

Are You Confirmed to Exhibit at OHCA's 2010 Spring Expo?

If your business registered for a booth before the first week in January you can reference the confirmation email (*it was emailed to the primary contact for the registration*) that was sent:

From: Jill Bilka
Sent: Monday, January 4, 2010
Subject: Spring Expo FINAL Confirmation Details (read & keep for your records)

The email would have had the following information (more detail included in the actual email). If there is new information between now and the event, registered businesses will receive an "exhibitor update" from OHCA.

**IF YOU DID NOT RECEIVE A CONFIRMATION EMAIL FROM OHCA
YOU MAY NOT BE REGISTERED FOR THIS EVENT**

Please contact OHCA at (503) 726-5260 to confirm your participation.

KEEP THIS TO REFERENCE AS THE EVENT GETS CLOSER – EVERYTHING YOU SHOULD NEED TO PREPARE FOR THIS EVENT IS INCLUDED IN THIS CONFIRMATION. If there is new information between now and the event you will receive an "exhibitor update" from OHCA.



Exhibitor Confirmation

Contact: <Contact>, <Company>
From: **Jill Bilka**, Oregon Health Care Association
Date: January 4, 2010
RE: 2010 Spring Expo Mardi Gras "Unmasking Your Potential"

The Oregon Health Care Association is happy that you have chosen to exhibit at OHCA's **2010 Spring Expo** that will be held at the **Eugene Hilton** on **March 8 & 9, 2010**.

The following information is included in this confirmation letter:

*PLEASE NOTE DEADLINES

- Booth Space Arrangements
 - Hotel & Venue Information
 - Important Schedule Times During Spring Expo
 - Exhibitor Information Form
 - Registration Insert Opportunity
 - Prize/Give-a-way Opportunity
 - Extra Event Sponsorships
- * Room Block Ends **February 5**
 - * Submit Rep. Names before **March 1**
 - * Submit by **February 8**
 - * Submit by **February 19** to be included on list
 - * Register before **February 1** for the most value