

Travel Portland presents the 24rd Annual Visitor Industry Trade Show
Wednesday, February 25, 2009
Oregon Convention Center, *Portland Ballroom*
Noon – 5:00 p.m.

REGISTRATION FORM

Name: _____ Company: _____
Address: _____ City/State/Zip: _____
Telephone: _____ Fax: _____
(Required) _____
Email: _____ Cell Phone: _____
(Required) _____

BOOTH COST	\$400.00 EACH BOOTH
Number of Booths:	
Total Amount Due:	

METHOD OF PAYMENT:

Check payable to Travel Portland

Charge my credit card: VISA MasterCard American Express

Card Number: _____ 3-Digit Code on back of Card: _____ Expires: _____

Company Name: _____

Name as it appears on card: _____

Billing Address of Card: _____

Phone Number: _____

Signature: _____

SPACE IS LIMITED !!!

I plan to use an auxiliary sound system. yes no

I plan to serve food or beverage. yes no

I would like to be a volunteer the day of the trade show yes no

More Information:

Booth: Dimensions will be 8' deep and 10' wide. Each booth is provided an 8' high x 10' wide backdrop and two 3' x 8' side panels, carpet and one 8' skirted table. **Exhibitors must plan for their booth to fit these dimensions.** Additional tables and equipment available at a nominal cost. **Helium balloons are not allowed in the Oregon Convention Center.** Auxiliary sound systems must be no louder than normal voice level; Travel Portland must be notified if a sound system is to be used. One 7" x 44" exhibitor identification sign, provided each exhibitor.

Extras: Electricity is an additional charge, and should be ordered through OCC via this online hot link: www.oregoncc.org or call 503.731.7801. Due to the layout of the show, not all booths will have accessible electricity **unless** ordered at least 2 weeks prior to the show (Feb.11, 2009)

Additional booth supplies can be ordered and purchased through DWA. Please call (503) 228-6800 and ask for customer service. **Please note, as an exhibitor you will receive a package from DWA.** Booth assignments will be emailed prior to the trade show.

PLEASE E-MAIL, FAX OR MAIL YOUR REGISTRATION AND PAYMENT TO:

Jackie Harper, CMP

E-mail: jackie@travelportland.com Fax: 503.275.9774

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