

**OREGON READING ASSOCIATION'S
ANNUAL STATE CONFERENCE
APPLICATION TO BUY EXHIBIT SPACE**
<www.oregonread.org>

February 6 - 7, 2009, DoubleTree Hotel, Lloyd Center, Portland, Oregon

The DoubleTree Hotel's "Hold Harmless Clause" is:

"The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Hotel, and shall indemnify and hold harmless the Hotel, agents, servants and employees from any and all such losses, damages and claims."

Please Sign or Type Here in Acceptance: _____

RETURN BY JANUARY 2, 2009

Name of Company _____

Owner/Rep. Name _____

(Rep. at Conf., if different) _____

Mailing Address _____

(City, State, Zip) _____

Phone (800, etc) _____

FAX _____

E-mail (neatly, please) _____

* **Setup times** – Thurs 5th, 5-9:00pm & Fri 6-7am // **Exhibit times** – Fri. 6th, 7-5:00 and Sat. 7th, 7 -3:00+ *

*I need _____ tables for a cost of \$ _____
(1@\$250, 2@\$450, 3@\$650, etc.)

*Electrical outlet? (write yes or no on line) _____
(bring a cord, carpet tape or rent from DoubleTree) N/C

*I want to attend Friday's Author Luncheon
-Susan Fletcher \$25.00 \$ _____

*I want to attend Saturday's Author Luncheon
-Michael Hoeye \$25.00 \$ _____

Total \$ _____
(payable to ORA)

You may pay by **check**, (check # _____), **Visa** or **Mastercard**. Which one? - V _____ M _____
Discover or **Amer. Express** D _____ AE _____

Name on card _____ **(PRINT CLEARLY!)**

Account # _____ **Expiration Date** _____

Billing address _____

** **A Confirmation Letter email will be sent to you after the APPLICATION AND MONEY are received** **

Please return this agreement by email or postal mail,
with the total payment to:

Gretchen Hamilton
ORA Exhibit Coordinator
3487 Poppywoods Dr.
Medford, OR 97504
gchamilton@charter.net

-For Office Use -

Date Rec'd _____
Entered in database _____
Date Confirmation Sent _____