



2018 OSHE SPRING CONFERENCE VENDOR INFORMATION

Thank you for registering for as a vendor at our 2018 Spring Conference. We are looking forward to a great event, and appreciate your involvement. [Click here](#) for a list of all attendees. If your representatives have changed please submit changes to oshe@aminc.org by May 1st .

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| Vendor Set-up Times: | Wednesday, May 9 th Thursday, May 10 th | 8:00 am – 7:00 pm 6:00 am – 7:00 am |
| Vendor Show Schedule: | Thursday, May 10 th Friday, May 11 th | Opens at 7:00 am Opens at 7:00 am |
| Vendor Booth Removal: | Program ends at 12 pm on Friday, May 11th. Room must be vacated by 3:00 pm. Please note that lunch will not be provided on Friday. | |
| Booth Items provided: | Booth Vendors will be provided with one skirted 10ft by 10” table, piped and draped with electricity. | |
| Inside & Hallway Tables : | Table Vendors will be provided with one skirted 8ft x 30” table. Please note that the space behind and in front of your table is extremely limited. No items may be place on the floor in front of your table. | |
| Meals & Program | All meals and breaks for two people are included in the vendor booth fee. Additional reps should register as a conference attendee. | |
| <u>Door Prizes</u> | We welcome any door prize donations you might want to provide. Door prizes will be distributed throughout the conference. The vendor providing the prize will award the prize to the winner. | |

SHIPPING INFORMATION:

- 1) Please ship all materials to the attention of the person who will be picking up the package on-site.
- 2) On the address label indicate “HOLD FOR OREGON SOCIETY FOR HEALTHCARE ENGINEERING group event beginning May 9th.”
- 3) Mailing address: The Riverhouse , 3075 US 97 Business, Bend, OR 97701.

Contact:

Katie Bohocky at Toll Free: 1-877-460-5880 or via email to oshe@aminc.org.

WE THANK YOU FOR YOUR PARTICIPATION IN OUR CONFERENCE. SEE YOU THERE!