

# Business Partner Information

**July 23-25, 2014**  
The Riverhouse | Bend, Oregon

ANNUAL SUMMER CONFERENCE  
*make every*  
**MINUTE**  
*matter*

Oregon ASBO invites you to experience an opportunity like no other in Oregon. Our Annual Summer Conference attracts about 250 school business officials from around the state for networking and professional development. No other event in Oregon brings as many financial decision makers together in one location.

Oregon ASBO is a professional organization representing over 350 school district business professionals. Our mission is to support public education by providing resources, programs, activities and training for business officials. We work to promote the highest standards in school business management by providing quality professional growth opportunities.



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**ANNUAL SUMMER**  
**CONFERENCE**

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The Riverhouse  
Bend, Oregon

**Oregon Association of School Business Officials**

# SET YOURSELF APART

As a sponsor at the Oregon ASBO Annual Summer Conference you will meet attendees who are responsible for the financial success of school districts, ESDs, and community colleges. No other event in Oregon offers your company this level of exposure to so many school business officials at one time. This unique sponsorship opportunity will maximize your visibility at our annual conference and throughout the year with Oregon ASBO members.

Your support of Oregon ASBO allows us to continue to provide high quality professional development, promote the highest standards in school business and recognize you and your company's commitment to public education. Public officials are allowed to receive \$50 per calendar year in the form of goods, services and money from any single company. Acceptance of items with a cumulative value of more than \$50 during a calendar year will violate our ethics standards unless the public official donates these items to their employer. In light of these restrictions, we ask each of you to be extremely cautious when deciding what to give away as door-prizes. Give thought to those items you might give away that would be appropriate for the district rather than the employee or keep the value of your door-prizes below the allowable gift threshold.

Oregon ASBO is very appreciative of your continued support of our organization and members. It is our intent to provide a mutually beneficial sponsorship and exhibit program for your company. We believe you will get the exposure and networking opportunities your company deserves by participating in our conferences and as a member of Oregon ASBO.

**[www.oasbo.com](http://www.oasbo.com)**

## Partner Sponsorship

### Platinum Partner \$6,000

- Free booth in exhibit tent
- 4 lunch tickets
- 2 additional representative registration
- Free advertisement in printed materials and/or electronic schedule
- Company logo on general session banner
- Platinum sponsor ribbon on conference nametag
- One mailing list of summer conference attendees
- Continuing recognition of platinum partnership at 2013 Fall Workshop
- Continuing recognition on Oregon ASBO website

## Conference Sponsorship

All sponsors receive:

- One mailing list of attendees
- Company listed:
  - in electronic schedule
  - on Annual Summer Conference webpage

### Gold Sponsor \$3,000+

- 3 lunch tickets
- 1 additional representative registration
- Free advertising space in printed material and/or electronic schedule

### Silver Sponsor \$2,000+

- 2 lunch tickets

### Bronze Sponsor \$1,000+

- 1 lunch ticket

## QUESTIONS?

**Laura Tucker**  
**[business.assoc@oasbo.com](mailto:business.assoc@oasbo.com)**

or  
**Sue Scott**  
**[sue@cosa.k12.or.us](mailto:sue@cosa.k12.or.us)**  
**503-480-7208**

# Exhibit Rules & Regulations

These rules and regulations are part of the contract for exhibit space. Oregon Association of School Business Officials reserves the right to render all interpretations and decisions should questions arise and to establish further regulations as may be deemed necessary for the general success of the show. Oregon ASBO's decisions and interpretations will be accepted as final. Oregon ASBO will provide display space as indicated in this agreement but reserves the right to make any changes necessary for the general success of the show. Exhibitors may not schedule meetings or events during any scheduled Oregon ASBO sponsored event, including evening activities. The exhibit hall will be staffed by a security guard when exhibits are closed. However, do not leave valuables in the hall.

## REGISTRATION

### Booth Rates

- \$700 - member
- \$800 - non-member

Thursday and Friday continental breakfasts and all breaks are included

in the exhibit fee. Thursday lunch is not included in the exhibit fee and tickets must be purchased in advance on the exhibit registration form.

Fees must be paid in full, to guarantee booth space. If fees are not received by June 27, Oregon ASBO reserves the right to resell the space.

Exhibitors are allowed two representatives free of charge per 8' x 8' booth. Additional representative registrations are available for \$20 per person. The names of the representatives must be submitted to Oregon ASBO by June 27. Names submitted or changed after June 27 may be subject to a \$20 charge.

## CANCELLATION POLICY

All cancellations must be submitted in writing to Oregon ASBO. Registration and activity fees are refundable before June 13, 2014, less a \$100 fee. No refunds will be made after June 13, 2014, unless the space is sold.

## BOOTH SPECIFICATIONS

- One 8' table, one table cloth, skirting and two chairs are included in the exhibit fee. If additional or different

items are needed it will be handled on a case by case basis. Limited quantities of 6' tables are available. Indicate on the registration form what your needs are. Specific table size requests will be honored on a first-come, first-served basis. We will confirm our ability to honor your requests prior to the conference. If we are unable to fulfill your request, it will be the exhibitor's responsibility to provide the needed items.

- One 120 volt outlet is provided free of charge. Any additional electrical needs must be requested by June 27, and will incur additional costs to be determined by The Riverhouse Hotel and Oregon ASBO at the time of the request.

- The entire exhibit hall is carpeted. Pipe and drape is not provided. If you have signs or items that need to

be hung, please indicate your needs on the registration form.

- Wi-Fi internet is available free of charge in and around the conference center facility. Signal strength is not guaranteed by Oregon ASBO. If you have specific questions about this service contact The Riverhouse Hotel.
- Limited phone lines are available in the exhibit hall. Requests must be made by June 27, and are first-come, first-served.

## BUSINESS PARTNER MEETING & RECOGNITION

On Thursday, July 24, at 3:30 pm in the exhibit hall, business partners will have a chance to meet and discuss the exhibit show with the Oregon ASBO board. This is

your time to give Oregon ASBO feedback about the exhibits.

We recognized our business partners at the beginning of general sessions by rotating PowerPoint slides with your information. You will receive an electronic copy of the slide to complete after you register. The PowerPoint will run at the beginning of general sessions.

## PRIZE GIVEAWAYS AND RECEPTIONS

Oregon ASBO will post prize drawing winners during breaks in the program. Exhibitors will be allowed to provide one gift to be used in the door-prize drawings. If the exhibitor has other prizes to give away, they may do so from their individual booth, but winners will not be posted by Oregon ASBO. In order to have a prize entered into the posted drawings, the prize must be delivered to the Oregon ASBO exhibitor registration desk no later than 4:30 pm on Wednesday, July 23.

Public officials are allowed to receive \$50 per calendar year in the form of goods, services and money from any single company. This includes items given away at your booth, receptions and dinners. Acceptance of items with a cumulative value of more than \$50 during a calendar year will violate ethics standards unless the public official donates these items to their employer. For more information regarding these rules, visit the Oregon Government Ethics Commission at [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC).

## STORAGE & SHIPPING

Exhibit storage is limited. Please ship exhibits as close to the conference dates as reasonably possible. Mark them in the following manner:

OASBO Conference  
The Riverhouse Resort-Conference Center  
2850 NW Rippling River Court  
Bend, OR 97701

To ship your packages after the conference please have all of the cartons and boxes labeled with your outgoing address and the proper forms required by the shipping company. You must make all of your own arrangements and phone calls with the shipping company for pick up and billing. We require all packages to be picked up within 48 hours of the end of the conference at the address above. The Riverhouse Hotel is not responsible for lost or damaged items that are left longer than 48 hours after the end of the conference.

# ASSOCIATE MEMBERSHIP

The Oregon Association of School Business Officials is a professional association of business managers, deputy clerks, finance directors, assistant superintendents, facility directors, food service managers and other school business personnel. Oregon ASBO members manage school business areas such as financial services, investments, insurance, purchasing, maintenance and operation of school facilities, transportation, data processing and food service.

Our members are responsible for the financial well being of school districts, ESDs and community colleges. Oregon ASBO is dedicated to promoting the highest standards in school finance and providing top-notch professional development.

With your support and involvement in Oregon ASBO we can continue to provide the support Oregon school business staff need to effectively manage our public school system.

Oregon ASBO is an affiliate of the Association of School Business Officials International.

As an Associate Member you receive:

- Your company name and contact information listed in our annual Member Directory;
- One set of mailing labels of all active general members (upon request);
- Inclusion in the Oregon ASBO Listserv (upon request);
- An opportunity for early registration to attend the Annual Summer Conference;
- Discounted event registration fees; and
- An opportunity to attend regional zone meetings.

**Join now by visiting our website to download the Associate Membership Form.**

**Associate Membership is \$125 per year.**



## Did you know?

Oregon ASBO's Board of Directors includes an "Associate Member" representative. This position provides insight to the OASBO Board regarding the needs of our business partners and serves a liaison between the Board and our associate members. The person in this position serves as a member of the OASBO Executive Committee and is involved in planning the annual summer conference. The representative is another resource our business partners have to connect with the OASBO Board. If you have special concerns, recommendations or suggestions, this representative is your conduit directly to the OASBO Board of Directors.

### Associate Member

Scott Florsheim  
American Fidelity  
scott.florsheim@af-group.com

We are always looking for members who are interested in serving the association. The current term expires next year on July 31, 2015. If you are interested, email Angie Peterman at [apeterman@oasbo.com](mailto:apeterman@oasbo.com) for additional information.

**WWW.OASBO.COM**

**Oregon Association of School  
Business Officials**

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