

# EXHIBITOR INFO & GUIDELINES

## 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, TVs, electricity or other special requests must 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 (or once all booth space is sold) to ensure competitors are not placed next to one another. Returning exhibitors can request the same booth location as the previous year.

## 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 natalia@oregonsheriffs.org.

- Full Refund: Cancellations received **October 31 or earlier.**
- 50% Refund: Cancellations received **November 1 through November 30.**
- No Refund: Cancellations received **December 1 or later and "no shows."**
- At 3 pm on Tues unoccupied booths will be reassigned to another vendor.

## 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

Clearly mark packages:

"OSSA EXHIBITOR-company name  
attention: representative name"

## DO NOT SEND PACKAGES TO HOTEL:

  
Riverhouse Hotel  
3075 N Hwy 97  
Bend, OR 97703

## RETURN SHIPPING

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 schedule a pick up at the above address.

The convention center has designated areas for each shipping carrier on Thursday between 1 pm and 3 pm.

## 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.

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## **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 participating exhibitor booths. If you are interested in participating, please make sure to purchase 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. Exhibitors are welcome to collect business cards or otherwise solicit contact information from attendees.

## **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 with civility and respect, including hotel and wait staff, OSSA staff, fellow exhibitors and conference attendees, etc. Complaints about exhibitors engaging in rude, harassing or disrespectful conduct or language will result in the person or persons being asked to leave.

A finding of sexual harassment may result in the person or persons involved being banned from OSSA conferences for life. Depending upon the incident's severity, it may also result in a criminal investigation and/or the company that the person or persons represent being banned from future conferences.

OSSA has 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 Indemnities) 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 Indemnities 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 Indemnities. 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.*