

EXHIBITOR AGREEMENT

YES, I AM INTERESTED IN EXHIBITING AND/OR SPONSORING AT THE OHSU SCHOOL OF NURSING ALUMNI ASSOCIATION “RISE TO THE CHALLENGE 2010: EXPLORING CAREERS IN NURSING.”

We wish to reserve an exhibit space at the OHSU School of Nursing Alumni Association “**Rise to the Challenge 2010: Exploring Careers in Nursing**” on **Thursday, February 11, 2010**, in Portland, Oregon.

The charge for each booth is ~~\$600~~ **\$350** (or ~~\$550~~ **\$250** early registration if received by January 7, 2010). Payment is due by February 4, 2010- unless arrangements are made for a later date. School of Nursing Alumni Association’s tax ID number is 23-708-3114.

Name of Company (Exhibitor) _____

Address _____

Contact Person _____

City _____ State _____ Zip _____ FAX _____

*E-mail (confirmation sent via e-mail) _____ Phone _____

Signature _____ Title _____ Date _____

Name of Person(s) in Charge of Exhibit _____

Others who will represent you _____ Phone _____

We require _____ (number) booth(s). Is a 110 V outlet needed? yes no

Indicate Area of Interest:

- Tabletop Exhibit - ~~\$600~~ **\$350** (Early registration, ~~\$550~~ **\$250**, must be received by 1/7/10)
- Sponsor- \$200 – logo on signage, website, and in program and highlighted in web advertising
- My company wants to help critique students’ resumes
- My company wants to donate a prize for the student raffle: _____

Amount Enclosed (Check): \$ _____ Amount to Charge (CC): \$ _____

Circle one: Visa MC Amex Discover

Name on Card: _____ **Company Name:** _____

Card Number: _____

Expiration: _____ **CID #(on back) :** _____

Authorized Signature: _____

PLEASE REMEMBER THAT EXHIBIT SPACES WILL NOT BE RESERVED UNLESS A SIGNED AGREEMENT IS RECEIVED ALONG WITH PAYMENT.

Accepted by OHSU School of Nursing Alumni Association

SPACE(S) ASSIGNED: _____ Booth(s) No. _____

Amount received: \$ _____ Ck# _____ Date _____



FACT SHEET

The OHSU School of Nursing Alumni Association introduces “Rise to the Challenge 2008: Exploring Careers in Nursing” and extends to you the opportunity to exhibit at this event. The following information provides specific details concerning the event.

Participants: Over 200 working nurses and student nurses (advanced practice and undergraduate) from regional schools of nursing will attend the event.

Exhibit Date: Thursday, February 11, 2010.

Setup will be Thursday, February 11, 2010, from 10:30 a.m. to 11:30 a.m. Exhibits will be open from 12 p.m. to 3 p.m. Break down is from 3 p.m. to 4:00 p.m.

Refreshments: Lunch will be provided to exhibitors prior to the start of the event. Please allow yourself enough travel and set-up time so that you can eat your lunch prior to the start of the event.

Resume Critique: All students will be encouraged to bring resumes for critiquing. OHSU School of Nursing invites you to attend with a minimum of two representatives in order to critique resumes and gain one-on-one interaction with students. An area will be designated for resume critiquing and is included in the exhibit fee.

Parking: There will be marked parking in the South Campus Lot, which is on Southwest Gaines Road, at the south end of the School of Nursing. A map will be sent via e-mail with the confirmation.

Location: The event is in the School of Nursing on the first floor. Registration tables will be located on that floor.

Confirmation will be sent via e-mail, which will include a map and parking information.

PLEASE RETURN EXHIBITOR AGREEMENT WITH PAYMENT BY FEB. 4, 2010 (OR BY JAN. 7, 2010 for EARLY REGISTRATION DISCOUNT).

RULES AND REGULATIONS

1. ALLOCATION OF SPACE

Participation in the OHSU School of Nursing Alumni Association “Rise to the Challenge: Exploring Careers in Nursing” is on an invitational basis. There is no guarantee that requested space will be assigned until the contract has been accepted by the OHSU School of Nursing Alumni Association and payment has been received.

2. CONTRACT

Each Exhibitor must 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 OHSU School of Nursing Alumni Association rendering the building housing exhibits unfit for use, or which shall indemnify and hold harmless the OHSU School of Nursing Alumni Association from all liability which might ensue from any cause whatsoever.

3. PAYMENTS

The cost of each booth in the Exhibit Hall is ~~\$600~~ **\$350** (~~\$550~~ **\$250** if payment is received by 1/7/10). Full payment must accompany the contract. Checks are made payable to the OHSU Foundation/SN-Alumni and mailed to:

**OHSU School of Nursing Alumni Association
3455 S.W. U.S. Veterans Hospital Road, SN-ADM
Portland, OR 97239-2941**

4. REGULATIONS GOVERNING REFUNDS AND NONPAYMENT

- a. No refund of any payment will be made after February 11, 2010.
- b. 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 OHSU School of Nursing Alumni Association will provide each space with a standard draped 6' X 3' 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 indicate this on the registration form or call (503) 494-4404.

6. ELECTRIC POWER

A limited number of standard 110V outlets are available. OHSU School of Nursing Alumni Association will provide one cord and one outlet. Exhibitors must provide extra extension cords.

7. 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 materials must be fireproof and must conform to the requirements of the Fire Department.

8. GENERAL RESTRICTIONS

Nothing shall be constructed, built, installed or used as a part of or in connection with an exhibit which does not conform to the requirements of Federal, State and Municipal laws, ordinances and regulations. 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.

9. 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/her own vendor's license.

Samples, candy and souvenirs may be given away.

10. SETUP AND BREAKDOWN OF EXHIBIT DISPLAY

Space will be available for setting up at 10:30 a.m., February 11, 2010. Installation of all exhibits must be completed by 11:30 a.m. All exhibits must be removed from the exhibit area by 4:30 p.m., Thursday, February 11, 2010.

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

CORRESPONDENCE OR QUESTIONS:

OHSU School of Nursing Alumni Association
3455 S.W. U.S. Veterans Hospital Road, SN-ADM
Portland, OR 97239-2941
Phone: (503) 494-4404 Fax: (503) 494-4350
E-mail: solofd@ohsu.edu