

2018 OSNA Food and Equipment Show VENDOR INFORMATION



Feeding Bodies. Fueling Minds.™

Welcome to the 2018 OSNA Food & Equipment Show, held in conjunction with our annual OSNA State Conference, Friday, March 9 and Saturday, March 10, at the Salem Convention Center in Salem Oregon. The one-day OSNA Food and Equipment Show is held on March 10, 2018 from 10:30 am to 2:00 pm.

The OSNA Vendor Booth Committee will assign you a booth number based on when we receive your application. If you have a special request, please note it on your registration form.

Our theme this year is Country/Western, and you are welcome to decorate your booth and staff in keeping with the conference theme.

Exhibitors are also welcome to attend any of our classes during the OSNA State Conference as your schedules permit. On Friday night, we have our dinner and dance. You are invited to join us. Dinner starts at 6:30 pm and we finish about 10:30 pm. This is a not-to-miss event! A fun time is had by all.

We are so thankful for all of our vendors. OSNA is so much stronger with the support of our industry partners. We couldn't do this without you. Thank you and we look forward to seeing you in March!

EXHIBITOR SCHEDULE

Set up time is **Friday, March 9, 2018** at 7:00 am.

Tear down time is **Saturday, March 10, 2018** at 2:00 pm.

Saturday, March 10, 2018

10:30 am – 11:45am - Director/Buyer only food show time

11:45 am – 2:00 pm – Food Show open to all attendees

If you need to use the Conference Center kitchen, please mark the special instruction box on the Vendor Registration form. Please note: You are to supply your own pots, pans and utensils to prepare/cook your food/product.

THE OREGON FARM TO SCHOOL SHOWCASE IS BACK!

The Oregon Farm to School Showcase highlights producers, processors and distributors that offer Oregon grown and processed products to school districts. Showcase booths will be grouped together in the atrium and will be highlighted as Farm to School Vendors. Shared booths are available by request.

To participate in the Farm to School Showcase, you must:

- Have the capacity to serve food service buyers. You should offer products, pack sizes and competitive pricing appropriate to institutional foodservice/large wholesale buyer.

- Highlight Oregon produced and processed products the day of the showcase. If you offer products made or processed outside of Oregon they can be included on sales sheets, but on the day of the show, the samples and products physically shown at your booth should highlight Oregon produced and processed products.
- Meet school food nutrition guidelines. If you are new to school markets and have questions about whether your products meet the guidelines, please contact Rick Sherman, Farm to School Coordinator at the Oregon Department of Education (rick.sherman@ode.state.or.us).
- Vendors who select interest in the Farm to School Showcase on their registration form will receive a follow-up e-mail to confirm they meet the qualifications above before being accepted to the showcase. Not sure you're a fit for this event or have any questions? Email the event coordinator, Aaron Poplack (aaron.poplack@foodcorps.org).

NOTE: Please mark the special instruction box on the Vendor Registration form if you want to participate in the Oregon Farm to School Showcase.

ELECTRONIC ADVERTISING OPPORTUNITIES

We have Electronic Ad space for sale. For just \$100.00, you can have your information displayed on video screens via PowerPoint throughout the 2018 OSNA State Conference at the Salem Conference Center. Just mark the box on the Vendor Registration form, send us the ads and we'll take care of the rest for you.

EXHIBITORS ELECTRICAL, AUDIO, VISUAL & SHIPPING POLICIES

Eye Beam Event Services has been selected as the official service contractor for the 2018 OSNA State Conference.

1. The conference-engineering department has the right to refuse connection where wiring constitutes a fire or safety hazard.
2. All equipment must be tagged with complete information: voltage, phase, amps and wattage.
3. Payment in full is required prior to power being converted.
4. The use of triple or quad attachment plugs and household extension cords is prohibited.
5. The conference center is not responsible for any power surges or other power fluctuations.
6. Exhibitors must have prior approval from the Sales Office for the following:
 - Exhibits over 10,000 lbs.
 - Any pieces of equipment larger than 11" wide and 9' high.
7. Any damage to the Conference Center will be the sole responsibility of the exhibitor.
8. Exhibitors may ship up to 15 days in advance to the advance warehouse. Direct shipments to the show site can arrive during exhibitor move in times only. Details regarding material handling will be included in the exhibitor manual from Eye Beam.

Other services, such as audio visual, phone and internet require a minimum of a 2-week notice, and payment is due with the order. Order forms will be included in exhibitor service manual.

10. Each \$650.00 booth will receive one 110-volt outlet/5 amp/500 watt outlet. For additional power requirements, please fill out the request on the registration form. There is a \$50.00 fee for extra electrical.

Should you have any questions or require more information regarding electrical needs for exhibiting, please contact:

Allen Stewart
(541) 726-8803