



**EXHIBITOR INFORMATION**  
**OLA CONFERENCE 2014**  
April 15 – April 17, 2014  
Hilton Eugene & Conference Center  
66 East 6<sup>th</sup> Avenue  
Eugene, Oregon 97401

**Thank you for being a part of the Oregon Library Association 2015 Conference!**

**EXHIBITS:** Booths will be 10' x 8'. 256k wireless is included at no charge. All breaks, OLA showcases, and the All-Conference Reception will take place in the exhibits area.

For information about the Hilton Eugene & Conference Center and on-site lodging visit: <http://www3.hilton.com/en/hotels/oregon/hilton-eugene-EUGEHHF/index.html>. The exhibits area is located in the Composers Hall.

**SPECIFICS:** Booths will include pipe and drape (8' back, 3' divider between booths), a 6' skirted table, 2 chairs, a wastebasket and a booth ID sign.

TYPE	COST
Corporate	\$450
Non-Commercial (govt. agencies, non-profits, not selling products at conference)	\$300

**REGISTRATION:** Registration and payment is available on OLA's secure website: <http://tinyurl.com/la2m9k6>

**Deadline for registration is January 28th.**

**EXHIBIT HOURS:** **Thursday:** 10:00 - 7:00

**Friday:** 8:30 - 12:30

**SET UP:** **Wednesday:** 12:00p.m. - 6 p.m.

**Thursday:** 8:00 a.m. - 10:00 a.m.

**TEAR DOWN:** Tear down may begin after exhibit hours on Friday to be completed by 5p.m.

**SECURITY:** The Composers Hall will be secured after all OLA events.

**SPECIAL EVENTS:** **No-Conflict:** The no conflict times are Thursday 10-11 a.m., Thursday 3:30-4 p.m. and Friday 10-11 a.m.

**All-Conference Reception:** Thursday, 6-7 p.m.

**SPONSORSHIP:** Sponsors and donors receive acknowledgment in the conference program, onsite at meals and business meetings, as well as a special booth symbol. There are numerous opportunities for sponsorship; check exhibitor form upon registration or contact Kristynn Johnson (Kristynn.V.Johnson@ci.eugene.or.us).

**ADVERTISING:** There are half-page and full-page advertisements available for purchase in the conference program. Please contact Kristynn Johnson (Kristynn.V.Johnson@ci.eugene.or.us) for more information.

**RAFFLES:** There will be no official OLA raffle event. If you would like to offer raffle prizes, please feel free to participate at your booth.

**REFUND POLICY:** Full refunds will be issued to exhibitors who cancel and request a refund in writing up to seven weeks before the conference. Refunds for cancellations less than seven weeks before the conference are subject to a \$50 handling fee. No refunds will be issued to exhibitors canceling less than two weeks before the conference.

**TRAVEL:** Eugene's closest commercial airports are:

Eugene Airport (EUG) - distance: 17 miles – <http://www.flyeug.com>

Portland International Airport (PDX)- distance: 121 miles – <http://www.pdx.com>

**SHIPPING:** All shipping is handled through PEDCO. Additional details will be included within the exhibitor packet following registration.

**OLA CONTACT:** **Emily Cable**  
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