



July 30, 2017
Oaks Park • 7805 SE Oaks Park Way • Portland, OR 97202

Name:	Organization/Business:
Mailing address:	
E-mail (REQUIRED):	Phone/VP (REQUIRED):
Number of people at booth (up to 2): _____ Names of people working at booth: _____ Type of booth (please check): <input type="checkbox"/> Non-Profit Organization / Information Booth (NO SALES) - \$50.00 <input type="checkbox"/> Commercial or Trademark product* - \$150.00 <i>*Note: Only ONE vendor with a particular commercial/trademark product will be accepted. Your check will be returned if your trademark/commercial booth has been already assigned.</i>	
Detailed description of your organization/business:	
Fee Total Payment: _____ Paid by (please check): Cash: _____ Check (#) _____ Credit Card/Debit: _____ Online: _____ Mail this completed and signed form to: <div style="text-align: center;"> Oregon Association of the Deaf, Inc. P.O. Box 8054 Salem, OR 97303 </div> Pay online at https://squareup.com/store/oregon-association-of-the-deaf . Please make checks payable to Oregon Association of the Deaf. Cash payments must be made in person. Payment must be submitted NO LATER than Saturday, July 14th. If you have questions regarding payment, please contact OADTreasurer21@gmail.com.	

I agree to abide by all rules, including those regarding clean up, and provide my own trash container at my booth.

 Your signature

 Date

*The deadline for submitting this application is Friday, July 14th via e-mail address at OADConference2017@gmail.com. We will email you our decision no later than one week after submission of this form. Early submissions are highly encouraged.
 Once your application is received, an email will be sent confirming your reservation.*



There are two events, hosted by Oregon Association of the Deaf (OAD) to celebrate our 46th Biennial Conference and 4th Annual DeafFest. The event will be held on Sunday, July 30, 2017 from. If you are interested in exhibiting for an organization or business at the event, please submit your application NO LATER than July 14th.

To reserve your space for \$150.00 for Commercial vendors (no food vendors) or \$50.00 for non-profit organizations and informational booths (no sales), please fill out attached application and follow instructions for payment plans. Payment MUST be mailed to OAD, PO Box 8054, Salem, Oregon 97303. Online payment is available at <https://squareup.com/store/oregon-association-of-the-deaf>.

Vendor Space: Space is limited to 20 vendors. We will provide an 8' rectangle table and two (2) chairs for you. You **must** provide your own trash container for your booth. Vendors will be located outdoor in the Picnic Area #15 at Oaks Park. Access to electricity will be available to premier sponsors only.

Booth set-up: Check in and set-up will be from 7:00 am to 8:00 am, Sunday, July 31, 2017. You must check out by 5:00 pm on Sunday, July 31, 2017.

Take down: Take down is from 5:00 pm to 6:00 pm. Please respect your fellow exhibitors by remaining open until end of the event. You must clean your area thoroughly by taking all trash with you. OAD and Oaks Park ARE NOT responsible for lost or damaged items. Please respectfully assist others in cleaning up leaving conference room at Oaks Park in clean condition NO LATER than 6:00 pm.

Only one vendor will be accepted per trademark/commercial product. Your check will be refunded if your trademark/commercial product has been assigned by another vendor. Assignment of booths will be made on first-come basis due to limited space.

RULES TO REMEMBER:

- No vendor/outside entity may enter the area before the start of the contracted time. All vendors/entities must vacate the area by end of contracted time.
- Only tables, chairs, structures, etc., within your area may be used by your vendors; those in adjacent areas may not be moved or altered.
- No more than two (2) people per booth.

In order to provide a wide selection of products and services, OAD will review all applications.

Cancellations MUST be no later than Friday, June 30, 2017 in order to receive a 50% refund.