



## OREGON EMERGENCY MANAGEMENT ASSOCIATION 2010 CONFERENCE

July 22, 2010

**RE: Oregon Emergency Management Association Conference**

On behalf of the Oregon Emergency Management Association, I would like to invite you to participate as a Sponsor and/or Exhibitor during our 2010 conference at the Best Western Hood River Inn in Hood River, Oregon. The conference dates are October 11 through 14, and the Exhibitors' Hall will open at noon on October 12<sup>th</sup> and close after lunch on October 13<sup>th</sup>. Several activities are planned around the Exhibit Hall to ensure maximum exposure, including lunch on both days.

The attendance at these conferences typically ranges from 150 to 200 people and consists of elected officials, emergency managers from state and local government, business and industry, as well as representatives from federal agencies and non-profit organizations.

Enclosed with this letter is a brochure announcing the four levels of sponsorship that are available for the conference and there are a limited number of sponsorships available at each level. All of the Sponsorships include a table in the Exhibit Hall, plus conference registrations for one to four people depending on the level. Contact information for reserving a Sponsorship is contained at the end of this letter and on the brochure.

The Exhibit Hall will offer exhibitors a great opportunity to exhibit products or services that may be of interest to the attendees. We will provide a 10 foot wide booth space with an 8 foot draped table in the Exhibit Hall; electrical power and Wi-Fi are available at no additional cost. Set-up of the Exhibit Hall will begin at 8:00 AM on October 12<sup>th</sup> and must be completed before the Exhibit Hall officially opens at noon. Registration is available on line with a credit card through OEMA at [www.oregonemergency.com](http://www.oregonemergency.com).

The Exhibits will officially open at noon on October 12<sup>th</sup> with a ribbon cutting ceremony followed by a strolling lunch in the Exhibit Hall. The social that evening will also be held in the Exhibit Hall from 5:30 - 7:00 PM and the Exhibit Hall will close after another strolling lunch on Wednesday. Breaks on Tuesday afternoon and Wednesday morning, including a coffee setup first thing Wednesday morning, will also be in the Exhibit Hall.

As an additional incentive for conference attendees to visit the Exhibition Hall Tuesday evening, each exhibitor is asked to bring a door prize (under \$50 value) for an exhibitor drawing during the social. At this time all exhibitors will have a brief opportunity to introduce themselves and their products or services, prior to awarding your door prize.

The exhibitor registration fee includes the strolling lunches on Tuesday and Wednesday as well as the evening social and breaks. If you are not a Sponsor and wish to attend the entire

conference, a single day, or have additional meals, please register for those through the Association's website at OEMA [www.oregonemergency.com](http://www.oregonemergency.com). Your fee also includes an exhibitor's packet containing the names and addresses of pre-registered conference attendees.

If you are interested in participating, you can register on-line with a credit card.

- On-line registration can be done at OEMA at [www.oregonemergency.com](http://www.oregonemergency.com) . Follow the links to "Registration" and select the Exhibitor button.

If you are unable to participate, we have an option that will allow you to have printed material about your product(s) provided to the conference participants. If you provide us with 200 copies of your materials, we will include them in the attendee packets for \$200. Please contact us for additional information regarding this option.

Please be aware that space is limited and booth spaces will be assigned on September 30, 2010. Please contact me if you have any questions and I look forward to working with you to make this year's conference a success.

Sincerely,



Michael Mumaw, CEM  
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