



Sponsor & Exhibitor Packet

2019 Winter Conference

Salishan – Gleneden Beach, Oregon

February 19-22, 2019

WELCOME SPONSORS AND EXHIBITORS!

OAGITM Member Organizations

Association of Oregon Counties	Lane County
Benton County	Linn Benton Lincoln ESD
Business Oregon	Lincoln County
City County Insurance Services	Marion County
City of Albany	Multnomah County
City of Bend	Office of the State CIO
City of Central Point	Oregon Cascades West Council of Governments
City of Eugene	Oregon DAS Purchasing Services
City of Forest Grove IT	Oregon Department of Administrative Services
City of Grants Pass	Oregon Department of Administrative Services - SDC
City of Gresham	Oregon Department of Consumer and Business Services
City of Hillsboro	Oregon Department of Corrections
City of Lake Oswego	Oregon Dept. of Public Safety Standards and Training
City of Lincoln City	Oregon Department of Revenue
City of McMinnville	Oregon Department of State Lands
City of Milwaukie	Oregon Department of Transportation
City of Newport	Oregon Dept. of Energy
City of North Bend	Oregon Employment Dept.
City of Oregon City	Oregon Health Authority
City of Portland	Oregon Health Authority - Public Health Division
City of Redmond	Oregon Health Authority and Dept. of Human Services
City of Sherwood	Oregon Housing and Community Services
City of Tigard	Oregon Lottery
City of Tualatin	Oregon PERS
City of West Linn	Oregon Public Utility Commission
City of Wilsonville	Oregon Secretary of State
City of Woodburn	Oregon State Lands
Clackamas County	Oregon State Treasury
Clackamas County Sheriff's Office	Oregon Youth Authority
Clackamas Fire District #1	Polk County
Clatsop County	Port of Portland
Columbia County	Portland Metro
Coos County	SAIF Corporation
DAS EGS Administration	Salem-Keizer Transit
Deschutes County	State of Oregon - Chief Information Office
Douglas County	State of Oregon Strategic Technology Office
Higher Education Coordinating Commission	Tualatin Valley Fire & Rescue
Jackson County	Umatilla County
Josephine County	Union County
Klamath County	Wasco County
Klamath Falls Police Department	Washington County

The Oregon Association of Government Information Technology Management (OAGITM) invites you to participate in our annual Winter Vendor Conference! These events have been very popular with our membership, and continue to grow in attendance, while still offering ample opportunity to interact with members, learn how you can help with issues they are facing, develop and expand relationships, and even network with other vendors.

Your organization can choose from a variety of participation options to select the level that best fits your time, budget, and marketing goals. Sponsorships will be awarded first to vendors who partner with or are sponsored by an OAGITM member. Space is limited, so sign up early!

What is OAGITM?

OAGITM is an association of City, County, State, and quasi-government agency IT Managers, CIOs, and decision makers across Oregon. Members serve not only as the IT leaders for their respective organizations, but also influencers of government technology adoption and policy creation throughout the state.

Membership to OAGITM is by agency, rather than individual, with no limit on the number of delegates from each member organization who may choose to participate. The OAGITM Community is currently comprised of 77-member organizations with over 200 active participants.

The mission of the Association is to create opportunities for members to network, build relationships and form collaborations. Through these collaborations, members increase efficiency, reduce duplicative effort, improve understanding, and enhance communication both among and between agencies, for the benefit of Oregon residents, businesses, and visitors alike.

About the Conference...

OAGITM Winter Vendor Conferences are held annually as an opportunity for members to learn about new technologies, make valuable contacts, get product and service questions answered, and plan for the future.

The Winter Conferences have been very popular and continue to grow, with over 120 attendees at the 2018 event. Vendors attending in the past rated the conference highly, indicating that the size was ideal, large enough to interact with a variety of organizations but small enough to foster relationships with members, and even explore partnerships with other attending vendors.

Conference Structure

Conferences begin with a social networking event on Tuesday evening, followed by Wednesday and Thursday's full agenda of sessions, social networking, and dinner. Friday, the final portion of the

conference, is a half day special speaker session open only to members and the conference's speaker sponsor.

While the conference session schedule is typically busy from 8am to 5pm, members are given significant breaks throughout the day to ensure time to visit the exhibit booths and chat with attending vendors. For a detailed view of the conference session times and breaks, see **Exhibit B** in the back of this packet.

Sponsors and exhibitors are also invited to participate in breaks, meals, and conference sessions from Tuesday evening through 5pm on Thursday. The Thursday evening dinner/social hour and the Friday session are open exclusively to the speaker sponsor.

To encourage members to visit exhibit booths, OAGITM conducts a conference booth game in which attendees receive a playing card that leads them to participating vendor booths for answers to questions or sign-offs. Participation is optional, but encouraged. Each participating vendor provides a small gift (\$50 or less in value), which is raffled off in a drawing from completed cards at the end of the day on Thursday. Members enjoy the game and booth visits are strong.

Presentations

Session presentations of 45 minutes each, are provided by sponsors and guests. Presentations are **educational only**, and sponsorship preferences are given to vendors partnering with an OAGITM member for their presentation. Our members report that these collaborative sessions are more valuable and greatly preferred over vendor only presentations.

A list of preferred presentation topics will be provided. Vendors choosing a preferred topic or offering a topic of particular interest to membership will be given preference in the sponsor selection process.

Marketing/promotional material is restricted to the last 10 minutes of vendor sessions, unless you are a lunch or speaker sponsor with a specific marketing slot.

All presentations must be submitted to OAGITM for approval 30 days prior to the conference. A schedule of conference sessions and presentation slots are included in **Exhibit B** at the end of the packet.

Special Presentation Marketing Opportunities

Lunch and speaker sponsors are given additional time to provide brief marketing presentations to OAGITM members during the conference. The lunch sponsor may provide up to a 20 minute marketing presentation during lunch, while members enjoy their meal. Some sponsors have taken advantage of this time to highlight their products and services, while others have passed out marketing materials for later viewing. How this time is used is up to the sponsor.

Speaker sponsors may take up to 15 minutes to introduce themselves and their organization, before the introduction of the speaker on Friday morning.

Who should support OAGITM?

Vendors whose products or services relate to nearly any aspect of IT technology, staffing, or operations are welcome, but those whose focus includes one of the following topics are especially encouraged to apply. This list is from a recent survey of membership, requesting topics of greatest interest for the 2019 Winter Conference.

- Business Intelligence
- Mobile Device Management
- Cyber Security
- The Internet of Things
- Identity Management
- Cloud computing & storage
- Business Continuity/Disaster Recovery
- Drones

Sponsorship Opportunities

Conference sponsorships provide the greatest value to attending vendors by packaging advertising & marketing, conference registrations, and exhibit space together either with exclusive marketing and attendance opportunities and/or reduced cost over separate purchases. Sponsorship opportunities are limited, so please fill out the **Sponsor & Exhibitor Application** and return it as soon as possible, before the application deadline.

Below is a table of the various sponsorship levels available and the benefits included with each. More details about each sponsorship are included on the following pages.

Sponsorship Levels	Attendance		Advertising		Presentation Time	
	Exhibit Booth	Conference Registrations	Conference Program	Web / Conf. Signage	Educational Slot	Marketing Slot
Speaker - \$5000	Y	4	Full page	Web link & banners	45 mins.	*Exclusive Attendance
Lunch - \$3500	Y	3	Half page	Web link & signage	45 mins.	20 minutes
Breakfast - \$2500	Y	2	Quarter page	Web link & signage	45 mins.	-NA-
Break - \$2500	Y	2	Quarter page	Web link & cart cards	45 mins.	-NA-
Tote - \$3000	Y	3	Half page	Web link & logo on totes	45 mins.	-NA-
Gift - \$3000	Y	3	Half page	Web link & card w/gifts	45 mins.	-NA-

**Speaker sponsors may attend Members Only Thursday evening dinner & social, as well as the Friday speaker session.*

Sponsorship Levels

Speaker Sponsor - The Speaker Sponsor is the highest level of conference sponsorship and receives exclusive attendance at the Thursday evening dinner and social, as well as the Friday speaker session. There is only one Speaker Sponsor per conference and the sponsorship includes 4 conference registrations, an exhibit booth space, a full-page program ad, a 45-minute presentation slot, signage, and a 15-minute marketing/introduction slot prior to the conference speaker session on Friday morning.

Lunch Sponsors – This sponsorship includes 3 conference registrations, an exhibit booth space, a half page program ad, a 45-minute presentation slot, signage, and a 20-minute marketing slot during lunch. There are 2 lunch sponsor openings for the conference and lunch sponsors are invited to attend from the Tuesday evening social through close of sessions on Thursday.

Tote & Gift Sponsors – These sponsorships include 3 conference registrations, an exhibit booth space, a half page program ad, a 45-minute presentation slot, and signage. Additionally, the Tote Sponsor's logo appears with the OAGITM logo on the conference tote, and the Gift Sponsor's business card or logo is included with each conference attendee's gift at the end of the conference. The a la Carte pricing for these \$3000 sponsorships would be \$3500, and would not include the additional marketing benefits. There are one of each of these sponsorships available for the conference.

Breakfast & Break Sponsors – There are 2 breakfast and 4 break sponsorships available. These sponsorships include 2 conference registrations each, an exhibit booth space, a quarter page program ad, a 45-minute presentation slot, and signage. The a la Carte pricing for these \$2500 sponsorships would be \$3250.

Sponsors & Exhibitors will be provided a list of conference attendees' names, organizations, and email contact information only. This information will be provided in your registration packets on the first day of the conference.

A la Carte Options

Vendors who do not purchase a sponsorship, have a variety of a la Carte options, from attending as an Exhibitor to submitting an ad for the conference program guide.

Exhibitors

Exhibit space is included with sponsorships, but can be purchased separately. Vendors wishing to attend as an exhibitor only should fill out the appropriate sections of the **Sponsor & Exhibitor Application** found in **Exhibit C**.

Exhibitors may choose to only participate in the exhibit hall, or they may purchase additional advertising and/or presentation slots at the a la carte rates. Exhibitor's logos are included in the conference Program Guide and they are provided a booth space and a single conference attendee registration. Additional attendee registrations can be purchased for an additional fee. Rates and additional information is provided in the table that follows:

	# of Included Conference Registrations	Exhibit Booth Description
Exhibit Booth Only - \$1000	1	Booth fee includes conference registration & meals for one exhibitor, recognition in the program book exhibitor's section, one skirted 6' table for you to display and/or demonstrate your company's products, a chair, power strip for electricity, and conference facility Wi-Fi.
Additional Booth Reps. - \$500	1	Additional booth attendee registrations are available for \$500 each (meals included). A limit of 2 representatives total per booth, per exhibitors.

A floor plan of the conference center is included in **Exhibit A** at the end of this packet. Conference activities will be held in the **Long House Ballroom** area. Conference registration will be located in the Terrace Room beginning Tuesday evening.

Booth Promotion

Morning and afternoon break refreshments will be located in the exhibit area to promote traffic to the booths. The exhibit hall will be open and available all-day Wednesday thru afternoon break on Thursday.

To encourage members to visit exhibit booths, OAGITM conducts a conference booth game. Each participating vendor provides a small gift (\$50 or less in value), which is raffled off in a drawing from completed game cards at the end of the day on Thursday. The game is popular with members and significantly increases booth visits to participating vendor booths.

A page in the Program Book will be reserved for the logos of Exhibitors. Logo information must be provided by the deadline listed under the **"Guidelines and Important Dates"** section found later in this packet.

Presentation Slots

Educational presentation slots are only guaranteed to sponsoring vendors. A very limited number of additional slots are available for purchase by Exhibitors or special guests. Vendors who purchase a presentation slot, but not a booth space, are asked to limit their conference attendance to an hour before and after their assigned presentation time.

Preference for sessions will be given to vendors partnering with OAGITM members for their presentation and/or focusing on some aspect of a preferred topic listed on page 3, under **"Who Should Support OAGITM?"**

Educational Presentation Slot	45 minutes	\$1500
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Advertising

The Conference Program will be printed 30 days prior to the conference. Advertising space is available in the program in color for full, half, or quarter page sizes. *All advertising must be pre-approved. OAGITM reserves the right to refuse any and all advertising.*

Program Ad Costs:

Full Page	\$750
Half Page	\$500
Quarter Page	\$250

Tote bags:

Vendors are invited to provide company or product information in the form of fliers, brochures, postcards, or small branded items such as pens, thumb drives, and novelty marketing pieces for addition into the conference tote bags. The total value of tote bag contributions **must not exceed** \$10/bag per vendor.

Tote bag items must be pre-approved by OAGITM and provided by no later than 3pm on the Tuesday of the Conference in order to be included in the totes prior to member registration.

Guidelines and Important Dates...

Booth Hours & Days

The exhibit hall will be open from 8am - 5pm on Wednesday and Thursday. Booth takedown should be complete, and all materials removed from the exhibit hall, by 6pm on Thursday.

Critical Deadlines

Description	Deadline Date
Sponsors/Exhibitor Applications Due	December 14, 2018
Completed Info form, Ad copy & Logo Due	January 2, 2019
Payment Due in Full	January 18, 2019
Sponsor Presentations Due (for approval)	January 18, 2019
Hotel Reservation Deadline*	January 20, 2019
Tote Items Due (no later than 3pm)	February 19, 2019

**Hotel room block is limited – reserve early*

General Information

Meals & Etiquette

OAGITM members greatly value the opportunity to network with their peers as well as vendors. Please be respectful of member conversations during meals and breaks. Relationship building and information exchange is both valuable and encouraged, but aggressive and/or disruptive behavior could lead to removal from the conference.

Conference Registrations include the following meals:

- Wednesday (Breakfast, Lunch, Dinner) – Included for all Sponsors & Exhibitors
- Thursday (Breakfast, Lunch) – Included for all Sponsors & Exhibitors
- Thursday Dinner/Friday Breakfast – Speaker Sponsor only

Security

OAGITM shall assume no liability for loss or damage to the property of exhibitors. Exhibitors should take precautions to ensure the safety and security of their equipment.

Exhibitors and/or their agents shall not injure or deface walls, floors, or accessories of the conference facility or the equipment of other exhibitors. If such damage is done, the exhibitor shall be liable for the property so damaged.

Combustible or explosive materials are prohibited in the conference facility.

Thank you for participating in OAGITM!

For questions or additional information, please contact:

Holly Miller

OAGITM Vice President

503-397-7240

holly.miller@co.columbia.or.us

Please return completed application and signed agreement to OAGITM via e-mail at:

board@oaqitm.org

Exhibit A – Floor Plan

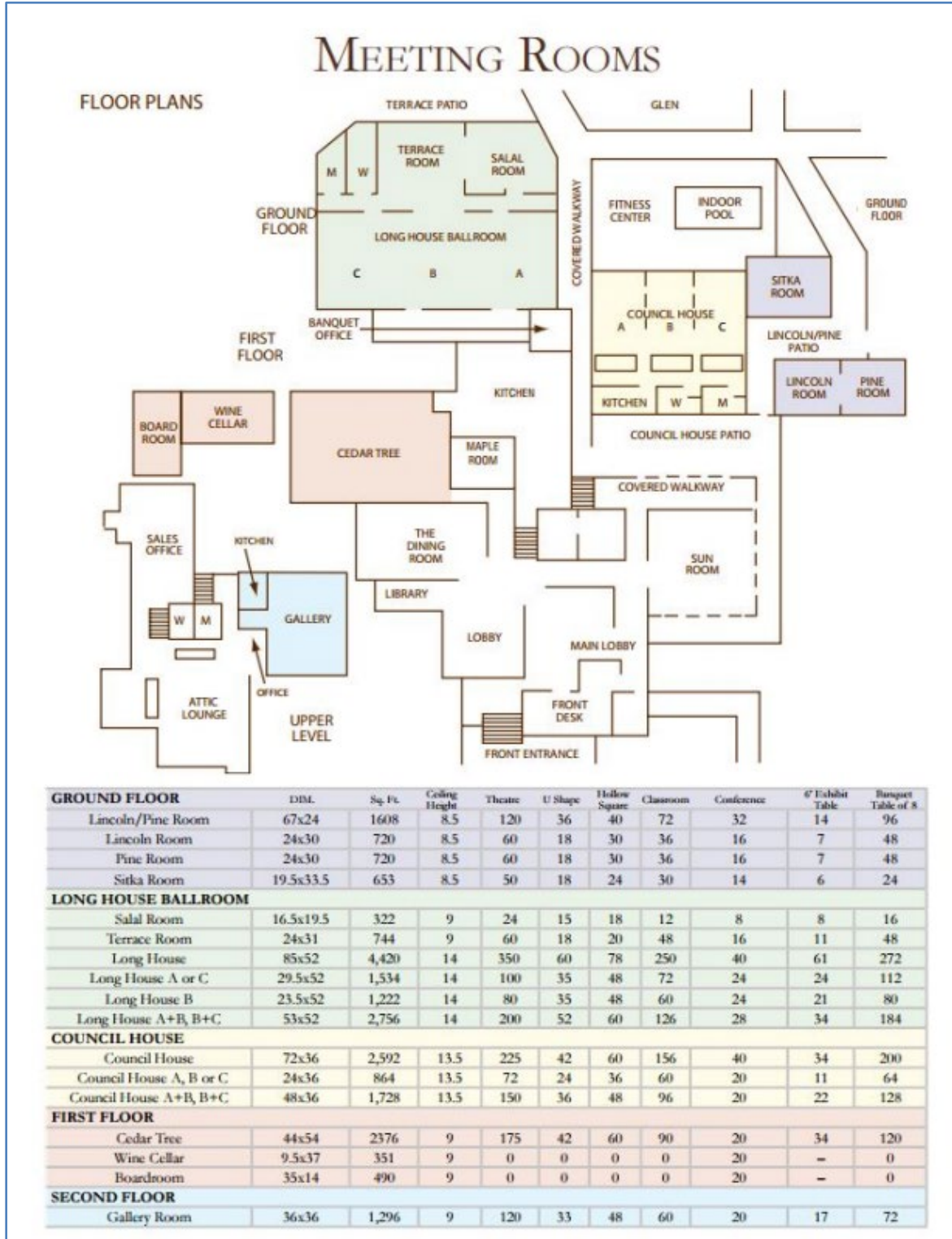


Exhibit B – Presentation Slots

Wednesday

8:30am - 8:45am	Introduction by OAGITM President
8:45am - 9:30am	RESERVED for Breakfast Sponsor
9:30am - 10:15am	RESERVED for Tote Sponsor
10:15am - 10:45am	Break – (members visit Exhibit Hall)
10:45am - 11:30am	RESERVED for Morning Break Sponsor
11:30am - 12:15pm	RESERVED for Lunch Sponsor
12:15pm - 1:15pm	Lunch
1:15pm - 2:00pm	Session - Open
2:00pm - 2:45pm	RESERVED for Afternoon Break Sponsor
2:45pm - 3:15pm	Break – (members visit Exhibit Hall)
3:15pm - 4:00pm	Session - Open
4:00pm - 4:45pm	Session - Open

Thursday

8:30am - 9:15am	RESERVED for Breakfast Sponsor
9:15am - 10:00am	RESERVED for Speaker Sponsor
10:00am - 10:30am	Break - (members visit Exhibit Hall)
10:30am - 11:15am	RESERVED for Morning Break Sponsor
11:15am - 12:00pm	RESERVED for Lunch Sponsor
12:00pm - 1:00pm	Lunch
1:00pm - 1:45pm	RESERVED for Gift Sponsor
1:45pm - 2:30pm	RESERVED for Afternoon Break Sponsor
2:30pm - 3:00pm	Break – (members visit Exhibit Hall)
3:00pm - 3:45pm	Session - Open
3:45pm - 4:45pm	OAGITM Business Meeting – members only
4:45pm - 5:00pm	Booth Game Raffle

Please return completed form to board@oagitm.org by **12/14/2018**.

Company Information:

Company Name: _____ Address: _____
URL: _____ City: _____
State: _____ Zip Code: _____

Primary Contact Information:

Name: _____ Email: _____
Title: _____ Phone: _____

-----This section for Sponsors Only-----

Sponsorship Request: (Place a 1 next to your preferred sponsorship level, a 2 next to your second choice, and subsequent numbers next to any other sponsorship levels you would be willing to participate at. Leave blank any sponsorship levels you would not be interested in.)

___ Breakfast Sponsorship (\$2500) ___ Tote Sponsorship (\$3000)
___ Break Sponsorship (\$2500) ___ Gift Sponsorship (\$3000)
___ Lunch Sponsorship (\$3500) ___ Speaker Sponsorship (\$5000)

(Sponsorships will be awarded first to vendors presenting in partnership with an OAGITM member.)

Member Partner (if applicable): _____

Sponsor Presentation Description: (Please provide a brief description of your presentation topic for consideration.)

----- This section for Sponsors & Exhibitors-----

Exhibit Booth/Marketing Material Description: Please briefly describe your typical exhibit (free standing exhibits, handouts, demo equipment, special displays, etc.) Power, wi-fi, and a table with skirting and chairs will be provided.

----- This section for Exhibitors Only-----

Exhibitor Request (fill in quantity desired):

____ Exhibit Booth (includes 1 attendee): \$1000

____ Additional Attendees: \$500/each

Other a la carte Options:

____ Educational (non-marketing) Presentation Slot (45 minutes): \$1500

Conference Program Ad: ____ Full-Page: \$750 ____ Half-Page: \$500 ____ Quarter-Page: \$250

A la Carte Presentation Description: (Please provide a brief description of your presentation topic for consideration.)



Terms and Conditions

EXHIBIT/SPONSORSHIP RIGHT OF REFUSAL:

The Oregon Association of Government IT Management (OAGITM), reserves the right to refuse admittance to and/or require removal of any exhibit, advertisement, item, or individual who, at the sole discretion of the OAGITM board member or members, is deemed unsuitable or inappropriate in any way.

In the event that OAGITM shall determine that the conduct or content of any exhibitor, sponsor, or agent of an exhibitor or sponsor, is not in keeping with the character of OAGITM's exhibitor policy, OAGITM may, at any time, without notice, terminate the agreement for space entered into with said exhibitor or sponsor and remove the exhibitor or sponsor, its employees, agents, servants and all of the property of the exhibitor or sponsor from the exhibit space and from the Conference. No exhibitor or sponsor shall have any right or claim against OAGITM on account of any action so taken.

The determination of the board member or members as to the suitability of any exhibitor or sponsor, proposed exhibit or sponsorship, or the conduct of any person within the Conference shall, in each instance, be final. If admittance is refused or if exhibitor or sponsor is removed, exhibitor or sponsor will remain liable for the cancellation penalty per the OAGITM Sponsorship Policy.

LIMITATION OF LIABILITY:

Exhibitor/Sponsor agrees to protect, save, and hold OAGITM harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor/sponsor or those holding under the exhibitor/sponsor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the facility and OAGITM regarding the exhibit/event premises. Further, the exhibitor/sponsor at all times shall protect, indemnify, save, and hold harmless OAGITM against and from any and all loss, cost, damage, liability or expense arising out of or by reason of any accident or other occurrence to anything or anyone, including the exhibitor/sponsor, its agents, employees, event attendees and business invitees which arises out of or by reason of said exhibitor's/sponsor's occupancy and use of the exhibition/event premises or a part thereof.

In addition, exhibitor/sponsor acknowledges that neither OAGITM nor any of the exhibit/event facilities maintain insurance covering exhibitor's/sponsor's property and that it is the sole responsibility of exhibitor/sponsor to obtain business interruption and property damage insurance covering such losses by exhibitor/sponsor.

TERMINATION OF EXHIBIT/SPONSORSHIP:

If the Conference venue is destroyed or damaged, or the Conference fails to take place as scheduled due to declaration of war, an act of God, or an emergency declared by any government agency or for any other reason, this contract may be terminated by OAGITM. In the event of such termination, the exhibitor/sponsor waives any and all damages and claims for damages and agrees that the sole liability of OAGITM shall be to return to each exhibitor/sponsor the exhibitor's/sponsor's fee.

CONTRACT FOR SPACE AND CANCELLATION PENALTIES:

This agreement is binding upon signature. Exhibit/event space reservations will not be considered confirmed until the total

OAGITM 2019 Winter Conference, February 19-22
Sponsor & Exhibitor Application



amount due has been paid. Exhibitors/sponsors whose reservations are not paid in full by the published Sponsor &

Exhibitor Registration Deadline may lose their reservation. Exhibitors/sponsors wishing to cancel or withdraw from the show must do so in writing, via registered mail or via e-mail. E-mail submissions are not considered accepted or considered valid until personally acknowledged via e-mail by a member of the OAGITM Board. Cancellations made on or before the Sponsor & Exhibitor Registration Deadline will not incur a cancellation fee. Cancellations made after the registration deadline will be liable for the full fee. Exhibitors and sponsors are not allowed to reduce their contracted participation levels less than 30 days before the conference.

RESTRICTIONS:

Promotional activities such as surveys and giveaways are permitted only in your designated area. All exhibitors/sponsors must be properly attired and conduct themselves in a professional manner. The use of strobe lights, microphones or other amplification equipment is prohibited.

I have read and agree to abide by the Terms and Conditions for Exhibiting/Sponsoring the OAGITM Winter Conference. I understand that OAGITM reserves the right to modify these Terms and Conditions due to changes in the Rules and Regulations enforced by the venue. All sponsors and exhibitors will be notified of changes in Terms and Conditions. By signing this application, I understand that I and all employees and agents of my company participating in the OAGITM Winter Conference will adhere to the rules and regulations set forth.

Signature	<input type="text"/>	Date	<input type="text"/>
Print Name	<input type="text"/>		
Print Title	<input type="text"/>		

PLEASE RETURN THE COMPLETED OAGITM SPONSOR AND EXHIBITOR APPLICATION TO:
board@oagitm.org

