

Corporate Sponsor Exhibitor Kit  
2012 OrACRAO Annual Meeting  
Sunriver Resort  
Sunriver, Oregon  
May 6-8, 2012

We wish to invite you to partner with us in providing a quality experience for higher education enrollment professionals in Oregon. Come join one of the most active state organizations, representing admission, registration and enrollment managers at two-year, four-year, public and private institutions. Please review the information below about the conference, sponsorship options and how to register using the online registration system. Online registration will open in December. You will receive follow-up with detailed instruction.

### Corporate Sponsor Coordinator

Danny Aynes  
President-Elect, OrACRAO  
Director of Enrollment Services, Linn-Benton Community College  
[aynesd@linnbenton.edu](mailto:aynesd@linnbenton.edu)  
(541) 917-4822(w); (541) 805-1386 (cell)

### General Conference Information

Conference Site [www.sunriver-resort.com](http://www.sunriver-resort.com)  
OrACRAO [oracrao.org](http://oracrao.org)

#### Exhibitor Hours

##### Drop-Off and Set-up

Sunday: Drop off can begin at 9:00 am. In the program it will be advertised that exhibitors will be available starting at 3:00 pm.

##### Break Down

Monday: 4:30-6:00pm, or

Tuesday: Noon-2:00pm **NOTE:** Tuesday morning activities do not include breaks. If you would like to stay in the vendor area you are welcome to do so, however foot traffic will be light.

##### Daily Exhibit Hours

Sunday: 3.00 -5:30pm

Monday: 7:30am-4:30pm (breakfast starts at 7:30am; most sessions end at 4:00pm)

Tuesday: 8:30-11:30am. Please see note about breakdown

Adjustments to this schedule are possible; contact Danny Aynes.

## **Exhibitor Resources**

### Booth Location

Exhibitor booths will be located in the Heritage Gallery in the Great Hall. This location is in close proximity to conference breaks, most meals, and most sessions.

### Booth Number

Danny Aynes will provide your booth number via email or when you arrive.

### Included at Booth

Your booth will be furnished with the following:

1. One linen draped, 6' table
2. Two chairs
3. Access to power
4. Wireless internet access (throughout the conference center)

Contact Danny Aynes if you have additional requirements (contact info on p. 1).

## **Shipping Information**

If you are shipping material to Sunriver prior to the conference please visit the links below:

### [Shipping Information](#)

### [Returning material after the conference](#)

For questions about shipping of materials, contact:

Kelly Doohan  
convention Services Manager/Sunriver Resort  
Phone number: 541.593.3747  
Fax number: 5541.593.2742

## Lodging Information

### Host Resort

#### [Sunriver Resort](#)

1-866-930-2687

Located in Sunriver, just south of Bend, Oregon.

### Making your Reservations

Resort Registrations can be made through the resort website, [www.sunriver-resort.com](http://www.sunriver-resort.com). Be sure to make a note that you are with the OrACRAO conference in order to receive the reduced conference rate on rooms.

## Travel Information

### Airlines

Air travel may be arranged to Portland (code: PDX) or Bend (code: RDM).

### Location and Directions

[www.sunriver-resort.com/central-oregon-map.php](http://www.sunriver-resort.com/central-oregon-map.php)

## Exhibitor FAQ's

### **What is the timeline of the conference?**

Registrants begin arriving at 12:30pm Sunday. Workshops, opening sessions, exhibits, and light snacks are scheduled from 1:00–5:30pm Sunday afternoon. The conference ends at noon on Tuesday. You are encouraged to participate throughout the conference.

### **What are the registration and payment deadlines?**

Registrations for the Presentation Option or the Print Advertisement must be received by March 15, 2012. (Presenter session content and Print Ad content must be submitted for the program by April 2, 2012). All other registrations and payments are due April 15, 2012. Last day for cancellation refunds (less \$50) is May 1, 2012.

### **What is included in my registration?**

All conference meals, sessions, and events for one person are included with the corporate sponsor registration. Additionally, OrACRAO will post information about your company on the association's website ([oracrao.org](http://oracrao.org)) through June 15, 2012. Examples of past company information can be found at: [oracrao.org/annual-meeting/annual-meeting-sponsors/](http://oracrao.org/annual-meeting/annual-meeting-sponsors/)

### **What is there to do at Sunriver?**

Check out the activities page at Sunriver's site for a peek at the great activities. [www.sunriver-resort.com/oregon-activities-dining.php](http://www.sunriver-resort.com/oregon-activities-dining.php)

Bend is also known for exciting and unique culture and activities. [www.visitbend.com/](http://www.visitbend.com/)

### **What lodging arrangements are available?**

Lodging is available at the beautiful Sunriver Resort. The resort includes the Lodge Village Guestrooms and Suites, Vacation Rentals if you prefer a home setting, and River Lodges (hotel rooms). Wi-Fi is available throughout the resort. Sunriver is a very unique place that includes Resort-wide shuttle services, and access to 35 miles of paved bike trails, horseback riding, world class golf courses, and many more activities.

## Corporate Sponsorship Levels/Options

In addition to basic Exhibitor level participation, we have a variety of other sponsorship packages available and we encourage sponsorship of conference meals and breaks. Sponsoring companies are highlighted in the program and on the association's website ([oracrao.org](http://oracrao.org)) and are announced throughout the conference. Please contact Danny Aynes for more information. Included in all exhibitor packages is a list of emails for conference attendees.

---

### 25<sup>th</sup> Anniversary Sponsor: (one available)

**\$1,800**

Includes *sole* sponsorship of the 25<sup>th</sup> Anniversary Celebration; company logo being displayed on the 25<sup>th</sup> Anniversary commemorative take-home gift item given to each attendee; one exhibitor's space and all meals/conference events for one representative (if attending); specific announcement of "25th Anniversary Sponsorship" in program, conference website link prior to and following the conference (March 1 - June 15), announcements throughout conference.

### Conference Partner Package ( five available):

**\$1,200**

Includes *sole* sponsorship of a major conference event (dinner, lunch, or reception); one exhibitor's space and all meals/conference events for one representative (if attending); specific announcement of "Conference Partnership" and sponsored event in program, conference website link prior to and following the conference (March 1 - June 15), announcements throughout conference.

### Corporate Sponsor Package:

**\$800**

Includes *joint* sponsorship of a conference break or breakfast; one exhibitor's space and all meals/conference events for one representative (if attending); specific announcement of "Corporate Sponsorship" in program, conference website link prior to and following the conference (March 1-June 15), and announcement throughout conference.

### Exhibitor Package:

**\$600**

Includes one exhibitor's space, all meals/conference events for one representative, announcement of "Exhibitor" status in program, conference website link prior to and following the conference (March 1-June 15), and announcement throughout conference.

### Presenter Option (only three available; deadline is March 15, 2012)

**\$300**

Includes one session in the program (either partnering with an OrACRAO institution or presenting solo); offered only in conjunction with 25th Anniversary Sponsor, Conference Partner, Corporate Sponsor, or Exhibitor Package above.

Deadline to request presenter status: March 15, 2012. Registration required as per above packages.

Deadline to submit session description for printed program is April 2, 2012.

### Print Advertisement on Program Back Cover (one available)

**\$300**

Includes full-page, back cover, 4 color ad (content must be approved by OrACRAO Executive Board).

Deadline to purchase print ad: March 15, 2012.

Deadline to provide print ad content for printed program is April 2, 2012.

### Additional Representative Registration Fee:

**\$250**

Includes all meals and conference events.

## Online Registration Procedures

Registration Opens                      Late December, 2012

Registration Closes                     April 15, 2012

Online Registration Site            [Online Registration](#)

You will be asked to provide the following registration information online:

- Name, Title, Company, contact information.
- Additional Representative Information if there will be more than one company representative
- Any display needs beyond the Standard Exhibitor Space which includes a single 6-foot, skirted banquet table, chair, electricity and wireless internet.
- Guest Registration Information if you elect to bring guest/spouses/family to Sunriver.
- Sponsorship Package Choice(s)
- After registration, you will receive a follow-up email asking you to provide your meal choices and dietary needs.

## Payment Deadlines and Procedures

We encourage you to take advantage of online payment at the time of registration.

Otherwise you may pay via check, no later than April 15, 2012.

Send checks payable to **OrACRAO** to:

Danny Aynes  
Director of Enrollment Services  
Linn-Benton Community College  
6500 Pacific Blvd SW  
Albany, OR 97321

Please include name of company and representative on check.