

EXHIBITOR PROSPECTUS

2012 ODEA/OHSU Spring Training

February 24-25, 2012 – Sheraton Airport Hotel

Space is limited – so register early. Exhibit space and sponsorships will be sold on a first-come, first-served basis.

The Oregon Dental Executives' Association is a professional organization for dental front office staff. The ODEA promotes excellence in the dental office through regular continuing education offerings, bi-monthly interaction meetings, and networking socials.

The ODEA is joining forces with the OHSU SCHOOL OF DENTISTRY Department of Continuing Education to present a course on medical insurance billing for the dental office.

NO LONGER LOST IN TRANSLATION:

MEDICAL CODING FOR THE DENTAL PRACTICE EVERYTHING YOU EVER WANTED TO KNOW ABOUT
BILLING MEDICAL INSURANCE.....BUT WERE TOO CONFUSED TO ASK
WITH TERRI BRADLEY

WHO WILL ATTEND?

Spring Training attendees consist of Doctors, office managers, scheduling coordinators, financial coordinators, office administrators, receptionists, treatment coordinators, bookkeepers, insurance billing administrators, marketing coordinators, etc. Dental professionals from 7 western states attended the 2011 Spring Training and we expect a higher attendance for our 2012 event.

WHY SHOULD YOU EXHIBIT AT THE ODEA SPRING TRAINING?

- A cost effective way to make new contacts
- Expanded professional contacts
- A focused audience
- Dedicated exhibit hours coupled with meal functions to increase exposure
- Poster and Display material may be exhibited thru out the lecture hall.
- General vendor listing in the on-site materials
- Listing in the ODEA newsletter, *Great Odeas*, post event
- An attendee list from the event
- You may provide advertising materials to be placed in attendee packets .

Note: Packet materials must be to us by February 17th.

WHEN & WHERE WILL THE EXHIBITS BE HELD?*

Activities of the 2012 Spring Training will be held at the Sheraton Airport in Portland, Oregon.

Set-up:	Friday 2/24/12	TBA
Exhibit Hours:	Friday 2/24/12 & Saturday 2/25/12	TBA
Tear Down & Vacate:	Saturday 2/25/12	TBA

*Subject to change-finalized schedule/times will be confirmed closer to the event.

WHAT DO YOU NEED TO EXHIBIT?

Each exhibit space includes a 6' skirted table and one chair and lunch for one booth personnel. Additional booth personnel must be registered at the additional fee, which includes lunch. There is a limit of two registered booth personnel per exhibit space. **Only one venue/supplier per exhibit space; all name badges will list the company name above.** Exhibit registrations **also include access** to the educational offerings. WiFi is available at no charge. Electrical outlets will be available, but not at every table. Exhibitors are encouraged to bring a door prize for drawings held throughout the day. At the time your door prize is drawn for, you will be invited to give a brief overview of your company. If you have questions about what would be appropriate – please contact us.

HOW ELSE CAN WE SUPPORT THE ODEA SPRING TRAINING?

Sponsorships are a great way to support ODEA programs, as well as providing increased exposure to the Spring Training participants. Sponsors will be listed in on-site materials (if received prior to printing). All sponsors will also be recognized on-site at the event.

CANCELLATION POLICY: Spring Training exhibit cancellations received prior to January 24, 2012 will receive a 50% refund. Spring Training exhibit cancellations received after January 24, 2012, no-shows and sponsorship cancellations will not receive a refund and all fees are considered payable. Discounts will be reversed as appropriate for cancellations.

Please complete the agreement and mail or fax with payment to:

GAIL KING / OHSU * DEPARTMENT OF CONTINUING EDUCATION / SCHOOL OF DENTISTRY

611 SW CAMPUS DRIVE, PORTLAND, OREGON 97239 * 503.494.2973 FAX

Questions? Contact OHSU at 503.494.1433 or via email at kingg@ohsu.edu

ODEA/OHSU

2012 SPRING TRAINING EXHIBIT SPACE & SPONSORSHIP AGREEMENT

By completing this form, I acknowledge the cancellation policy.

Company Name (exactly as it should be listed for event purposes) _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Exhibits

Member Non Member '11 Forum Exhibitor

Exhibit Space at Spring Training \$276.50 each \$325 each Complimentary*
(15% savings!)

Additional Exhibit Representatives \$35 each \$35 each \$35 each

*2011 ODEA Fall Forum (paid) exhibitors receive a complimentary 2012 Spring Training exhibit

Exhibiting Representatives

One lunch ticket is provided per exhibit space; additional can be purchased below. Maximum of 2 reps per exhibit space and both must be registered.

Spring Training Sponsorships

Sole Sponsor Multiple Sponsor

- Continental Breakfast AM & PM Breaks Lunch Speaker
\$1,500 \$600 \$2,000 \$5,500
\$550 \$275 \$750 \$1,750

Due from Exhibits \$
Due from Sponsorships \$
Total Amount Due \$

PAYMENT OPTIONS (in US funds):

- Check, Payable to OHSU Visa/MasterCard American Express

Card # Exp. Date Amount \$

Name on Card Signature

Card Billing Address

City State Zip

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