



**EXHIBITOR INFORMATION**  
**OLA CONFERENCE 2012**  
April 25 – April 27, 2012  
Riverhouse Convention Center  
Bend, Oregon

**Thank you for being a part of the Oregon Library Association 2012 Conference!**  
**Your support and participation is appreciated!**

**EXHIBITS:** Booths will be 10' x 10'. Wireless is included at no charge. All breaks, OLA showcases, and President's Reception will take place in the exhibit's area.

For information about the Riverhouse Convention Center, floor plans, and lodging visit <http://www.riverhouse.com/web/conventions.htm>. The exhibits area is located on the first floor of the convention center.

**SPECIFICS:** Booths will include pipe and drape (8' back, 3' divider between booths), carpet, electricity with multi-outlet power strip, 8' skirted table, 2 chairs, and water pitcher.

TYPE	COST
Commercial	\$400
Non-Commercial (govt. agencies, non-profits, not selling products at conference)	\$300

**EXTRA TABLES:** Additional tables may be requested for an additional fee \$45.00. Please contact Lynne Mildenstein if extra table is needed.

**REGISTRATION:** Registration and payment is available on OLA's secure website: <https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=ola&formId=105027> **Deadline for registration is APRIL 2.**

**EXHIBIT HOURS:** **Thursday:** 10:00 - 7:00  
**Friday:** 8:30 - 12:30 (you are welcome to stay until the conference officially ends at 4:15 p.m.)

**SET UP:** **Wednesday:** Noon until 7 p.m.  
**Thursday:** 8:00 - 10:00 a.m.

**TEAR DOWN:** Tear down may begin after exhibit hours on Friday.

**SECURITY:** The convention center will be locked after all OLA events. There is security onsite 24 hours.

**SPECIAL EVENTS:** **No-Conflict:** There are three, one-hour, no-conflict times: Thursday 10-11 a.m., Thursday 3-4 p.m., and Friday 10-11 a.m.

**President’s Reception:** In exhibits area, Thursday, 6-7 p.m.

**SPONSORSHIP:** Sponsors and donors receive acknowledgement in the conference program and onsite at meals and business meetings as well as a special booth symbol. There are numerous opportunities for sponsorship. Check exhibitor form upon registration or contact Lynne Mildenstein (see contact information below).

Event at OLA Conference	Type	Amount
Keynote Address President’s Reception President’s Banquet	Platinum	\$1,000
Luncheon	Gold	\$500
Break	Silver	\$250
<b>Advertisement in OLA Program</b> (reserve space deadline extended: March 14)		
Full Page	Gold	\$500
Half Page	Silver	\$250

**RAFFLES:** There will be no official OLA raffle event. If you would like to offer raffle prizes, please participate at your booth.

**REFUND POLICY:** Full refunds will be issued to exhibitors who cancel and request a refund in writing up to seven weeks before the conference. Refunds for cancellations less than seven weeks before the conference are subject to a \$50 handling fee. No refunds will be issued to exhibitors canceling less than two weeks before the conference.

**TRAVEL:** Airport – Roberts Field, Redmond Municipal Airport  
[http://www.ci.redmond.or.us/internet/index.php?option=com\\_content&task=view&id=233&Itemid=343](http://www.ci.redmond.or.us/internet/index.php?option=com_content&task=view&id=233&Itemid=343)

Airline carriers that serve Redmond Airport are Delta Airlines, Horizon Air, Allegiant Air and United Express. These carriers provide more than 20

daily departures with routes to Portland (PDX), San Francisco (SFO), Salt Lake City (SLC), Los Angeles (LAX), Phoenix (PHX), Las Vegas (LAS) and Seattle (SEA) international airports.

**SHIPPING:** The Riverhouse Hotel & Convention Center assumes no responsibility for delivery and condition of stored goods prior to and after an event. Boxes/Pallets cannot be shipped COD.

**SHIP TO:** Packages that are sent to The Riverhouse for pre-event storage must be sent in the following manner:

1. The package must be sent to the attention of the guest picking up the package on-site.
2. On the address label indicate the group event name.
3. The mailing address is:

The Riverhouse Convention Center  
2850 NW Rippling River Court  
Bend, Oregon 97701

Packages sent more than three (3) days prior to the event may be subject to a \$15.00 per package per day charge. The Riverhouse is not responsible for packages that are lost, stolen or damaged.

**SHIP FROM:** Please follow these instructions to ship your goods after your event:

1. Please package your items in an acceptable format specific to your desired carrier.
2. Please complete your own shipping form and attach to your goods. It is imperative that you leave your contact phone number visible in the event that goods are not picked up.
3. Contact your carrier for a pick up from the following address:

Riverhouse Convention Center  
2850 NW Rippling River Court  
Bend, OR 97701

4. Any packages unclaimed or left after one month will be disposed.

**QUESTIONS????**

**OLA CONTACT:** **Lynne Mildenstein, OLA Exhibits Chair**  
Technical Services Manager  
Deschutes Public Library  
601 NW Wall St.  
Bend, OR 97701  
P: 541.617-7061  
F: 541-617-7059  
E: [lynnem@dpls.us](mailto:lynnem@dpls.us)

The logo for the Oregon Library Association, featuring the words "Oregon", "Library", and "Association" stacked vertically in a blue, serif font. The "O" in "Oregon" is significantly larger than the other letters.