



OSNA March 14, 2020 Food & Equipment Show Informational Letter

Welcome to the 2020 Food and Equipment show. The dates of the conference are March 13 & 14, 2020. The food and equipment show is March 14, 2019 from 10:15am to 2:00 pm. **Times subject to change.*

OSNA Vendor Booth Committee will assign you a booth number based on when we receive your application. Please report your top five picks on your registration form. Once your registration form is processed a Vendor Confirmation Letter will be sent to you with your assigned booth number.

Our theme this year is Mardi Gras. Please decorate your booth and staff if you'd like.

On Friday night we have our dinner and dance party. You are invited to join us. Dinner starts at 6:30 pm and we finish about 10:30 pm. Our members would love to see you at our party.

Exhibitor Information:

Eye Beam will begin their set-up Thursday at 11am. Our anticipated vendor set up time on **Friday, 3/13/2020**, is noon. Tear down time is **Saturday, 3/14/2020**, at 2:00 pm. If you have food leftover at the end of the show on Saturday that you want donated to a local food bank please leave in your booth on one of your tables. The convention center will handle picking up leftover food and will arrange for the food bank delivery.

Saturday, March 14, 2020:

10:15 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. Please note: you are to supply your own pots & pans and utensils to prepare/cook your food/product.

You are welcome to attend any of our classes during our conference as your schedule permits.

We are holding our conference at the Salem Convention center.

The convention center is located at:

200 Commercial ST, SE, Salem, OR 97301, phone: 1-866-614-1900

<https://salemconventioncenter.org>

The convention Center will accept shipments for the conference 3 days prior to the event. They have a loading dock so no lift gate is necessary. Deliveries are accepted Mon- Fri 8:00 am to 5:00 pm. You will need to arrange pick up on the Monday after the show.

The Grand Hotel is attached to the conference center and is our conference hotel:

201 Liberty ST, SE, Salem, OR 97301, phone: 503-540-7800

www.Grandhotelsalem.com

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!

Exhibitors Electrical, Audio, Visual & Shipping Policies

Eye Beam Event Services has been selected as the Official Service Contractor for the 2020 OSNA 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:
 - a. Exhibits over 10,000 lbs.
 - b. 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. See Details on the Eye Beam Vendor Shipping Service form. For additional information, contact Allen Stewart. *PH: (541) 726-8803*
9. Other services, such as Audio Visual, phone and Internet require a minimum of a 2-week notice, and payment is due with the order.
10. Each \$850.00 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 PH: (541) 726-8803