



OREGON STATE SHERIFFS' ASSOCIATION
JOIN. SERVE. PROTECT.

EXHIBITOR INFORMATION PACKET

DECEMBER 6-8, 2022
RIVERHOUSE ON THE DESCHUTES
BEND, OR

EXHIBITOR TRADE SHOW SCHEDULE

Tuesday, December 6, 2022

Breakfast in Exhibitor Hall	7 - 8 am
Setup	8 - 10 am
Trade Show Opens	10 am
Morning Break	TBD
Lunch in Exhibitor Hall	12 - 1 pm
Afternoon Break	TBD
Welcoming Reception	5:30 - 7 pm
Live Raffle Prize Drawing	

Wednesday, December 7, 2022

Breakfast in Exhibitor Hall	7 - 8 am
Trade Show	8 am - 5 pm
Morning Break	TBD
Lunch in Exhibitor Hall	12 - 1 pm
Afternoon Break	TBD
Charity Auction6 pm

Thursday, December 8, 2022

Breakfast in Exhibitor Hall	7 - 8 am
Trade Show	8 am - 1 pm
Morning Break	TBD
Lunch in Exhibitor Hall	12 - 1 pm
Takedown	1 - 3 pm

LOCATION

Riverhouse on the Deschutes Convention Center
2850 Rippling River Court, Bend, OR 97701

REGISTRATION

Registration Code: EXHIBITOR2022

Link: <https://oregonsheriffs.org/annual-conference/>

QUESTIONS?

Contact Natalia Egoroff

503-364-4204 or natalia@oregonsheriffs.org

EXHIBITOR COSTS



PLATINUM - \$5,000

★ Includes:

- one (1) booth in exhibitor hall
- auction or awards banquet sponsorship¹
- 5-minute presentation to sheriff's⁴
- two (2) exhibitor representatives³
- two (2) banquet tickets

PLATINUM PLUS- \$6,000

Includes upgraded lobby booth space²



GOLD - \$3,000

★ Includes:

- one (1) booth in exhibitor hall
- reception sponsorship¹
- 5-minute presentation to sheriff's⁴
- two (2) exhibitor representatives³

GOLD PLUS- \$4,000

Includes upgraded lobby booth space²



SILVER - \$1,750

★ Includes:

- one (1) booth in exhibitor hall
- meal sponsorship or swag sponsor (lanyards/badge holder, small swag bags, pens, folders)¹
- one (1) exhibitor representative³

SILVER PLUS- \$2,750

Includes upgraded lobby booth space²



BRONZE - \$1,250

★ Includes:

- one (1) booth in exhibitor hall
- break sponsorship¹
- one (1) exhibitor representative³

BRONZE PLUS- \$2,250

Includes upgraded lobby booth space²

BOOTH ONLY - \$600

★ Includes:

- one (1) booth in exhibitor hall
- one (1) exhibitor representative³

EXHIBITOR COSTS CONT.

BOOTH ONLY PLUS- \$1,000

Includes upgraded lobby booth space²

NON-PROFIT - \$495

★ Includes:

- one (1) table
- one (1) exhibitor representative³

ADDITIONAL EXHIBITOR OPTIONS

- ★ **Additional Representative - \$225³**
- ★ **Annual Awards Banquet per person - \$55**
- ★ **Additional Booth (exhibitor hall only) - \$325**
- ★ **Color Ad in Program Book - \$125**

¹Sponsorship - Includes sponsorship recognition at your booth and in the training area in addition to the Conference Program, at the Annual Awards Banquet, on the OSSA website, and in the winter 2022 edition of *Oregon Sheriff* magazine.

²Limited space available, first come first serve. Vehicles displayed in the lobby area must have a drip cloth underneath. Studded tires are not allowed.

³Exhibitor Representative - includes breakfast (Wednesday and Thursday), lunch (Tuesday, Wednesday, and Thursday), charity auction dinner (Wednesday), and all breaks (Tuesday and Wednesday).

⁴OSSA will coordinate presentation time.

LOCATION

The Trade Show will be held at:

Riverhouse on the Deschutes Convention Center
2850 Rippling River Court, Bend, OR 97701



EXHIBITOR GENERAL INFORMATION & GUIDELINES

EXHIBIT HALL HOURS

DATE	HOURS
Tuesday, December 6 (includes President's Reception)	10 am - 7 pm (new extended hours)
Wednesday, December 7	8 am - 5 pm
Thursday, December 8	8 am - 1 pm

SET UP/TAKEDOWN AND ACCESS TO THE EXHIBIT HALL

Exhibitor move-in is Monday, December 5 between of 8 am and 5 pm or Tuesday, December 6 between 8 am and 10 am.

Exhibitor move-out will occur on Thursday, December 8 between 1 pm and 3 pm. The Exhibit Hall needs to be cleared out no later than 3 pm to set-up for the awards banquet.

BOOTHS

Booths are 8'x10' carpeted spaces with pipe and drape. They come equipped with an 8-foot table that can be moved within the booth area, two chairs, and a wastebasket. You may request extra booths for an additional fee.

Screens, TV's, electricity or other special requests need to be requested during the registration process. Internet WIFI access is available and complementary.

Registration must be paid in full in order to be assigned to a booth. Booth assignments are done on a first-come, first-served basis and will not be made until one week prior to the event date to ensure competitors are not placed next to one another. Returning exhibitors can request the same booth location as the previous year. ***Please note that our floor plan has changed this year; we will try to accommodate you as best as possible.***

LODGING RESERVATIONS

For lodging reservations, contact Riverhouse on the Deschutes at 800-547-3928 or 541-389-3111.

When calling to reserve a room, indicate you are an exhibitor for the Oregon State Sheriffs' Association conference.

CANCELLATIONS & REFUNDS

Booth and Representative cancellations must be submitted in writing. Please email cancellations to Natalia at natalia@oregonsheriffs.org.

- Cancellations received **October 31 or earlier** receive a full refund.
- Cancellations received **November 1 through November 30** receive a 50% refund.
- Cancellations received **December 1 or later** and “no shows” will not receive a refund.

SHIPPING INFORMATION

Ship your items to arrive 3-4 days before the conference to:
Riverhouse on the Deschutes Convention Center
2850 NW Rippling River Court
Bend, OR 97701

Please **DO NOT** send packages to the hotel. Your packages should be clearly marked “EXHIBITOR - your company name” and to the attention of the representative who will be picking up the package.

After the conference, complete your own shipping form and attach it to your package with your own packing materials. Please leave your contact phone number visible. Contact your carrier to pick up your package at the above address.

The convention center will have designated areas for each shipping carrier on Thursday, December 8 between 1 pm and 3 pm.

PASSPORTS

This contest will run the course of the conference and bring more attendees directly to exhibitors’ booths. In order to complete the passport, attendees must visit each participating exhibitor booth. If you are interested in participating, please make sure to check the passport option during registration.

GIVE-A-WAYS & RAFFLES

Exhibitors are welcome to give away items of de Minimis value; however, exhibitors may not give away or raffle any item that exceeds \$50 in value at their booths. Exhibitors are welcome to collect business cards or otherwise solicit contact information from conferees.

FIREARMS

All operable firearms displayed by an exhibitor shall be unloaded and secured by a “gun-tie” in such a manner that the firearm cannot be operated during the Trade Show. Exhibitors shall take any and all actions to secure firearms and/or other items that are under his/her control which

might cause death or injury to the public and/or other exhibitors and any other person(s) at the Oregon State Sheriffs' Association conference.

PUBLISHING EXHIBITOR INFORMATION

Company name and information may be published unless OSSA is notified that their information is not to be published to attendees, exhibitors, or the general public.

FRATERNIZATION

Exhibitors are advised that they are expected to treat everyone at the conference with civility and respect, including hotel and wait staff, OSSA staff, other exhibitors and conference attendees. Complaints about exhibitors engaging in rude, harassing or disrespectful conduct or language will result in the person or persons involved being asked to leave the conference. A finding of sexual harassment may result in the person or persons involved being banned from OSSA conferences for life. Depending upon the seriousness of the incident, it may also result in a criminal investigation and/or the company that the person or persons work for being unable to participate in future conferences.

OSSA will be having a privately-sponsored hospitality suite. Only conference attendees, their guests, and the sponsors of the event are allowed in the hospitality suite.

LIABILITY & INSURANCE

Insofar as liability is concerned, exhibitor agrees to protect, save, and hold the Oregon State Sheriffs' Association and Riverhouse on the Deschutes and Convention Center, and its employees and all beneficiaries and agents thereof, (hereinafter collectively called Indemnitees) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the exhibitors or those holding under the exhibitor, and further, exhibitor shall at all times protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs (including attorney's fees), damage, liability, or expense arising from or out of or by any reason of any accident or bodily injury or other occurrence to any person or persons or to the property of same, including the exhibitor, its agents' employees, and business invitees, which arises from or out of or by any reason of said exhibitor's occupancy and use of exhibition premises or a part thereof, except such as shall arise directly from the acts of the Indemnitees. Insurance on each exhibitor shall be obtained at the exhibitor's own expense.

OSSA reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the show manager, incompatible with the general character and objectives of the conference.

OSSA CONTACT INFO

OSSA Office

330 Hood Street NE
Salem, OR 97301

Mailing Address

PO Box 7468
Salem, OR 97303

Exhibitor Questions Email

natalia@oregonsheriffs.org

Phone

Phone: 503-364-4204



Follow us on social media!