General Exhibitor Details

For additional questions, contact Melodie King (mking@ohca.com) or Nanette Pyatt (npyatt@ohca.com)

OHCA Annual Convention and Trade Show
September 18-19, 2017
Oregon Convention Center
777 NE Martin Luther King Jr. Blvd, Portland, OR 97232
Western Theme: Blazing New Trails

TRADE SHOW HOURS
Monday, September 18, 2017, 1:15pm - 3:30pm
Exhibitors are invited to participate in the informal networking opportunities including the keynote speaker, educational opportunities and session breaks.

MOVE-IN / MOVE-OUT HOURS
Sunday, September 17, 2017
10:30am - Noon Vehicle Display Move In - available to exhibitors parking a vehicle on the trade show floor only
3:00pm - 6:00pm All Exhibitor Move In

Monday, September 18, 2017
7:00am - 12:30pm All Exhibitor Move In
3:45pm - 6:00pm All Exhibitor Move Out

EXHIBITOR PARKING - LOADING - UNLOADING
Please visit the Oregon Convention Center Website for loading, unloading and parking information. https://www.oregoncc.org/exhibitors/exhibitor-parking

ELECTRICITY ORDERS
The cost for a standard 500 Watt electrical hook-up is included in your booth price if requested by Sunday, August 20, 2017. After this date, all cost and charges for electrical hook-ups will be the responsibility of the exhibitor. After August 20th, electric orders must be made directly through the Oregon Convention Center here: https://www.oregoncc.org/exhibitors/order-services/view/900

CONVENTION EXHIBIT BOOTH PACKAGE INCLUDES:
10’x10’ space including pipe and drape (brown) - Vehicle bulk spaces are 20’ x 30’ and do not include pipe and drape.
Red booth carpet
One 7” x 44” booth identification sign
One 6’ table skirted in white
One plastic side chair
One wastebasket
EXHIBITOR SERVICES KIT - TRADE SHOW DECORATOR
If you need additional items for your booth, download the Exhibitor Kit or order online at www.dwatradeshow.com. To order, select “Online Ordering” and use code OHCA2017. The last day to receive DWA advance pricing is September 4, 2017.

MOBILE APP – ENTER YOUR COMPANY INFORMATION
Watch for an email from CadmiumCD, our mobile app provider, with your link to upload company details into the app, including contact information, company description, logo and other information. This event will feature a mobile event app that will allow exhibitors and attendees to access vendor and other event-related information on their smartphones and tablet devices.

OVERNIGHT RESERVATIONS
Overnight hotel rooms are going fast and cut-off dates are quickly approaching! We encourage you to make your reservations soon.

DOUBLETREE BY PORTLAND
1000 NE Multnomah, Portland, Or 97232
- Book Reservations Online
- Reservations by phone: 1-800-996-0510
Please identify yourself as attending the OHCA Annual Convention to receive the conference discounted pricing. Reservations must be made by Friday, August 25, 2017 to guarantee pricing. Please note the price quoted above does not include state and local taxes. Parking is complimentary for OHCA guests. Standard Single Queen – $144/night+ applicable tax; Premium King or Double Queen – $154/night+ applicable tax.

COURTYARD BY MARRIOTT PORTLAND DOWNTOWN/CONVENTION CENTER
435 Wasco St. Portland, Or 97232
- Book reservations online
- Reservations by phone: (503) 234-3200
Please identify yourself as attending the OHCA Annual Convention to receive the conference discounted pricing. Reservations must be made by Sunday, August 27, 2017 to guarantee pricing. Please note the price quoted below do not include state and local taxes or parking fees. Standard Guest rooms: $184/night + applicable tax.

SILVER STAR SALOON VIP HAPPY HOUR – BY INVITATION ONLY
Premium, General and Vehicle booth exhibitors and event sponsors are invited to send 1 company representative to this complimentary happy hour event with the OHCA Board of Directors and other invited provider members on Monday, September 18th from 4:15pm – 5:30pm. An RSVP is required prior to the day of event, substitutes are welcome in your place.
## VENDOR AGENDA

**SUNDAY, SEPTEMBER 17, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30am - Noon</td>
<td>Vehicle Display Move in Only available for exhibitors parking a vehicle on the trade show floor</td>
</tr>
<tr>
<td>3:00pm - 6:00pm</td>
<td>All Exhibitor Move-In</td>
</tr>
</tbody>
</table>

**MONDAY, SEPTEMBER 18, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am - 12:30pm</td>
<td>All Exhibitor Move-In</td>
</tr>
<tr>
<td>9:00am - 10:15am</td>
<td>Opening General Session, Keynote Speaker</td>
</tr>
<tr>
<td>10:45am - 11:45am</td>
<td>Breakout Session Education</td>
</tr>
<tr>
<td>Noon - 1:15pm</td>
<td>Luncheon Featuring Federal LTC Update</td>
</tr>
<tr>
<td>1:15pm - 3:30pm</td>
<td>Exhibitor Showcase Trade Show County Fair</td>
</tr>
<tr>
<td>3:45pm - 6:00pm</td>
<td>Exhibitor Move-Out</td>
</tr>
<tr>
<td>3:45pm - 4:45pm</td>
<td>Breakout Session Education</td>
</tr>
<tr>
<td>4:15pm - 5:30pm</td>
<td>VIP Invitation Only Happy hour</td>
</tr>
<tr>
<td>5:00pm - 10:00pm</td>
<td>Western Fun Night Barn Dance **ticket purchase required</td>
</tr>
</tbody>
</table>

**TUESDAY, SEPTEMBER 19, 2017**

*There are no trade show hours scheduled for this date*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 11:30am</td>
<td>Breakout Session Education</td>
</tr>
<tr>
<td>11:30am - 1:00pm</td>
<td>Awards Ceremony Luncheon **ticket purchase required</td>
</tr>
<tr>
<td>1:00pm - 3:30pm</td>
<td>Breakout Session Education</td>
</tr>
<tr>
<td>3:30pm</td>
<td>Convention Adjourns.</td>
</tr>
</tbody>
</table>

## WASTE MANAGEMENT REQUIREMENTS AT OCC

The following items are prohibited at the Oregon Convention Center (OCC):

- Foam Core Signage
- Any signage that cannot be recycled or reused
- Helium Balloons
- Single use plastic bags
- Any hazardous substances or items containing hazardous substances

During exhibitor move-in and move-out at the Annual Convention, OCC asks that you place recyclable and compostable materials in the proper receptacles. Any questions about prohibited materials, please contact Melodie King at mking@ohca.com.