EMAIL

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2016 ACEC/ODOT Conference
Display Table Request

The 2016 ACEC/ODOT Partnering Conference is scheduled for Wednesday, April 28th at the Salem Conference Center. The Conference Planning Committee has made provisions for tables where you can display information about your company, area or region.

This is meant to be a low-key information sharing opportunity. We are asking that you have someone staff your table before the start of the conference, during breaks and the lunch hour to answer questions and provide information about your displays. ***People tending the display tables must also be registered for the conference.***

There are a limited number of display tables available. If you are interested in reserving a display table for the conference, ***please complete the "Display Table Request" form with the requested information and return it by April 8th***.

This year, there will be a charge of $35 for the display table.

Displayer Information

Company/Organization/Agency Information

Name/Office: _____

Street Address: _____

City/State/Zip: _____

Contact Information

Name: _____

Phone: _____

Email: _____

(If the person tending the table is not registered yet, click here to go to the registration information.)

Display Table

Each vendor is allotted one 8' table. Each table will have a linen table cloth, skirting chairs, wastebasket, and electricity if requested. There is Wi-Fi with 256K wireless internet access in the facility.

Display Table Set-up and Tear Down

Displays are to be assembled between 7:00 a.m. and 8:00 a.m. the morning of the conference.

The tables must be disassembled immediately following the end of the conference.

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FEE: $35

Payment Type

Check a box to indicate the type of payment you are submitting for the transaction:

☐ **CREDIT CARD**

You may either submit your credit card information on this application or by telephone. If credit card information will be provided over the telephone, please provide us with the name of the person to contact and their telephone number. They will be called when we actually enroll the applicant.

☐ VISA ☐ Master Card Credit Card Number: _____

3-digit verification code for VISA/Master Card:_____ Expiration Date: _____

Name of Card Holder _____
(as it appears on the card)

☐ Please call for credit card information:

Contact Name: _____ Telephone number: _____

☐ **SENDING CHECK**

If you are paying by check, please make checks payable to Oregon Department of Transportation. Send the check payment to: Cheri Mansfield, ODOT, 4040 Fairview Industrial Dr. SE, MS #1, Salem, Oregon 97302. Include a copy of the completed application form with the payment.

To secure your display table, e-mail a copy of the request form to us before you send the check (see "Return Information" below).

Form Return Information

To return this request form to ODOT, click the "E-mail" button at the top of the previous page.