

## **Exhibitor Information**

### **Northwest Law & Mental Health Conference**

February 8, 2019 - Doubletree Hotel - Portland, Oregon

1000 NE Multnomah - Portland Oregon

[www.olmhc.org](http://www.olmhc.org) - [coordinator@olmhc.org](mailto:coordinator@olmhc.org)

PO Box 3641 Portland, Oregon 97208 - 503-367-6128

Thank you for planning to exhibit at the 2019 Northwest Law & Mental Health Conference in Portland, Oregon.

You can secure your 2019 exhibitor table or conference sponsorship now at [www.olmhc.org](http://www.olmhc.org). Tables are \$700 and are included with both Gold and Silver Level sponsorships. Invoices can be made on request.

The annual Northwest Law & Mental Health Conference is at the intersection of law, legislation and regulation, with mental health, including clinical services, support, housing, friends and families.

The Conference is designed for attorneys and law administrators, public and private clinicians; healthcare administrators; students of the law, social work, psychology and psychiatry; policy designers and elected officials; and companies and individuals involved with the care and welfare of people with mental illness.

The full conference program will be available on December 15. The conference includes nine credentialed sessions, morning and afternoon half-hour breaks and a 90 minute keynote lunch. I expect about 425 people to attend the conference. Registrations, sponsorships and exhibit space all sold out for this conference for the past three years.

Exhibitor hours are conference hours, 8 AM - 5 PM, on February 8. The area for exhibitors is open for load-in and set-up at 6 AM. Set-up can be on the evening of February 7 - the evening before the conference, or on the morning of the 8th. Tables are located in the lobby of the hotel, across from the registration table and the session rooms. To ensure full visibility and marketing to conference participants, exhibitors agree not to tear down before 4:30 PM. Tables are first come first served.

Set-up is in the area described in the map below as the "FOYER." Tables are 72" x 36". Each table is draped and will include two chairs. Tables and chairs can be removed on request.

Exhibitors may ship materials to the hotel no more than 72 hours in advance to avoid additional fees. Venue fees for delivery are - large envelope, no charge; package - \$5; pallet - \$50. Ship to

name of conference. Shipping of exhibit materials to and from the conference site is at the expense and risk of the exhibitor.

No pins, tacks or adhesives of any kind are permitted on any hotel wall, door or column. Electrical wiring and equipment installation must conform to appropriate State codes. Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject's code. Material not conforming to such regulations will be removed immediately at the Hotels' request. Exhibitors who desire to carry insurance on their exhibits must do so at their own expense. All doors and openings must be kept clear. Exit signs, fire alarms and extinguishers must be visible at all times.

Electricity is available - but bring an extension cord and duct tape to secure a cord if you need to run it some distance. Free wifi is available in the lobby and no password is required.

Park in the lot adjacent to the hotel. We will have coupons for all-day parking at the registration table.

Let me know if you have further questions.

Jason Renaud - Conference Coordinator - 503-367-6128

