Discover

Card # _____ Exp. Date _____ Amount \$ _____ CVV _____
Name on Card _____ Signature _____
Card Billing Address _____
City _____ State _____ Zip _____
Email Address for Receipt _____

Please fax your credit card payment to 503-253-9172 or mail to OPTA, 147 SE 102nd Avenue, Portland, OR 97216

Exhibitor Hold Harmless Provision: By submitting this agreement/application for exhibit space, you indicate that you have read and agree to the Exhibitor Hold Harmless Provision as stated on the Exhibit & Sponsor Information sheet.

Cancellation Policy: Exhibit cancellations received prior to February 8, 2020 will receive a full refund minus a \$75 administration fee. Exhibit cancellations received after February 8, 2020 or no-shows will not receive a refund.

Event Cancellation or Change: In the event of inadequate registration, weather problems or other events beyond OPTA's control, a conference may be moved or cancelled. Should this occur, an attempt will be made to contact all registrants/exhibitors and fees will be refunded.