

# Oregon Farm to School Showcase Vendor Registration



Oregon School Nutrition Association  
**Food and Equipment Show**  
**March 12, 2022**  
 Salem Conference Center  
 200 Commercial Street SE, Salem, OR 97301  
[www.salemconferencecenter.org](http://www.salemconferencecenter.org)



We wish to reserve booth exhibit space at the OSNA Food and Equipment Show as part of the Oregon Farm to School Showcase on Saturday March 12, 2022. We are a local business and our product(s) are formulated for schools and contain Oregon grown and/or processed ingredients.

Not sure if your products qualify? Please contact Amy Gilroy at the Oregon Department of Agriculture at [amy.gilroy@oda.oregon.gov](mailto:amy.gilroy@oda.oregon.gov)

Due to the ongoing COVID 19 pandemic, this event is subject to cancellation. Fees and payments will be reimburseable in this occurrence.

<b>BUSINESS NAME</b>			
<b>CONTACT PERSON</b>			
<b>ADDRESS</b>			
<b>TELEPHONE</b>		<b>EMAIL</b>	

**The 10' x 10' pipe and drape booth will include:**

- Booth sign
- Waste basket
- Two (2) folding chairs
- One (1) 8 foot front table w/ linen and skirt
- One (1) 6 foot back table w/ linen only
- One (1) 120 volt outlet/5 Amp/500 watt outlet per booth

<b>Do you want a booth sign? Yes or No</b>	
<b>If yes, what name should it be?</b>	
<b>Do you want folding chairs? Yes or No</b>	

\*\* The floor plan will be arranged closer to the time of the event to meet COVID 19 safety standards for in-person events. We will do our best to place booths in the atrium according to the original floor plan design. We will assign your booth number and send you the floor plan after your registration is processed.\*\*

<b>Do you need to use the conference center kitchen? Yes or No</b>	
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<b>If you need name badges for yourself and anyone working your booth please list names here:</b>		

If your booth requires additional electrical services other than the basic service provided in your booth package there is a \$50.00 flat fee. Please tell us what you need so we can have your booth ready for you. If you need additional chairs, tables, etc., please let us know.

Equipment Description	110 or 220 Volts Required	Maximum Watt required

### VENDOR REGISTRATION PAYMENT

Payment instructions will be managed online and will be sent upon registration confirmation.

Item	Amount	Total
<b>Full booth fee (half booth \$175 upon request)</b>	<b>\$250.00</b>	<b>\$</b>
<b>Extra electrical fee</b>	<b>\$50.00</b>	<b>\$</b>
<b>Grand Total</b>	<b>\$300.00</b>	<b>\$</b>

*\*Ad Space on the video monitoring system is now part of your vendor participation. Please send a Power Point slide to [amy.gilroy@oda.oregon.gov](mailto:amy.gilroy@oda.oregon.gov) advertising your business. If you need assistance with this contact Amy Gilroy.*

- This contract goes into effect only after it has been properly executed by the exhibitor and returned with full payment for exhibit space rental, and accepted by OSNA.
- Solicitors not exhibiting strictly prohibited!
- Liability: The OSNA will not be responsible for any injuries to exhibitors or their employees, for any goods, for any cause whatsoever while in transit to or from the building, or during the exhibit hours. Exhibitors are cautioned to ensure against such contingencies.
- Please send your completed registration form to Amy Gilroy by email at [amy.gilroy@oda.oregon.gov](mailto:amy.gilroy@oda.oregon.gov).

**Registration closes February 21, 2022**

Thank you for your participation!