

The Greater Good



2023 Annual Conference & Expo

May 9-12, 2023

Eagle Crest Resort • Redmond, OR



THANK YOU FOR JOINING US AT EAGLE CREST RESORT!

PLEASE FIND IN THE PACKET YOU'LL RECEIVE UPON ARRIVAL AT EAGLE CREST CONFERENCE CENTER

- Your Name Badges and Lanyards
- Box Lunch, Awards Lunch and Fun Night tickets **IF ORDERED**
- Conference Attendee List will be sent as an Excel Spreadsheet and upon request

EAGLE CREST RESORT SHIPPING

Items may be shipped to the resort for arrival no earlier than Monday, May 8, 2023. Please see the document title "Eagle Crest Vendor Shipping Guidelines." As a reminder, please clearly mark all shipments with your company name and "LeadingAge Oregon, May 9-12, 2022," If you have questions or unusually large shipments, please contact Sasha at Eagle Crest: (541) 604-1421.

CONFERENCE APP

Though not necessary, you can download the conference app Expo Pass to either your phone, iPad, or tablet. We will be providing more information on this prior to the conference.

SCHEDULE HIGHLIGHTS FOR EXHIBITORS

Check In:	Exhibitor registration table opens at 8:00 a.m. on Wednesday, May 10
Setup Time:	Wednesday, May 10, 9:15 to 11:00 a.m.
Exhibit Hours:	Wednesday, May 10, 11:30 to 1:00 and 3:45 to 5:15 p.m.
Exhibitor Reception/Drawing:	Wednesday, May 10, 5:00 to 5:15 p.m.
Breakdown of Exhibits:	Wednesday, May 10 at 5:15 immediately following the Exhibitor Reception

IMPORTANT: You must be completely broken down and moved out by 6:30pm Thank you!

SESSIONS & MEAL/BANQUET TICKETS

Exhibitors are welcome to attend breakout sessions on the day of the exhibit. There is a cost if CEUs are required. The schedule of sessions will be posted near the conference registration table.

If you want tickets to the Trade Show Box Lunch (Your booth comes with 2 tickets), Awards Luncheon or the Fun Night dinner and have not already purchased them, please contact Rob West,

rwest@leadingageoregon.org. **These must be ordered by May 3, 2023.**

11:30 - 1:00 p.m. EXHIBIT AND TREASURE HUNT

You, as an Exhibitor, play an important role in our Treasure Hunt! The names of each pre-registered conference attendee and guests will be printed on envelopes containing "treasure" for a prize. A few envelopes will be distributed to each booth before the exhibit opens.

- Attendees will be instructed to "search" for their envelope by visiting the trade show booths and to look inside to see if they are one of the lucky winners to find treasure. **Please place your envelopes in clear site on your exhibitor table.**
- Once the attendee has found their envelope, they look inside and there might be cash. If not, No Problem! They take the coupon that's inside their envelope to the LeadingAge Oregon drawing box table (in the hallway) to be entered in our "Second Chance Drawing."

5:00 - 5:15 p.m. EXHIBITOR RECEPTION AND PRIZE DRAWINGS

All prizes will be given away at the Exhibitor Reception held directly across the hall from the exhibit.

GRAND PRIZE DRAWING - WINNER MUST BE PRESENT TO WIN - The Grand Prize drawings will be held at the Exhibitor Reception. Attendees must be present to win.

DOOR PRIZE DRAWINGS - WINNER MUST BE PRESENT TO WIN - If you are offering your own door prize (**limit to one please**), you can collect names at your booth or use the Grand Prize drawing box. Winners will be drawn and announced at the Exhibitor Reception. By 4:45, please bring your prize, with your business card attached, to the reception room and place on the table in the front. In order for you and your company to receive maximum visibility, when your company name is announced please come to the front to draw and announce the winner and to present your prize.

Thank you for being part of our 2023 Annual Conference!
LeadingAge Oregon Members and Staff