



Oregon Athletic Directors Association

www.oadaonline.org

2017 State Conference Vendor Information

On behalf of the Oregon Athletic Directors Association, I would like to invite you to attend the 48th annual OADA State conference scheduled for Sunday April 22 through Tuesday April 25 2017 at Sunriver Resort in Sunriver, Oregon.

Vendors who attended at the 2016 conference have until January 9, 2017 to sign up and guarantee their spot. We are planning for 58 exhibitor spaces at this year's conference, included you will find an **Exhibitors Reply Form/Contract**. This form MUST be returned by January 27, 2017 with full payment to secure your spot. Your space will be confirmed upon receipt of payment. After January 27, 2017 all remaining spots will be filled by new vendors who have expressed interest in attending in the order they were received. If you are a new vendor (did not attend last year) please respond with your interest in attending as soon as possible. Please send all correspondence to OADA Co-Executive Director Craig Rothenberger (see below or use the enclosed form for contact information).

The cost for this year will be \$300.00 per booth. Included with this year's booth purchase price will be the listing of your companies name and contact information on the OADA website. For vendors wanting a double booth, the total cost will be \$600.00. We will provide electrical drops without additional charge. Internet access will be provided as well through wireless connections. If you need hardwired phone connections or special audio-visual equipment, please contact Sunriver Resort directly for those services.

Exhibitors will be expected to set up their displays **BETWEEN 7:00 am and 12:00 pm** on Sunday April 22 and maintain through 11:15 am on Monday, April 24. This year we will offer the opportunity to set up early from 6:00 to 7:30 on Saturday evening. We will provide help from our membership to assist you with set up. The cost for early set up is \$100. If you choose to set up on Sunday, we will again have several of our members available to assist you. Periodic breaks have been set in our schedule to provide athletic directors and their guests the opportunity to visit the exhibit area. As a board our emphasis is to make sure our membership is motivated to visit the exhibit area and we build our conference with that as a priority. The exhibit area will be locked and secured at 8:00 pm on Sunday evening and reopened on Monday at 7:30 am to 11:15 am. This

will be in conjunction with the hospitality social and OADA's door prize drawings. Vendors may request a complimentary ticket to attend the awards luncheon which begins at 11:30 am in the Great Hall. These must be requested by April 3rd.

Our goal as a board is to make sure your investment in our conference is beneficial to both groups. The attendance by athletic directors at our conference is excellent and we are striving to reach 100% attendance. **Attached you will find information about a variety advertising opportunities we offer both at our conference and throughout the year.** We have added some new unique ideas and would invite you to look them over and be sure to contact us if you have interest in additional advertising. The attached **Exhibitors Reply Form/Contract** provides you the opportunity to select items that you would like to purchase.

Sunriver Resort requires that all lodging reservations be submitted by March 18, 2017. Please make sure you go through Sunriver Reality to receive OADA conference rates. You may visit the Sunriver link to make complete lodging reservations at www.sunriver-resort.com/landing/oada.php (you will also be able to view the various types of lodging and associated costs)

For more information or if you are a current vendor and have questions, please contact

Craig Rothenberger CAA
OADA Co-Executive director

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