

EVERGREEN™

February 2015

Dear Exhibitor:

You are invited to display your company's products and services at the Evergreen 2015 International Conference at the Best Western Plus Hood River Inn (<http://www.hoodriverinn.com>), to be held on Wednesday, May 13th through Saturday, May 16th. We have arranged for an affordable room rate and convenient access to the exhibit area, so please join us!

Over 200 attendees will be there in exciting and beautiful Hood River, Oregon. The exhibit area will be open throughout most of the conference, and exclusive exhibit time is scheduled for Thursday and Friday. Morning and afternoon refreshments will be served in the exhibit area.

As part of the registration cost, exhibitors will get 6' X 30" table, electricity, and wireless Internet access. If you have other needs, please contact us and we will work with the hotel to coordinate it. The hotel may charge an additional fee.

In addition to the registration cost, your staff attending the conference will need to register and pay individually for the conference. Please go to <http://evergreen-ils.org/conference/eg15/> and click the "Conference Registration" link. Early bird registration goes through February 28, 2015. Registrations requiring invoices also must be received by that date.

Please review the enclosed Exhibitor Fact Sheet for all of the information you will need to know about the conference. If there are any questions, do not hesitate to ask me.

Space is limited, so please act soon! In order to guarantee a listing in the conference booklet, your registration and payment must be received by **Friday, April 7, 2015**. Please contact me if you decide to exhibit so that I can provide you with the necessary paperwork.

Sincerely,



Buzzy Nielsen
2015 Evergreen Conference Chair
541-387-7062
buzzy@hoodriverlibrary.org

2015 Evergreen International Conference

“Scaling Up Openness”

Exhibitor Fact Sheet

Conference dates: Wednesday, May 13th through Saturday, May 16th

Location: Best Western Plus Hood River Inn, 1108 East Marina Way, Hood River, OR 97031

Directions: Visit <http://hoodriverinn.com/directions.htm>.

Registration: Visit <http://evergreen-ils.org/conference/eg15/> and click “Conference Registration”. Early bird registration is \$200 until March 15, 2015, and \$250 after that. Registration includes a continental breakfast on May 14th-16th.

Cost to Exhibit: The cost for each display space is \$650 if you commit by March 15, 2015 and \$750 after that. The cost includes a 6' by 30" table and electricity. Wireless Internet access in the Exhibits area will be available to every exhibitor at no cost. In addition, each exhibitor is required to register individually for the conference.

Exhibit open times:

Thursday, May 14: 10:30a-11:00a; 3:15-3:45p.

Friday, May 15: 9:30-10:00a; 3.30-4:00p

Setup time:

Wednesday, May 13: 5:00-9:00p.

Thursday, May 14: 6:00a onward

The exhibit area cannot be locked. Materials are left out at your own risk.

Takedown time:

Friday, May 15, 4.00-9.00p.

Refund policy:

Individual registrations: Full refunds, less a \$30 processing fee, will be issued up to 50 days after registration. Unfortunately we are unable to issue any refunds beyond 50 days after a registration. After May 6, 2015, we will be unable to offer any refunds. Invoiced registrations are non-refundable.

Exhibit space registration: Exhibit fees are non-refundable unless the conference itself is canceled. See the “Evergreen 2015 International Conference: Sponsorship & Exhibitor Application & Agreement.”

Liability and Insurance: See the “2015 Evergreen International Conference Sponsorship & Exhibitor Application and Agreement”.

Sponsorship opportunities: If you are interested in sponsoring the conference event, a number of opportunities are available to promote your business or organization. Contact

Buzzy Nielsen at buzzy@hoodriverlibrary.org with "Evergreen sponsorship" in the subject line. Thank you for helping to underwrite the cost of our annual conference!

Package delivery: If you need to ship anything, they must be addressed to the Evergreen International Conference, May 13-16, 2015, Shipments must not arrive any earlier than 3 days before the conference.

Parking:

There are no charges for parking in the venue's parking lot.

Lodging:

Rooms at the Hood River Inn are offered at our special group rates and are available between May 13-16, 2015. If you stay before or after these dates, you will need to call the Hood River Inn at 800-828-7873 to reserve your rooms. The group rate may or may not be available on those additional dates based on general room availability in the hotel. For more information, visit <http://evergreen-ils.org/conference/eg15/venue/>.

Questions? Please contact:
Buzzy Nielsen, Conference Chair
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