

2016 EXHIBIT REQUEST FORM

Yes, we would like to exhibit at the 42nd Annual COSA Conference. We request the following:

Exhibit Hall \$650 (1-31) Space # Requested:	Convention Hall \$575 (32-63) Space # Requested:	Lobby \$700 Space # Requested:	Entry Lobby \$800 Space # Requested:	Upstairs Lobby \$650
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(Exhibit Spaces are available on a first-come, first-served basis – Please indicate your preference by circling at least 6 different exhibit spaces on the attached map, and listing them in the order of your choice.)

Priority Consideration will be given to exhibitors who submit their request by May 15th

Our exhibit requires electricity: Yes No

Please describe your type of service/product and give a description of your display: _____

- Enclosed, please find our check for \$100 (non-refundable deposit). Please bill us for the balance due.
- Enclosed, please find our check for \$ _____ as payment in full for the requested exhibit space.

COSA and the Seaside Convention Center assume no liability/responsibility for the safety of the property of exhibitors from theft, damage by fire, water, storm, vandalism or other causes, but will take reasonable precautions to protect the exhibits from such.

Name of Authorizing Person (Please PRINT!)

Signature

Company Name (as you want it to appear on the sign)

Mailing Address (Street, PO Box, City, State, Zip)

Phone Fax Email

Representative(s) at the conference

Representative(s) address, phone and email

Representative(s) at the conference

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Please return this form to:

Confederation of Oregon School Administrators
Attn: Sera Lockwood
707 13th Street SE, Suite 100, Salem, OR 97301-4035
Phone: (503) 480-7212 Fax: (503) 334-1268 email: sera@cosa.k12.or.us