2024 OR EGON AHMA ANNUAL AFFOR DABLE HOUSING CONFERENCE.

The Riverhouse Convention Center, Bend, Oregon

Trade Show Registration Form

1. <u>The Trade Show</u> will be held on Thursday, May 16, 2024, 9 am to 1 pm in rooms A-J on the main floor of the Riverhouse Convention Center.

2. Guestroom Reservation & Rates Info and Reservation Deadline

- > The Riverhouse Hotel room block is sold out. We have secured a block of rooms at the Red Lion Inn & Suites Deschutes River across the street.
- > THE OVERFLOW ROOM BLOCK SPECIAL DISCOUNTED RATE ENDS ON May 4.
- > IMPORTANT!! To get the special rate, let them know that you're attending the Oregon Affordable Housing Management Association conference.
- Guest room rate:
 - \$159 King bed, single/double occupancy
- A hot breakfast in the lobby is offered each morning of your stay.
- Check-in is at 3 pm; check-out is at 12 pm.
- Reservations phone number: 541-388-4114 or, you can reserve through this online booking link:
 Red Lion Inn & Suites Deschutes River Bend Reservations Room Availability (synxis.com)

3. Thursday's Meals at the Convention Center

- > Breakfast buffet: 7 am to 8:30 am
- ➤ Buffet lunch for exhibitors: 11:45 am to 12:15 pm (Our attendees will want to visit your booth during their lunch hour, which is noon to 1 pm, so we ask you to take a shorter lunch hour.)
- ➤ Hosted happy hour social time: 6 pm to 7:15 pm
- > Annual buffet dinner, award ceremony, and door prize drawing: 7:15 pm to 9 pm

4. <u>Trade Show Registration and/or Door Prize Payment Instructions</u>

- > THE DEADLINE TO REGISTER FOR THE TRADE SHOW IS MAY 1ST.
- > Please complete and "save" the fillable form on page two. Then, email to oregonahma@frontier.com
- > There is no booth registration fee for Oregon AHMA vendor members.
- ➤ The booth registration fee for non-members is \$550.
- ➤ Please make your check out to Oregon AHMA & send to P.O. Box 1135, Forest Grove, OR 97116.
- > Or, pay via PayPal on the **Conference Exhibitor page** of our website:

https://www.oregonaffordablehousingmanagement.com/conference_exhibitors.htm

5. Payment Deadline/Refund Policy:

> Booth fees are due on May 1; there will be no refunds after that date.

6. Thursday Trade Show Booth Set-Up/Break-Down Time Frame:

- > You may set up on Thursday morning, (the day of the show), 7 am to 8:45 am.
- ➤ Booth break-down time is 1 pm to 2:30 pm.

2024 Oregon AHMA Trade Show Registration Form

Company:	Contact Person
Email Address:	Phone Number:
Due to space constraints, we ask t	hat you limit your booth to two exhibitors.
Exhibitor Name	Thursday breakfast; lunch; dinner
Exhibitor Name	Thursday breakfast; lunch; dinner
Channa	TRADE SHOW
Choose one:	
· ·	r-members: includes an 8 ft. skirted table & chairs, recognition in ference attendance spreadsheet, and meals.
\$550 for non-members: include materials, the conference attendo	es an 8 ft. skirted table & chairs, recognition in our conference ance spreadsheet, and meals.
	BANQUET DOOR PRIZE DONATION
Thursday Evening Banquet Door Pri	ize Donation
We'll donate a prize to the an	nual door prize drawing, held at the Thursday evening banquet.
_	d. (Please bring the cards with you to the trade show and give dor. She'll make sure they are included in the drawing.)
PAY	MENT TOTAL AND PAYMENT OPTIONS
Total Payment \$	
Payment Options:	
Please make your check out	to Oregon AHMA & send to P.O. Box 1135, Forest Grove, Oregon
97116. PLEASE enclose a co	py of this form.
Or, pay via PayPal on the Co	onference Exhibitor page of our website:
https://www.oregonaffordablehousingmanagement.com/conference_exhibitors.htm	
-	ayPal account, you can pay with your credit card or $\underline{\Gamma}$. Just follow the instructions in the shopping cart.
→Don't forget to send	d us your registration form!

Questions? Email Oregon AHMA Director Maggie Meikle at oregonahma@frontier.com