



## 33<sup>RD</sup> ANNUAL NURSE PRACTITIONERS OF OREGON EDUCATION CONFERENCE

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### AN OPPORTUNITY YOU CAN'T AFFORD TO MISS!

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The Nurse Practitioners of Oregon invite you to share your product expertise with us during our **33<sup>rd</sup> Annual NPO Education Conference, September 30 – October 3, 2010**. Our exhibit hall will be open Friday and Saturday October 1-2, 2010. Listed below you will find the specific information pertaining to this great event. We look forward to seeing you there.

- Participants:** Approximately 300+ Nurse Practitioners from Oregon, Idaho, Washington and Northern California will attend the 2010 Education Conference.
- Conference Site:** The conference will be held at the Salishan Spa and Golf Resort, 7760 Highway 101 North, PO Box 118, Gleneden Beach, Oregon 97388
- Conference Dates:** September 30 -- October 3, 2010
- Exhibit Dates:** October 1, 2010 8:00 am – 5:00 pm; October 2, 2010 7:00 am – 11:30 p.m.
- Exhibitor Set-up will be Thursday, September 30, 2010 from 6:30 to 8:00 p.m.
- Breaks:** Breaks are 15-30 minutes in length and scheduled in the exhibit hall so participants may visit our exhibitors. This is your time to share.
- Door Prizes:** We welcome donations of door prizes. Verbal acknowledgement will be made at the time of awarding of the door prize.
- Sponsorship:** Sponsorship is a great way to gain added exposure to display your products. We have three levels of sponsorship available this year which are listed below. Our Platinum levels of sponsorship exceed the gift levels listed here and are specific to the needs of the NPO. If you have interest in sponsoring above the Gold Sponsor level, please contact Susan Thornton at (360) 901-6948 or email: [sthornton@AcuteCareEd.com](mailto:sthornton@AcuteCareEd.com)

**Gold Sponsor: \$5,000**

- Verbal acknowledgement of sponsorship at the Saturday Evening Social Event by NPO committee
- Company logo on the event welcome and acknowledgement slideshow (continually playing during non-program time of the event throughout the conference)
- Company name acknowledgement as a sponsor in advertising materials given to each registered participant
- Poster with company name and logo displayed on an easel in the event space
- Name tag identification as a GOLD sponsor
- Exhibit table in our vendor hall during vending breaks

**Silver Sponsor: \$2,500**

- Verbal acknowledgement of sponsorship of the 30 minute break by NPO committee
- Company logo on the event welcome and acknowledgement slideshow (continually playing during non-program time of the event throughout the conference)
- Company name acknowledgement as a sponsor in advertising materials given to each registered participant
- Poster with company name and logo displayed on an easel in the event space
- Name tag identification as a SILVER sponsor
- Exhibit table in our vendor hall during vending breaks

**Bronze Sponsor: \$1,000**

- Verbal acknowledgement of sponsorship of a 15 minute break by NPO committee
- Company logo on the event welcome and acknowledgement slideshow (continually playing during non-program time of the event throughout the conference)
- Company name acknowledgement as a sponsor in advertising materials given to each registered participant
- Poster with company name and logo displayed on an easel in the event space
- Name tag identification as a BRONZE sponsor
- Exhibit table in our vendor hall during vending breaks

**Exhibitor: \$695**

- Name tag identification as an EXHIBITOR
- Exhibit table in our vendor hall during vending breaks

To reserve your space, please complete the application below with your desired level of sponsorship and mail with payment today! Space is limited. So please reserve your table today!

**PLEASE RETURN APPLICATION FORMS WITH  
PAYMENT BY SEPTEMBER 1, 2010**

## 2010 RULES AND REGULATIONS FOR EXHIBITORS

### 1. ALLOCATION OF SPACE

Participation in the **33<sup>rd</sup> Annual NPO Education Conference** is on an invitation only basis. There is no guarantee that requested space will be assigned until the contract has been accepted by the Nurse Practitioners of Oregon and payment has been received.

### 2. CONTRACT

Each Exhibitor will execute a contract for the right to use the space allotted. Subletting or sharing space is prohibited. Exhibit space contracts will not be binding in the event of fire, strikes, riot, or other circumstances beyond the control of the Nurse Practitioners of Oregon rendering the building housing exhibits unfit for use, or which shall indemnify and hold harmless the Nurse Practitioners of Oregon from all liability which might ensue from any cause whatsoever.

### 3. PAYMENTS

The cost of each table in the Exhibit Hall is \$695. Full payment must accompany the contract unless arrangements have been made. **Make checks payable to the Oregon Nurses Association/Nurse Practitioners of Oregon (ONA/NPO)**, tax ID # 93-0243430, and mailed to:

**Nurse Practitioners of Oregon  
c/o Acute Care Education Associates, Inc.  
8208 NE 99<sup>th</sup> Circle  
Vancouver, WA 98662**

### 4. REGULATIONS GOVERNING REFUNDS AND NON-PAYMENT

- 1) No refund of any payment will be made after September 1, 2010
- 2) Reservation for space will not be held unless the contract is executed and payment received.

### 5. FACILITIES FURNISHED

In addition to the exhibit space, the Nurse Practitioners of Oregon will provide each space with a standard 6 to 8 foot table and two chairs. No allowance will be made for facilities not utilized. If you have other space requirements or do not need a table, please check on the form or contact Susan Thornton, Education Conference Coordinator at (360) 901-6948 or email [sthornton@acutecareed.com](mailto:sthornton@acutecareed.com).

### 6. ELECTRIC POWER

A limited number of standard 110V outlets are available. Exhibitors **must** provide their own extension cords.

## **7. CHARACTER OF EXHIBIT**

The Nurse Practitioners of Oregon reserves the right to decline or prohibit any exhibit or part of an exhibit or proposed exhibit which is not suitable or in accordance with the ethics of the nursing profession.

In determining eligibility of exhibitors, ANA's Code For Nurses is applicable, especially #10, "The Nurse Refuses to Give or Imply Endorsement to Advertising, Promotion, or Sales for Commercial Products, Services, or Enterprises;" and the NPO purposes, goals or programs, including its status as a labor organization. NPO has the right to cancel the exhibition contract on seven (7) days' notice for any cause.

The exhibit area is limited to business firms, professional organizations, educational institutions, governmental agencies, and individuals who have contracted and paid for space assignments. No other persons or concerns are permitted to demonstrate, solicit orders, promote and/or distribute advertising or other materials in the convention facilities.

The Nurse Practitioners of Oregon reserves the right to bar printed matter, souvenirs and catalogues. Any interference with other exhibits will not be allowed. Small AV equipment is permissible. The placement of all signs, banners and advertising matter shall be subject to the approval of the Conference Coordinator and limited to the assigned space. Displays which excessively block other exhibitor's space will be prohibited. Public address systems and sound motion pictures may not be used.

## **8. CARE OF FACILITY**

Exhibitors will be responsible for any damage done to the building, equipment or decorations by them or their agents or employers. No nails, tacks, or screws shall be driven into walls, woodwork, picture frames or floors of the building. No signs, posters, announcements or other articles shall be posted, nailed or otherwise attached to any of the pillars, walls, doors, floors, etc., in such a manner as to deface or destroy the same. Floors must be protected against any substance that might produce stains. Inflammable or explosive substances will not be permitted in the building. By State law, all decorative material must be fire-proof and must conform to the requirements of the Fire Department.

## **9. GENERAL RESTRICTIONS**

Nothing shall be constructed, built, installed or used as a part of or in connection with an exhibit which does not conform with the requirements of Federal, State and Municipal laws, ordinances and regulations. Rules of Salishan Spa & Golf Resort, must be observed and obeyed. Distribution of circulars or advertising matter of any description from any place other than the space for which the exhibitor has contracted is strictly prohibited. Each exhibitor must use his/her allotted space. Aisle space shall not be used for exhibit purposes.

## **10. SALES, SAMPLES AND SOUVENIRS**

The exhibitor may offer for sale goods or items manufactured or sold by the exhibitor in the regular course of business. The exhibitor must display his own vendor's license if required by state or local law. Samples, candy and souvenirs may be given away. A door

prize drawing may be held in the exhibit area at each break. If you have a door prize to donate, please notify Susan Thornton, Education Conference Coordinator at (360) 901-6948 or email [sthornton@acutecareed.com](mailto:sthornton@acutecareed.com).

**11. SET-UP AND BREAK-DOWN OF EXHIBIT DISPLAY**

**ALL** exhibitors are to check in at the Exhibitor Registration Desk to pick up name badges and other material. Space will be available for setting up September 30th from 6:30 - 8:00 p.m. Installation of all exhibits must be completed by Friday, October 1 at 7:00 a.m. All exhibits must be removed from the exhibit area by 12:00 p.m., Saturday, October 2, 2010.

**12. NON-ENDORSEMENT**

The exhibiting of products at a conference of the Nurse Practitioners of Oregon does not necessarily constitute an endorsement by the Association of the products exhibited.

**13. HOLD HARMLESS CLAUSE**

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Nurse Practitioners of Oregon, Oregon Nurses Association, Acute Care Education Associates, Inc., Salishan Spa & Golf Resort and its employees and agents harmless against all claims, losses and damages to persons and property, governmental charges or fines and attorneys fees arising out of or caused by exhibitors installations, removal, maintenance or a part thereof, excluding any such liability caused by the sole negligence of the conference center, its employees and agents. In addition, the Exhibitor acknowledges that the Nurse Practitioners of Oregon, Oregon Nurses Association, Acute Care Education Associates, Inc., and Salishan Spa & Golf Resort do not maintain 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 the Exhibitor.

The Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premise, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in the foregoing paragraph hereof, in an amount of not less than \$250.00, Combine Single Limit for personal injury and property damage. Salishan Spa & Golf Resort shall be included in such policies as additional named insured. In addition, the Exhibitor acknowledges that neither Salishan Spa & Golf Resort, Nurse Practitioners of Oregon, Oregon Nurses Association, or Acute Care Education Associates, Inc. provides insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring such losses by the Exhibitor.

THE FOREGOING REGULATIONS HAVE BEEN FORMULATED FOR THE BEST INTERESTS OF ALL CONCERNED AND THE COOPERATION OF ALL EXHIBITORS ARE REQUIRED.

**CORRESPONDENCE or QUESTIONS**

Direct all questions and correspondence to:

Susan Thornton  
Education Conference Coordinator  
Acute Care Education Associates, Inc.  
8208 NE 99<sup>th</sup> Circle  
Vancouver, WA 98662  
(360) 901-6948  
sthornton@acutecareed.com

On Behalf of  
Nurse Practitioners of Oregon  
18765 SW Boones Ferry Rd, Suite 200  
Tualatin, Oregon 97062

**SPONSORSHIP/EXHIBIT SPACE CONTRACT  
33<sup>rd</sup> ANNUAL NPO EDUCATION CONFERENCE**

You are hereby authorized to reserve exhibit space at the 33<sup>rd</sup> Annual Nurse Practitioners of Oregon Education Conference to be held September 30-October 3, 2010. The exhibit dates are Friday, October 1 & Saturday, October 2. Conference site: Salishan Spa & Golf Resort, 7760 Highway 101 North, PO BOX 118, Gleneden Beach, Oregon 97388.

We agree that all provisions of the "2010 Rules & Regulations for Exhibitors", which the undersigned exhibitor acknowledges that he/she has read and understands, shall be a part of this contract and that we hold the Nurse Practitioners of Oregon, Oregon Nurses Association, Acute Care Education Associates, Inc., and Salishan Spa & Golf Resort blameless for claims of any nature arising from our occupancy of assigned space or from activities of our employees or representatives.

We acknowledge the charge for each booth is \$695 as shown in the Prospectus for Exhibitors. Booths will be assigned on a first come basis at the discretion of the NPO.

Name of Company (Exhibitor) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By \_\_\_\_\_

Sign Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Person(s) in Charge of Exhibit \_\_\_\_\_

Contact Person(s) Phone Number \_\_\_\_\_ E-mail: \_\_\_\_\_

Others who will represent you \_\_\_\_\_

Yes! We will be a(n):

GOLD SPONSOR (\$5,000)

SILVER SPONSOR (\$2,500)

BRONZE SPONSOR (\$1,000)

EXHIBITOR (\$695) \_\_\_\_\_ number of tables  110 V outlet needed

**Amount enclosed:** \_\_\_\_\_

ONA/NPO Member Exhibitor \$495

Please make check payable to: **ONA/NPO** (Tax ID # 93-0243430)

Mail signed contract and payment to:

Nurse Practitioners of Oregon

c/o Acute Care Education Associates, Inc.

8208 NE 99<sup>th</sup> Circle

Vancouver, WA 98662

**PLEASE REMEMBER THAT EXHIBIT SPACES WILL NOT BE RESERVED UNLESS A SIGNED CONTRACT HAS BEEN RECEIVED TOGETHER WITH A CHECK BY SEPTEMBER 1, 2010.**

Accepted by the Nurse Practitioners of Oregon

SPACE(S) ASSIGNED: Booth(s) No. \_\_\_\_\_

Amount received: \_\_\_\_\_ Date: \_\_\_\_\_