

OREGON DAIRY INDUSTRIES

P. O. Box 830
Seal Rock, OR 97376



Dear ODI Exhibitor:

April 14 & 15 2020 is Oregon Dairy Industries 109th Annual Conference at the Salem Convention Center in Oregon. We wanted to make sure you were invited to exhibit at the conference. We feel that your attendance is important, and we wanted to offer you the chance to display. This is your one opportunity to reach the most important people in the Dairy Food Processing Industry here in the Western US.

There are 17 booths on the landing and 13 tabletops in the hallway. We need to hear from you soon in order to reserve a spot on a first-come, first-serve basis.

In addition to getting a chance to rub shoulders with the finest folks in the dairy food industry, you will also be able to mingle Monday and Tuesday evening at the Supplier-sponsored hospitality suite in the Grand Hotel Board Room.

COSTS

Table Top Display: The price is \$600 (if received by March 2) or \$700 after that. This includes **one** exhibitor conference registration with admission to the Cheese Tray event. Lunch, beverages, and snacks are also included.

Curtained Booth: Full 8' x 8' booth plus skirted table is \$775 (by March 2nd), \$875 after that. This also includes **one** exhibitor conference registration. This also includes lunch, beverages, and snacks, as well as admission to the Cheese Tray.

Conference Registration: Anyone working the exhibit is required to register to attend the conference functions and lunches. The first registration is included with the price of the exhibit space. The cost for the 2nd person is \$275 (\$300 after March 2nd). The *3rd and subsequent persons* are at \$250/ea. (\$275 after March 2nd).

ODI Supplier Membership: Your company must be an "ODI Supplier Member" in order to display. This yearly cost is \$300.00.

Hospitality Suite Sponsorship: If you display, it is strongly recommended that you show your support for the Supplier Hospitality Suite. The cost for suite sponsorship is \$200. All company logos will appear on a poster at the suite. Send copy of your logo directly to Jean Cettel: jean@ingredientresource.com.

You may pay when you register online OR send your check direct to:

*Ingredient Resource
Jean Cettel
746 Mountain Gate Dr.
Springfield, OR 97478*

*NOTE: This is **not** a conference sponsorship*

ODI Conference Sponsorship: See the Membership and Sponsorship information online. There are 5 levels of sponsorship available ranging from \$100 to \$2000. See our website for benefits of being a conference sponsor. Platinum level includes a free advertisement. Other levels include logos printed in the conference booklet.

Preregistration and Refunds: To hold your exhibit space for 2020, we must receive your registration and \$200 deposit. Full payment must be received by January 31st on all pre-registered spaces. A 50% cancellation fee applies prior to March 2nd. No refund is available after that date. Full registration packets will be sent out in February 2020.

REGISTRATION

Register online at www.oregondairy.org/cart/.

If you do not know your company login, please ask Reitha or your company contact. *Please do not create a new account.*

Don't delay, as our vendor space is limited. This information is also on our website under the conference tab, along with a map of the exhibiting area.

LOGISTICS

Load in and set up is on Monday evening (4/13) from 4pm to 6pm **or** Tuesday morning (4/14) at 6:00am. *Please note that this is before the Convention Center office is open.* If you have shipped ahead, you must receive your items before the office closes Monday evening at 5pm (4/13). If this is not possible, they can move your items to the Pringle Creek Room. This will be staffed Tuesday morning (starting at 6:30am).

- All spaces will have power.
- Specify 1st and 2nd choice of exhibit space. See map online. Email reitha@oregondairy.org with your choice.
- Spaces 18-30 are for 6 ft table top displays.
- Spaces 1-17 are for full curtained booths with 6 ft skirted table.
- Plan on lots of giveaways like hats, key chains, etc.
- Please provide printed literature on your products

DISPLAY DATES

Set up on evening of April 13th, 2020 4-6p

Display all day on April 14th and 15th, 2020

Tear down is at 1:30 pm on April 15th, 2020

FREE ADVERTISING

You are encouraged to send Reitha McCabe digital ad copy in the form of full page, full color ad sheet to be included in our conference program booklet *free of charge*. Ad copy should be in pdf or jpg format and sent to her by March 2nd. Platinum level Sponsorship includes free ads, other levels include logos printed in the conference booklet.

LODGING

Please make your own reservations at The Grand Hotel in Salem. We recommend reserving by February 28th, as the hotel will also fill up prior to the conference. See lodging form our web site. Ask for the Oregon Dairy Industries room rate.

MORE INFORMATION AND QUESTIONS

Reitha McCabe

Oregon Dairy Industries

P. O. Box 830

200 Commercial St. SE

South Beach, OR 97366

reitha@oregondairy.org

www.oregondairy.org

541-264-5882 office

866-446-5506 toll free fax

541-760-6424 cell

SHIPPING

Salem Convention Center

Attn: (Your Company)

Salem, OR 97031

Please note on your package that this is for the ODI conference. For questions regarding shipping, they may be reached at 866-614-1900

If you have any set up or logistics questions regarding the exhibit show at the annual conference, feel free to give us a call. We look forward to seeing you there!