

2008 Northwest Regional Symposium Exhibitor and Sponsor Information

On behalf of the Oregon SWANA Chapter, THANK YOU very much for supporting the 2008 Northwest Regional Symposium. The Northwest Regional Symposium is made possible by the generous support of our exhibitors and sponsors, such as yourself. We are planning an exciting and informative symposium and look forward to seeing you at McMenamens Edgefield on April 17th and 18th, 2008.

Company Logos and Slide Show Photos

Exhibitors and Sponsors we need your Company Logo **AS SOON AS POSSIBLE**. Logos will be used in all future event advertising, acknowledgements during the symposium and in the symposium proceedings. Please Email your Company Logos to: Richard@EnvironmentalPractices.com Logos should be at least 600 dpi or larger. File format for the logo can be: .jpg, .eps, .ai, etc. We have a number of programs to manipulate graphics. In addition, if you would like to send us up to 10 photos of your company projects, products and or services please email those as well. The photos will be **formatted into a PowerPoint presentation and played during your sponsored break, lunch or technical session.**

Important Exhibitor Registration

We are asking all Exhibitors to confirm the company representative that will be attending the symposium as part of your exhibitor fee. In addition, please provide a list of any additional company representatives that will be attending. Exhibitors receive: One Full Registration for the symposium. Registration for any additional representatives is \$175 on or Before March 20, 2008; \$200 after March 20, 2008. If you did not include any additional representatives in your exhibitor agreement, please complete a registration form for each representative that will be attending. Please confirm and email the names of all company representatives that will be attending the symposium to: houcka@metro.dst.or.us

Blackberry Hall and Exhibitor Pavilion

Blackberry Hall and the adjacent Pavilion will be open during all meals, breaks and the Thursday night entertainment for exhibit viewing. Both exhibit locations shall be secured during closed time periods. The Pavilion will be weatherproof and equipped with lights, heat and flooring. Attached for your information is the booth layout for Blackberry Hall and the Pavilion. Exhibitors have been assigned a booth number. Please review the attached layout for your specific booth location. We will make every effort to insure you are satisfied with the location of your booth. Please contact George Duvendack at GDuvendack@wm.com if you have any questions.

PLEASE REMEMBER ALL EXHIBIT SPACES ARE TABLE TOP DISPLAYS AND WILL COME WITH AN 8' X 4' SPACE WITH A DRAPED TABLE, ONE CHAIR, AND ACCESS TO AN ELECTRICAL OUTLET. PLEASE ADVISE US IF YOU HAVE ANY SPECIFIC NEEDS FOR YOUR TABLE TOP EXHIBIT.

Exhibit Set Up and Take Down

Blackberry Hall and the Pavilion will be open for set up at 2:00 pm on Wednesday, April 16th. Exhibitors may take down their displays upon closing of the symposium on Friday, April 18th at 2:00 pm.

Prize and Cash Drawings

Throughout the symposium we will be holding prize and cash drawings. In an effort to encourage the symposium attendees to visit your exhibit, we will be issuing "passports" to all the attendees. When an attendee visits your booth, please stamp the passport. Attendees will double the cash prize drawing if they have visited the randomly selected exhibitor. Also, if you have any company products, such as hats, shirts, etc. you would like to donate for prize drawings, we will gladly accept them.

General Information:



McMenamins Historic Edgefield Inn
2126 SW Halsey Street
Troutdale, Oregon

Accommodation Information – Located at the mouth of the Columbia River Gorge, McMenamins Edgefield is an escape into the extraordinary. Originally built in 1911 as the Multnomah County Poor Farm, this 38-acre estate offers lodging, dining, gardens, a movie theater, winery, brewery and distillery, on-site massage, an 18-hole golf course and original artwork and historical photographs around every corner. Take a tour on-line or book your rooms at: www.mcmenamins.com/edgefield or contact them directly at **(503) 669-8610 or (800) 669-8610**. Let them know you are with the SWANA symposium – they are holding rooms for us. Space is limited.

Note: The beautifully restored rooms **DO NOT** have telephones or TV's. Common bathroom facilities with private stalls and toilets are shared among guests. A limited number of rooms are available with their own baths. There are WiFi hot spots around the property grounds. Telephones are available at the hotel and an on-site business center is open for computer hook-up and other business needs including fax, and photocopies.

Other hotels in Troutdale - only a few minutes away
Holiday Inn Express (866) 367-4667 or Comfort Inn (800) 824-6824

Wednesday Afternoon Golf Tournament

The Oregon Chapter of SWANA will host a charity golf tournament Wednesday afternoon April 16th at 2:00PM, prior to the beginning of the Symposium. All proceeds will benefit the Ben Masengil Scholarship Fund providing scholarships to the families of SWANA members.

The Pub Course is a twelve-hole par 3 golf course with holes ranging from 40 to 90 yards in length. The holes may be short but they are fun and challenging!! The course winds through the McMenamins Edgefield estate providing views of the winery, the lodge and the scenic Columbia River. This course is very playable for golfers of all skill levels. More details on the course are available at the McMenamins web site www.mcmenamins.com.



Individual prizes will be awarded for Closest to the Pin on every sponsored hole and the lowest individual total score. Cost is only \$30/person and will include a green fees, a sleeve of balls, and clubs (wedge and putter). This event will be "Pay at the Door", so please bring cash or check.

Hole sponsorships are still available for only \$50/hole. Sponsors will be recognized for their participation and are welcome to join us at the Icebreaker Reception Wednesday evening following the tournament. Come to town early before the Symposium begins and enjoy a relaxed round of golf followed by the Icebreaker Reception Wednesday evening. Space is limited so reserve your tee time now.

To sign up to play or to sponsor a hole, please contact Don Alexander at (503) 588-5169 Ext.5919 or by email at dalexander@co.marion.or.us. We hope to see you there!!

Wednesday Night Icebreaker Reception

For golfers and others arriving early, join us in the Attic at the Power Station Pub for drinks, hors d'oeuvres, and friendly conversation. Early check-in, 5:30 p.m. – 7:30 p.m. will save you time on Thursday morning.