

OREGON ASSOCIATION OF WATER UTILITIES

935 N. Main Street, Independence, Oregon 97351 ♦ Phone: 503-837-1212 ♦ Fax: 503-837-1213 ♦ Email: office@oawu.net

34th ANNUAL TECHNICAL & MANAGEMENT CONFERENCE

♦ SUNRIVER RESORT ♦ SUNRIVER, OREGON

♦ March 5-9, 2012



EXHIBITOR REGISTRATION FORM

Exhibiting days – March 7 & 8

Company Name: _____

Contact Person at conference: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Names of the people who will be staffing your booth.

What companies do you prefer not to be placed by? Every effort will be made to honor your request:

Description of products or services to be exhibited:

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Company Name: _____

Exhibit Booth Space

Each paid registration includes: one 4'x8' skirted table or floor space, electrical access, one banquet, one breakfast, two lunches and exhibitor hosted hospitality social. Any one display larger than 4'x8' will be charged accordingly. Sunriver provides complimentary Wi-Fi internet access. Table and floor spaces will be assigned. Please register by February 6, 2012 to ensure your company name on exhibitor list.

Homestead Building: (34 spaces available) Member \$475 for each 4'x8' space _____ spaces needed

Non-member \$725 for each 4'x8' space _____ spaces needed

Great Hall lobby and Heritage hallway: (12 spaces available) Prime vendor booth space

Member \$575 for each 4'x8' space _____ spaces needed

Non-member \$825 for each 4'x8' space _____ spaces needed

Additional Meal Tickets

For booths with 2 or more staff who wish to participate in the following meals:

Does anyone from your booth PLAN to attend the Wednesday evening banquet? Yes No

If yes, how many _____. Each paid registration includes 1 (one) banquet meal ticket

Banquet ticket/s (Wednesday) _____ x \$30.00 \$ _____

Breakfast - Wednesday _____ x \$25.00 \$ _____

Breakfast - Thursday _____ x \$25.00 \$ _____

Lunch - Wednesday _____ x \$25.00 \$ _____

Lunch - Thursday _____ x \$25.00 \$ _____

Payment Option:

Check enclosed. Please make payable to: OAWU and remit to: 935 N. Main St., Independence, OR 97351

Invoice

Credit Card: Visa M/C AMEX Total \$ _____

Card Number _____ Security Card Code _____ Expiration _____/____

Card billing address _____

Name on card _____

Signature _____



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EXHIBITOR GENERAL INFORMATION

SET-UP DAYS

Tuesday, March 6th, 5:30 pm - 7:00 pm OR Wednesday, March 7nd, 8:00 am - 11:00 am.

EXHIBIT DAYS

Wednesday, March 7th, 11:30 am - 6:30 pm AND Thursday, March 8th, 7:00 am - 8:00 pm.

BREAK DOWN

NOT BEFORE 8:00 pm, Thursday, March 8th

EXHIBIT HALL FUNCTIONS

(2) 1-hour continental breakfasts; (1) 1-hour lunch; (4) 30-minute breaks; (1) 2-hour lunch; (1) 3-hour hospitality social

ANNUAL MEMBER'S BUSINESS MEETING

Tuesday, March 6th, 5:30 pm. - 6:00 pm.

ANNUAL BANQUET & AWARDS PROGRAM

Wednesday, March 7th, 6:30 pm. - 9:00 pm.

OAWU HOSTED EXHIBITOR HOSPITALITY SOCIAL

Thursday, March 8th, 5:00 pm - 8:00 pm.

- No-host beverage bar
- 2 hosted beer kegs
- Deli bar
- Wild Hat theme contest
- Game tournament championships
- Exhibitor door prize give-a-ways
- Live music at the Owl's Nest begins at 9:00 pm.

DOOR PRIZE DRAWINGS

OAWU requests that prizes be valued \$25 - \$50. All drawings will take place Thursday during the hospitality social between 5 - 8 pm. OAWU will request a business card to represent each give-away by Thursday, 12:00 pm.

EXHIBITOR INSTRUCTIONS

All Exhibitors must check in at the registration desk prior to display set-up with OAWU name badge required to enter Exhibitor Hall.

SECURITY

The exhibitor area cannot be completely isolated. We recommend that you not leave valuables when not present. OAWU and Sunriver Resort will not assume responsibility for any lost or stolen valuables or damage to exhibit area. The Exhibitor Hall will be locked during the evenings and no security personnel will be available.

SHIPMENTS

Please see attached pages 4 and 5 from Sunriver regarding shipment instructions.

LODGING

Please make your room reservations with Sunriver Resort by calling 800-547-3922. Call on or before February 3, 2012 and identify yourself with the OAWU conference to receive lodging discounts (plus tax).

LODGE VILLAGE ROOMS: Single - \$107 or Double - \$123

LODGE VILLAGE SUITES: Single - \$173 or Double - \$183

RIVER LODGE GUESTROOMS: Single - \$184 or Double - \$194

REGISTRATION POLICY

If you register for the Annual Conference and fail to attend without providing OAWU with a 30-day prior notice (no later than February 3, 2012). NO REFUNDS will be issued and/or you will be billed for a full registration.

WANT TO KNOW MORE ABOUT OAWU

Visit us on the web at www.oawu.net

WANT TO KNOW MORE ABOUT SUNRIVER

Visit them on the web at www.sunriver-resort.com



Pre-Event/Meeting Information for Exhibitors & Vendors
***Please share the following information with vendors
and/or exhibitors to ensure a successful event.***

Welcome to Convention Services at Sunriver Resort! We look forward to assisting you with your convention needs to ensure your participation in this event is successful. If you have any questions or need assistance, please contact your meeting planner or call us directly at (541) 593-4605. We look forward to your arrival.

With guests and groups constantly visiting Sunriver Resort, we have limited storage capacity and can only store display and/or exhibit materials for a brief time. Fees will be assessed for displays and materials that require additional storage and handling according to the following schedule:

Arrival more than two days before event	\$5.00 per item per day
Return more than one day after event	\$5.00 per item per day
Pallet storage upon arrival	\$50.00 per pallet per day
Pallet jack / labor	\$50.00 per pallet
Moving boxes / rolling cases	\$25.00 per hour

INCOMING SHIPMENTS

To avoid misplaced/lost items, each incoming and outgoing piece MUST be clearly labeled with the following information:

- Conference / meeting name
- Conference / meeting dates
- Name of individual contact with a lodging reservation at Sunriver Resort
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Shipments missing required information and labeled incorrectly may be returned/refused. Sunriver resort does not take responsibility for returned/refused items. Adhering to the following labeling examples will help ensure the safe arrival of packages:

UPS, FedEx, or Trucking Companies:

Great Hall Complex / Sunriver Resort
57081 Meadow Road
Sunriver, Oregon 97707
Conference Name:
Conference Dates:
Hold for:
Box # of #

US Postal Service:

Guest Name
Conference Name / Dates
Sunriver Resort
P.O. Box 3609
Sunriver, OR 97707

OUTGOING SHIPMENTS

EVERY outgoing shipment **MUST** be accompanied by a Sunriver Resort Return Shipping Services form regardless of shipper. A handling fee applies to **EACH** outgoing parcel.

For those without UPS or FedEx accounts and pre-arranged return shipping, Sunriver Resort can provide FedEx and UPS (express and ground) shipping. Exhibitors must make arrangements for any other shipper.

Outgoing shipping/handling (packing, labeling provided) *\$12.00 per box/item plus actual shipping charges*

For those with pre-arranged return shipping, attaching pre-made labels in advance will ensure swift and accurate delivery of displays and materials to the next destination.

Outgoing shipping/handling (pre-packed, pre-labeled) *\$8.00 per box/item*

Sunriver Resort is not responsible for any items left in the exhibit area.

EQUIPMENT AND ELECTRICAL

Sunriver Resort is happy to provide any special equipment, electrical hook-up or wireless access needed (additional charges may apply). Please notify the meeting planner for convention needs prior to arrival.

FOOD AND BEVERAGE

No food or beverage may be brought from an outside source. To serve refreshments please contact the meeting planner for the convention/meeting to make arrangements with the resort.

GARBAGE

Please collapse all empty boxes and place discretely out of view. Trash not properly disposed of creates a hazard other exhibitors, attendees, and other hotel guests. Please ask Sunriver Resort staff for help if needed.

SECURITY

Sunriver Resort is not responsible for any lost, damaged, or stolen articles. The resort recommends removing valuable materials from booths and displays when not present.

**We look forward to a successful event.
If you have any questions please contact your meeting planner or
call us directly at (541) 593-4605.
We look forward to your arrival.**