



Dear Supplier,

You are cordially invited to exhibit your products and/or services at the Northwest Transportation Conference held March 9-11, 2020, at the OSU CH2M Hill Alumni Center in Corvallis, Oregon. Vendors are asked to display their products Monday, Tuesday & Wednesday, March 9 - 11.

The Northwest Transportation Conference is an exciting opportunity and an ideal format for you to reach over 300 delegates from throughout Oregon and Washington, including city, county, state, and federal engineers, designers, transportation planners, maintenance and project managers, other transportation officials, and private consulting firms specializing in road construction and bridge projects. Detailed information and updates to the program will be on the conference website; <http://nwtc-conference.org/>

Exhibit tables are conveniently located near the refreshments and meeting rooms.

Set-up time: *Monday, March 9, from 8:00—10:00 am*

Dismantle: *Wednesday, March 11, after noon*

Registration Deadline: February 01, 2020

Vendors will receive public recognition for their support of the refreshment breaks throughout the conference. The cost is included in the vendor registration fee and shared equally among all suppliers. In addition, we are asking vendors for a jpg of their logo to use on the looped presentations. Deadline for the jpg is **February 01, 2020.**

While the Alumni Center is locked at night, security of display items is the responsibility of the supplier. Exhibit space is a 30" x 96" table top; however, we can try to position your table to your best advantage if you provide us with information about your display. Indicate any electrical or special requirements on the registration form.

An exhibit fee of \$325 covers a table display, one representative with badge, meals and a portion of the vendor provided refreshments. Extra personnel may purchase meals (breakfast and lunch) for Monday, Tuesday & Wednesday at \$25 per day (please see the exhibitor registration form). If the vendor or an extra person are presenting at the conference, they will register separately for that day through nwtc-conference.org and receive meals at no cost only for that day.

Complete and return the registration form along with your payment and your JPG. We are only able to accept check for payment this year; please make your check payable to Benton County Public Works and mail to PO Box 6898 Bend, OR 97708-6898

We also encourage donation of promotional advertising items from your company for door prizes. All items are appreciated regardless of their value; however, there is an upper limit of \$100/item to comply with the Attorney General's rules.

Several blocks of lodging rooms in Corvallis hotels will be held for NWTC attendees. Specific details will be on the web site <http://www.nwtc-conference.org/> along with driving directions and a parking map. I will notify you when there is more information. If I can assist you any further, call Maggie at 541.992.3482.

Cameo Management Solutions, Inc. Exhibit Coordinator for NWTC

NORTHWEST TRANSPORTATION CONFERENCE

<http://nwtc-conference.org/>

March 9 -11, 2020 | OSU CH2M Hill Alumni Center

725 SW 26th Street | Corvallis, OR

Points to Remember

- ✓ Register Early! Space is limited. Reservations are on a first come – first served basis.
- ✓ Make your own lodging arrangements: Watch for updated lodging information on the website. <http://www.nwtc-conference.org>
- ✓ Bring promotional items for door prizes and bring your own extension cords.
- ✓ Security of display items is the responsibility of the exhibitor.
- ✓ **Registration deadline: February 01, 2020.**

Parking in the garage can be pre-purchased at: Pay & Park for \$10/day

<https://my.parking.oregonstate.edu/sales/daily/>

B is the parking structure north of the Alumni Center and C is the Reser Stadium Lot

You can purchase on site, but pre-purchasing (at the link) guarantees you will have a spot – space is limited!

Set-Up: 8:00 a.m. – 10:00 am Monday, Mar 9. **Tear Down:** Wednesday, Mar. 11 after noon

Company Name: _____ Representative Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

IMPORTANT!

If you plan to use a freestanding exhibit in lieu of a table top display, please contact us for approval. If not, space cannot be guaranteed.

Choose One: My display fits on an 8' table _____ I need _____ sq. ft. **beyond** my 8' table (If available)

Describe product or service: _____

Exhibit Requirements: Electricity: Yes___ No___ My Logo JPG is attached Yes___ No___

Please do not put my table next to this vendor: _____

Extra Rep Badge Name(s) if applicable (maximum of three additional)

Total: One Representative, with badge and meals:	\$ 325.00
Extra Reps, badges only _____ @ \$20 each	\$ _____ (fill in)
Extra Monday Meals _____ @ \$25 day	\$ _____ (fill in)
Extra Tuesday Meals _____ @ \$25 day	\$ _____ (fill in)
Extra Wednesday Meals _____ @ \$25 day	\$ _____ (fill in)
Total Payment Due:	\$ _____ (fill in)

(F) 503.419.4369 (P) 541.992.3482 (E) cameomag@gmail.com (M) NWTC* PO Box 6898 * Bend, OR 97708-6898

Please complete this registration form and mail it, with your company check payable to **Benton County Public Works**