

**Southern Oregon Occupational
Safety & Health Conference
October 15 & 16, 2008
Asante Smullin Center • Medford, Oregon**



Dear Prospective Exhibitor,

The 18th Annual Southern Oregon Occupational Safety & Health Conference, slated for October 15 & 16, 2008, is being held at the Smullin Center in Medford, Oregon. We invite your company to be an exhibitor at this year's conference. The theme for this year is *Leading to the Heart of Health & Safety*.

To expand the space at the Smullin Center, the planning committee is renting an Exhibits Pavilion, a heated/cooled tent just outside the Smullin Center entrance. There are 26 exhibit spaces available. Each exhibit space 10 feet wide by 5 feet deep with an 8 foot table (draped and skirted). The exhibit area will contain the morning and afternoon break refreshments and the lunch buffets. Exhibits are open on October 15 and 16 from 9 a.m.-3:15 p.m. each day.

Exhibit set up is on Wednesday, October 15 from 7-9 a.m. Exhibits open on Wednesday, October 15 at 9 a.m. and close for the day at 3:15 p.m. On Thursday, exhibits are open from 9 a.m. and tear down after 3:15 p.m. There will be a security guard for the pavilion from close on Wednesday to opening on Thursday.

Standard electrical power will be provided at no additional charge, but please indicate on the application if you need electricity for your booth. Lunch and breaks for registered exhibit representatives are included on Wednesday and Thursday.

A portion of the \$350 exhibit fee will be used to purchase prizes for daily drawings representing all exhibitors. We also encourage exhibitors to donate prizes for the drawings.

Space assignment will be on a first-come, first-served basis. To reserve a space, complete the Application/Contract for Exhibit Space and return it with payment. Space cannot be confirmed until full payment is received. An Exhibit Pavilion Floor Plan is with the application.

If you have questions about exhibiting or attending the conference, please call the Exhibits Coordinators, Heather Grogan (541) 776-6032 ext. 269, cell: (541) 324-8053, e-mail Heather.f.grogan@state.or.us or Jim McNeil cell:(541) 659-3994 or (541) 832-1657, e-mail jim.mcneil@swansongroupinc.biz .

If you wish information on how you can become a conference sponsor, please call Amy Aldana, Conference Sponsorship Coordinator at (541) 779-3773, e-mail amy@soredcross.org .

Sincerely,

Southern Oregon Conference Planning Committee