

Outdoor Writers Association of America
89th Annual Conference

**Outdoor Group, Agency and Business
Opportunities**

Billings, Montana

July 16-18, 2016



OUTDOOR WRITERS
ASSOCIATION
of America

**Outdoor Writers Association of America
89th Annual Conference
Billings, Montana
July 16-18, 2016**

Outdoor Group, Agency and Business Opportunities

Table of Contents

Invitation from Phil Bloom	1
Opportunities at Conference	2-9
Digital Literature Room.	2
3-Day Displays.	3
Water Demonstrations	4
Breakout Day	5
Hospitality Suites	6
Sponsorships	7
Conference Program Ads	8
Additional Opportunities	9
Conference Forms	10-16
3-Day Displays.	10
Water Demonstrations	12
Breakout Day.	13
Benefit Auction Donation	14
Conference Registration	15-16



Outdoor Writers Association of America
615 Oak Street, Suite 201, Missoula, MT 59801
406-728-7434 ■ www.owaa.org



Outdoor Groups, Agencies & Businesses: You're Invited to Billings!

On behalf of the Outdoor Writers Association of America, I invite you to join us at our 89th annual conference July 16-18, 2016, in Billings, Montana.

Montana. Big Sky Country. Wide-open spaces. Blue-ribbon trout streams. Picturesque mountain ranges. It's a spectacular setting and exceptional locale for our gathering.

Supporting groups play an important role in the success of OWAA conferences.

Product manufacturers and other outdoor companies, conservation groups, government agencies, and travel destination representatives will have an excellent opportunity to establish new relationships and renew existing relationships with many of the nation's top outdoor communicators. The outdoor gear, programs, conservation initiatives, and travel locations you share with us each year are always a conference highlight with journalists eager for new story material.

On Sunday afternoon, the Water Sports Demo will take place less than 2 miles from the conference hotel at the Montana Audubon Conservation Education Center. The site has several options for water-based product demonstrations – including fishing – on three ponds and the nearby Yellowstone River.

Our combined Demo and Shooting Day (Breakout Day) on Monday morning will be at Blue Creek Sport Shooting Complex and Preserve, less than 10 miles from the conference hotel. Blue Creek features covered rifle and pistol ranges, five-stand and multiple archery ranges. A loop on the property roads provides an ideal demo opportunity for vehicle manufacturers, and there is plenty of room for all other product demos, destinations and outdoor groups.

We experienced increased attendance at the combined Breakout Day in 2015 and expect a great turnout again.

Lunch will be served at both of these off-site events.

There are many other ways to connect with conference attendees. Consider a conference sponsorship. By sponsoring a meal or an event, you will have podium-time to present your message to all conference attendees without distraction. Or host a hospitality suite to entertain conference attendance in a less formal environment. Share your videos, pamphlets and business cards throughout the evening event.

We also encourage you to provide media materials for the OWAA digital literature thumb drive in our member's conference welcome packets. Details on this and all conference opportunities are outlined in this packet.

If you have questions or would like help matching your conference involvement with your goals, please contact Jessica Seitz at OWAA headquarters, 406-552-4047, jseitz@owaa.org. Also, feel free to contact me (260-804-6829 or philbloom.owaa@frontier.com) with any questions. If I don't know the answers I will find someone who does.

The members of OWAA look forward to seeing you in Montana in July.

Best wishes,

Phil Bloom
OWAA Second Vice President, 2016 Conference Program Chair

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

DIGITAL LITERATURE ROOM

In an effort to reduce paper waste, OWAA offers a *digital-only* literature room and business card boxes for attendees to request additional information. The digital literature room reduces printing and shipping costs for groups, agencies and businesses. We have two options for information distribution:

Option 1:

OWAA USB Drive:

You can send your digital press materials to OWAA. We will load that information onto a USB drive and place the drive into the registration packet for all media attendees. The USB drive will contain only press materials. All press/media materials that you send to our office will be placed in your own folder on the drive, labeled with your company name. A business card box will also be available for attendees to request additional information after the event.

Cost:

OWAA Digital Literature Room + Attendee Mailing List.....\$75
OWAA Digital Literature Room only.....\$50

Requirements:

Maximum Total File Size per company: **40MB**
All press material must be received by June 27, 2016

Option 2:

Group/Agency/Business USB Drive:

You may choose to bring your own flash drives with preloaded content of any size. If you would like these flash drives placed in registration packets, please ship the drives to the hotel. Ship the drives to arrive after July 8 but no later than July 13. **Please provide no more than 200 flash drives for distribution.** A business card box will also be available for attendees to request additional information after the event.

Shipping Address:

The Radisson Hotel Billings
Attn: Jessica Seitz, OWAA
Hold for: OWAA 2016 Conference Literature Room
5500 Midland Rd.
Billings, MT 59101

PLEASE NOTE! Shipping labels are extremely important! Proper labeling is essential to ensure that your shipment gets to where you need it! Also, bring all package tracking numbers with you to conference in the event your package doesn't show up. Additional information for over-sized shipments of your display materials will accompany your conference registration confirmation packet.

If you would like to handout print material, you may register for a 3-day display booth. (See page 3)

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

3-DAY DISPLAYS

3-Day display booths will be near the registration area and can remain setup for the duration of the conference. These booths are meant to provide information only - **NO PRODUCTS ARE ALLOWED AT 3-DAY BOOTHS**. These booths provide an opportunity for representatives from your company, agency or group to network with members, hand out informational pamphlets, and display information. For additional booth space or if you would like to display products/equipment, register for Breakout Day, Monday, July 18. (See page 5)

- 3-Day Display booths can be setup beginning Friday afternoon, July 15, and your material can remain on the table throughout the conference.
- **At the conclusion of the conference, you are responsible for taking any promotional materials back with you. Booths must be cleared by 9 p.m. on Monday, July 18.**
- The cost is \$100, which includes one covered table and two chairs. Electricity is available for an additional charge.
- After your registration and payment has been received, you'll receive a confirmation with a map of the display area including your assigned table location.
- Outdoor groups, agencies and businesses may offer gifts such as pens, pads and key chains, but solicitation of gifts by spouses and guests (blue badges) is prohibited.
- If you wish to participate, return the enclosed form on pg.10. **Deadline for registration is July 5.** For more information, contact Jessica Seitz at 406-552-4047, jseitz@owaa.org.

SHIPPING:

Materials may be shipped directly to The Radisson Hotel Billings. Materials handling forms will be provided with your confirmation information. Ship to arrive after July 11 but no later than July 15.

Shipping Address:
The Radisson Hotel Billings
Attn: Your Name, Your Company
Hold for: OWAA 2016 Conference
5500 Midland Rd.
Billings, MT 59101

PLEASE NOTE! Shipping labels are extremely important! Be sure your company and name appears on all shipping labels. Proper labeling is essential to ensure that your shipment gets to where you need it! Also, bring all package tracking numbers with you to conference in the event your package doesn't show up. Additional information for over-sized shipments of your display materials will accompany your conference registration confirmation packet.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

WATER DEMONSTRATIONS

Water demonstrations will be held to showcase your fishing, watercraft and other water-based product demonstrations. There is no water access at Breakout Day, so we have created a prime opportunity for our water demonstrations on the second day of conference. With multiple small lakes on the property, plenty of open space and indoor classroom space, the Montana Audubon Conservation Education Center will provide ideal facilities to host these product demos. The most effective way to get your products in front of the media is to allow *hands-on* experiences trying out new equipment. **We hope you will take this opportunity to make displays as interactive as possible.** All companies who participate in water demonstrations can also request a booth to display at Breakout Day for no additional charge.

- Water demonstrations will be held 1:30 – 4:30 p.m. on Sunday, July 17, at the Montana Audubon Conservation Education Center. Transportation to the venue will provided for all attendees. Setup may begin Sunday mid-morning for all groups.
- **All companies who participate in water demonstrations can also request a booth to display at Breakout Day for no additional charge.** Please indicate on your registration form if you would to display at both events. There is no water access at Breakout Day.
- The display fee is \$200, which includes one table, two chairs. Canopies are available for an additional charge.
- If you wish to participate, please return the form, along with the \$200 fee and certificate of insurance. **Deadline is July 1.** For more information, contact Jessica Seitz at 406-728-7434, jseitz@owaa.org.

SHIPPING:

Materials may be shipped directly to the Audubon Center. Ship to arrive after July 11 but no later than July 15.

Shipping Address:
Montana Audubon Center
Attn: Your Name, Your Company
Hold for: OWAA 2016 Conference
7026 S. Billings Blvd
Billings, MT 59101

PLEASE NOTE! Shipping labels are extremely important! Be sure your company and name appears on all shipping labels. Proper labeling is essential to ensure that your shipment gets to where you need it! Also, bring all package tracking numbers with you to conference in the event your package doesn't show up. Additional information for over-sized shipments of your display materials will accompany your conference registration confirmation packet.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

BREAKOUT DAY (DEMO & SHOOTING DAY)

Breakout Day is designed to showcase your latest products and information while having fun with your colleagues. This year our previously named Demo Day and Shooting Day events will be held together at the same time. The most effective way to get your products in front of the media is to allow *hands-on* experiences trying out new products. **We hope you will take this opportunity to make displays as interactive as possible.**

To engage individual members we encourage you to create a competition or activity for our Outdoor Skills Contest using your products. This adds to the excitement and engagement at displays. Participants in the Outdoor Skills Contest go from booth to booth trying products, then score points based on how well they've done. Winners receive certificates and prizes.

All Breakout Day registrants can also request a 3-Day display booth for the reduced rate of \$75 (for information distribution only, no product demos.)

- Breakout Day will be held 8:30 a.m. – Noon on Monday, July 18, at the Blue Creek Sport Shooting Complex and Preserve. Setup can begin at 6:30 a.m. Monday morning and the range will be available for sighting-in Saturday or Sunday with prior arrangement.
- Water access will be available for demonstrations on Sunday, July 17, see page 4.
- **A driving course can be setup for motor vehicle demonstrations.**
- The display fee is \$200 which includes (1) 8-foot table and (2) chairs. Canopies are available for an additional charge.
- If you wish to participate, please return the form, along with the \$200 fee and certificate of insurance. **Deadline is July 1.** For more information, contact Jessica Seitz at 406-728-7434, jseitz@owaa.org.
- Materials may be shipped directly to the Breakout Day facility. If an FFL location is needed for a firearms shipments, please contact Jessica at jseitz@owaa.org or 406-552-4047 for recommendations.

SHIPPING:

Materials may be shipped directly to the Blue Creek Sport Shooting Complex and Preserve. Ship to arrive after July 11 but no later than July 15.

Blue Creek Sport Shooting Complex and Preserve

Attn: Your Name, Your Company

Hold for: OWAA 2016 Conference

1767 Bender Rd.

Billings, MT 59101

PLEASE NOTE! Shipping labels are extremely important! Be sure your company and name appears on all shipping labels. Proper labeling is essential to ensure that your shipment gets to where you need it! Also, bring all package tracking numbers with you to conference in the event your package doesn't show up. Additional information for over-sized shipments of your display materials will accompany your conference registration confirmation packet.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

HOSPITALITY SUITES

Suites are available at the Radisson Hotel Billings, where outdoor groups, agencies and businesses can host and entertain members of the media on Saturday and/or Sunday evenings. It is a great, relaxing atmosphere to engage OWAA members! To reserve a space, please indicate the day(s) you wish to host your hospitality on your registration form, pg. 15.

- Hospitalities are available Saturday and Sunday evenings; traditional hours are 9 to 11:30 p.m.
- All hospitalities will be at The Radisson Hotel Billings
- Light snacks are generally served, while wine, beer and liquor are optional. OWAA asks groups to limit their liabilities by encouraging responsible alcohol consumption.
- You do not have to purchase food and beverage from the Radisson, though menus are available. A list of local stores will be included with your confirmation packet if you choose to purchase outside food or beverage.
- Costs for hospitality suites are \$250/night for the room and must be arranged through OWAA.
- Space is limited and subject to first come, first served reservations. Please contact OWAA headquarters to secure your site.
- Once hospitality suite arrangements have been made, your space will be added to conference schedule and program. **Deadline to reserve your suite is June 14.** For more information, contact Jessica Seitz at 406-728-7434, jseitz@owaa.org.

SHIPPING:

Materials may be shipped directly to The Radisson Hotel Billings. Materials handling forms will be provided with your confirmation information. Ship to arrive after July 11 but no later than July 15.

Shipping Address:
The Radisson Hotel Billings
Attn: Your Name, Your Company
Hold for: OWAA 2016 Conference Hospitality Suite
5500 Midland Rd.
Billings, MT 59101

PLEASE NOTE! Shipping labels are extremely important! Be sure your company and name appears on all shipping labels. Proper labeling is essential to ensure that your shipment gets to where you need it! Also, bring all package tracking numbers with you to conference in the event your package doesn't show up. Additional information for over-sized shipments of your display materials will accompany your conference registration confirmation packet.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

SPONSORSHIP

FOOD/BEVERAGE SPONSORSHIP

Each year, outdoor groups, businesses and agencies use scheduled meal events as an opportunity to present information to the outdoor media. Meal sponsors receive 15-20 minutes of podium time during their sponsored meal; a great way to hold the attention of hundreds of media personnel! Meal sponsors receive:

- Recognition and an ad in the conference program
- (2) free conference registrations
- 15-20 minutes of podium time at the meal
- The opportunity to display a banner at your sponsored event.
- Your logo and a link on the OWAA website
- A free copy of the conference attendee list
- Free press material upload onto thumb drives
- An insert opportunity for our attendee giveaway bags
- *Additional benefits are available for dinner sponsorships*

Food and Beverage Sponsorships are available for a wide range of conference events, including meals, coffee break stations and the Honorary Awards Banquet, and are available at a variety of price points. Co-sponsorships and partial sponsorships are also welcome. For more information, contact Jessica Seitz at 406-552-4047, jseitz@owaa.org.

CONTEST SPONSORSHIP

The spirit of competition fosters improved communication skills. Each year, many companies and organizations do their part to bolster the OWAA Excellence in Craft Contests. Contest sponsors and winners will be recognized in Outdoors Unlimited, on the website and during conference at the EIC Awards Party on Sunday, July 17. Contest sponsors also receive:

- Recognition and an ad in the conference program
- Your logo and a link on the OWAA contest website
- Logo displayed at the Awards Party
- An insert opportunity for our attendee giveaway bags
- Complimentary attendance to the Awards Party to present winners with plaques and certificates
- 5 minutes of podium time at the Awards Party for full contest sponsors

For more information, contact OWAA headquarters at 406-728-7434, info@owaa.org.

PROGRAM SPONSORSHIP

In an effort to provide relevant programs and speakers, we are seeking sponsorship to help develop presentations with important and timely messages for our conference attendees. Through your generous support, we can provide dynamic activities and sessions to attract a larger audience to Billings, and in turn, reach a broad audience.

Sponsorships are available for events including Breakout Day, Keynote Speaker, or individual sessions. In return for your support, you will receive:

- Recognition and an ad in the conference program
- Your logo and a link on the OWAA conference website
- The opportunity to display a banner at your sponsored event
- An insert opportunity for our attendee giveaway bags

If you would like to sponsor a specific program, please contact Jessica Seitz at 406-552-4047, jseitz@owaa.org.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

**ADVERTISE IN THE OWAA
CONFERENCE PROGRAM**

OWAA is pleased to offer advertising opportunities to all outdoor groups, agencies and businesses.

Reach hundreds of OWAA media members and supporting groups by featuring your products, programs, promotions and messages in the 2016 Annual Conference program. This is a great, low-cost way to let the nation's best-known outdoor communicators know about your company or agency.

Deadline for Submission: June 13, 2016

Advertising Prices

Quarter-page ad (2 ½" x 4", portrait)	\$150
Half-page ad (5" x 4", landscape)	\$275
Full-page ad (5 ½" x 8 ½", portrait)	\$500
Full-page inside cover ad (5 ½" x 8 ½", portrait)	\$550
Two-page inside spread	\$750
Two-page centerfold spread* (11" x 8 ½", landscape)	\$900

* only one space available

- ▶ 350+ - 8.5" x 5.5" conference programs will be printed.
Estimated conference attendance is 300.

Ad samples available upon request.

For more information contact Jessica Seitz, jseitz@owaa.org.

OWAA Annual Conference
BILLINGS, MONTANA – JULY 16 – 18, 2016
Opportunities for Outdoor Groups, Agencies & Businesses

ADDITIONAL OPPORTUNITIES

AUCTION ITEM DONATION

If you would like to donate products/services to be auctioned off at conference, please fill out the form on pg. 14 and bring items with you to Billings.

Shipping Address:
The Radisson Hotel Billings
Attn: Jessica Seitz, OWAA
Hold for: OWAA 2016 Conference Benefit Auction
5500 Midland Rd.
Billings, MT 59101

Proceeds will benefit OWAA outreach and member education programs. You can also avoid return shipping costs by donating demonstrated products brought on-site for Breakout Day to the OWAA fundraising auction! On-site items can be brought to the conference registration desk.

MAILING LISTS

If you wish to contact members of the outdoor media who are pre-registered for the OWAA conference – for extending invitations, passing along pre-conference information, etc. – mailing lists will be available after July 1, 2016, at the cost of \$60 or at the discount rate of \$15 when paired with the Digital Literature Room (see pg. 2). You will also receive an updated list post-conference to reflect any last-minute or on-site registrations. Check the box on your registration form or contact Jessica Seitz at 406-552-4047, jseitz@owaa.org.

SUPPORTER BUSINESS MEETING

OWAA Supporting Groups, Agencies and Businesses traditionally meet during conference to discuss a variety of issues. This year, the business meeting will be held from 3:15 to 4:15 p.m. on Monday, July 18. Supporter Liaison Katie McKalip will conduct the meeting in conjunction with OWAA Executive Director Tom Sadler. An open forum for general discussion by outdoor groups, agencies and businesses is welcome. To suggest a topic for the meeting agenda, email membership@owaa.org.

IF YOU ARE INTERESTED IN SUGGESTING ANY OTHER PROMOTIONAL OPPORTUNITIES NOT LISTED IN THIS PACKAGE, PLEASE CONTACT JESSICA SEITZ, [JSEITZ@OWAA.ORG](mailto:jseitz@owaa.org) OR CALL OUR OFFICE 406-728-7434.

An OWAA board of directors' policy prohibits groups, agencies and businesses from initiating alternative activities that conflict with the official conference agenda. Generally, the conference program consumes July 16-18, from 7:30 a.m. to 9:30 p.m.

3-DAY DISPLAY BOOTH REGISTRATION FORM

2016 OWAA ANNUAL CONFERENCE
THE RADISSON HOTEL BILLINGS – JULY 16 – 18, 2016

**Product demonstrations WILL NOT be allowed at 3-day booth displays.
All product demos must be conducted at the Water Demonstrations on Sunday, July 17 and
Breakout Day on Monday, July 18.**

Company/Organization/Agency Name: _____

Contact Name: _____ **Title:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

3-Day Display Location Choices (*map on reverse*): _____ First _____ Second _____ Third

Booth locations are assigned on a first come-first serve basis and are subject to change.

We will do everything in our power to assign you to one of your choices.

For companies requiring electricity, electric-accessible booths are marked on the map.

Check here if you require electricity, and include an additional \$40 fee. _____

I have enclosed the \$100 display fee (all displays include a table and two chairs). \$ 100.00

Electricity (if needed, an additional \$40 fee) \$ _____


TOTAL 3-DAY DISPLAY BOOTH CHARGES: \$ _____


3-Day Hallway Displays: Booths will be located near the OWAA Registration Desk and session rooms. An 8-foot skirted table and two chairs will be provided. Space is limited and assigned on a first-come, first served basis.


PAYMENT INFORMATION: Please include payment information on Attendee Registration Form.


 **Registrations must be made by mail, email or fax. Registrations cannot be made over the phone.**

Refund Policy:

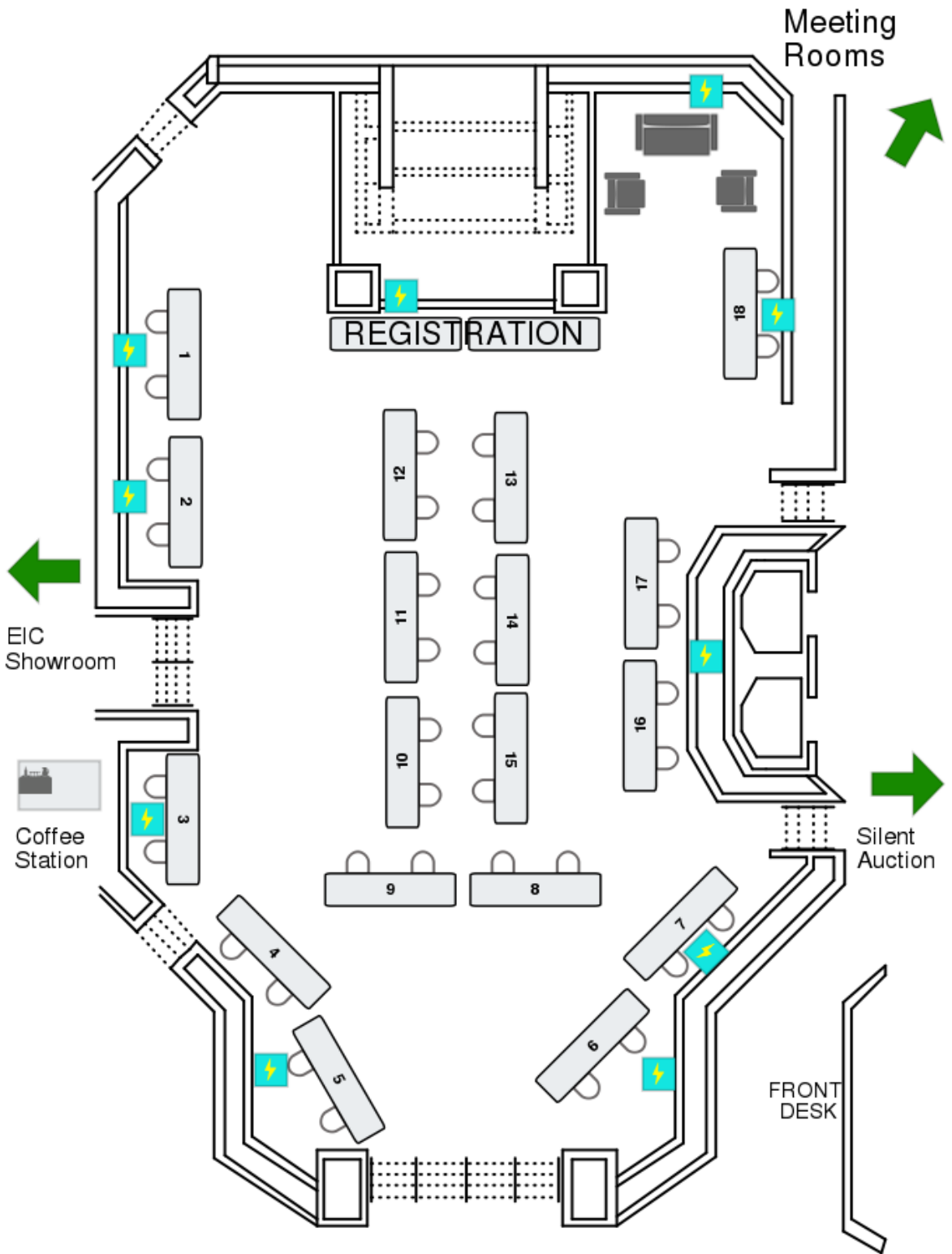
 Registration fees are fully refundable if cancelled prior to July 1, 2016

 Cancellations after July 1 are subject to a \$50 surcharge

 Refunds will not be issued for no-shows

 Send cancellations by email to: jseitz@owaa.org,
or fax to 406-728-7445

3-Day Booth Map



WATER DEMONSTRATIONS REGISTRATION FORM

2016 OWAA ANNUAL CONFERENCE
MONTANA AUDUBON CONSERVATION EDUCATION CENTER
1:30 – 4:30 P.M., SUNDAY, JULY 17, 2016

Company/Organization/Agency Name: _____

Contact Name: _____ Title: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

What products do you plan to demonstrate? _____

Additional Needs




_____ Check here if tables/chairs are **not** needed.

_____ Check here if you also plan to display at Breakout Day Monday, July 18 (*no additional charge*)





I have enclosed the \$200 display fee (all displays include a table and two chairs).	\$ <u>200.00</u>
Tent or Canopy Rental (\$100)	\$ _____
Please reserve additional tables and chairs: _____ Extra tables at \$15 each	\$ _____
_____ Extra chairs at \$3 each	\$ _____
TOTAL WATER DEMONSTRATION CHARGES:	\$ _____

****Booth at Breakout Day, 8:30 a.m. – Noon, Monday, July 18 included at no additional cost**

PAYMENT INFORMATION: Please include payment information on Attendee Registration Form.

-  **You must provide a certificate of insurance prior to the conference**
-  If you wish to rent a canopy or tent for your display space, please call OWAA headquarters for information.
-  **Registrations must be made by mail, email or fax. Registrations cannot be made over the phone.**

Refund Policy:

- | | |
|---|---|
|  Registration fees are fully refundable if cancelled prior to July 1, 2016 |  Refunds will not be issued for no-shows |
|  Cancellations after July 1 are subject to a \$50 surcharge |  Send cancellations by email to: jseitz@owaa.org , or fax to 406-728-7445 |

BREAKOUT DAY PROGRAM REGISTRATION FORM

2016 OWAA ANNUAL CONFERENCE
BLUE CREEK SPORT SHOOTING COMPLEX AND PRESERVE
8:30 A.M. – NOON, MONDAY, JULY 18

Company/Organization/Agency Name: _____

Contact Name: _____ **Title:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

Outdoor Skills Contest Activity: _____

Booth Location: Please note any special requirements or requests regarding your booth space. (ex. near another company, need electricity) *Booth locations are assigned on a first come-first serve basis and are subject to change.*

Shooting Displays:

What portion(s) of the range do you anticipate using?

____ Shotgun (# of Lanes) ____ Rifle (# of Lanes) ____ Handgun (# of Lanes)
____ Archery (# of Lanes) ____ Airguns (# of Lanes) ____ Other: _____




We would like to have the following materials or types of targets for our demonstration. (This must be provided by Monday, June 20, to make sure to have materials available.)

Additional Needs





- ____ Check here if tables/chairs are **not** needed.
- ____ Check here if you also plan to display a water demonstration Sunday, July 17
- ____ Check here if you plan to do a driving demonstration.

I have enclosed the \$200 display fee (all displays include a table and two chairs).	\$ <u>200.00</u>
Tent or Canopy Rental (\$100)	\$ _____
Please reserve additional tables and chairs: _____ Extra tables at \$15 each	\$ _____
_____ Extra chairs at \$3 each	\$ _____
TOTAL BREAKOUT DAY PROGRAM CHARGES:	\$ _____

PAYMENT INFORMATION: Please include payment information on Attendee Registration Form.

-  **You must provide a Certificate of Insurance prior to the conference**
-  If you wish to rent a tent for your display space, please call OWAA headquarters for rental information.
-  **Registrations must be made by mail, email or fax. Registrations cannot be made over the phone.**

Refund Policy:

- | | |
|---|---|
|  Registration fees are fully refundable if cancelled prior to July 1, 2016 |  Refunds will not be issued for no-shows |
|  Cancellations after July 1 are subject to a \$50 surcharge |  Send cancellations by email to: jseitz@owaa.org , or fax to 406-728-7445 |

AUCTION DONATION FORM

2016 OWAA ANNUAL CONFERENCE AUCTION BILLINGS, MONTANA

Contact: _____ Title: _____

Company: _____

Phone: _____ Fax: _____

Email: _____

I need a receipt for tax purposes

I do not require a receipt for tax purposes

Description of Item(s) Donated:

Estimated Retail Value:

\$ _____
\$ _____
\$ _____
\$ _____

Note: If your item or package has a value of \$500.00 or more, we ask that you provide a brief statement about your company and a short "sales pitch" for the item. The auctioneer will use this information during the bidding process.

SHIP ITEMS TO:

The Radisson Hotel Billings
Attn: Jessica Seitz, OWAA
Hold for: OWAA 2016 Conference Benefit Auction
5500 Midland Rd.
Billings, MT 59101

Ship after July 5 to arrive no later than July 15.

Donations may also be brought to the conference registration desk at the Radisson no later than July 17.

Note: "OWAA Benefit Auction" MUST be on address label to insure proper delivery!

IF YOU PLAN TO BRING YOUR AUCTION DONATIONS TO THE CONFERENCE, PLEASE RETURN THIS COMPLETED FORM TO:





OWAA Conference Services
615 Oak St, Suite 201
Missoula, MT 59801
FAX: 406-728-7445
jseitz@owaa.org

ALL DONATIONS MUST BE RECEIVED AT THE RADISSON HOTEL BILLINGS NO LATER THAN JULY 17.

Type	Number of people	Fee Per Person	Total
Registration – Supporter (Full 3 Days)		See Chart: \$225 / \$249	\$
Registration – Supporter (Single Day) **		See Chart: \$85 / \$100	\$
Registration – Non-Supporter (Full 3 Days)		See Chart: \$425 / \$449	\$
Conference Attendee Mailing List (available after June 27, 2015)		\$60	\$
Digital Literature Contribution (OWAA flash drive)		\$50	\$
Digital Literature Contribution AND Conference Attendee Mailing List Package		\$75 package price	\$
Hospitality Suite (complete section on reverse side)		\$250/night	\$
Three-Day Hallway Display (complete & return enclosed form)		\$100/booth (\$40 additional for electric) <i>Bring Your Own Booth</i>	\$
Breakout Day Booth (complete & return enclosed form)		\$200/booth <i>Canopy Additional</i>	\$
Water Demonstration & Breakout Day Booth (complete & return enclosed form)		\$200/booth <i>Canopy Additional</i>	\$
Breakout Day Booth & Three-Day Hallway Display (complete & return enclosed forms)		\$275 package price <i>Canopy and Electric Additional</i>	
Conference Program Advertising Indicate size: ¼ page ½ page Full page		See insert, Page 8, for pricing information	\$
TOTAL ENCLOSED:			\$

**** Please Indicate days attending:** ___ Saturday, July 16 ___ Sunday, July 17 ___ Monday, July 18

<p>Make checks payable to OWAA Send to:</p> <p>OWAA Conference Services 615 Oak Street, Suite 201 Missoula, MT 59801 Fax: 406-728-7445 (Tax ID #43-0794723)</p>	<p>Or charge to: ___ Visa ___ American Express ___ Master Card ___ Discover</p> <p><u>Please Note:</u> A \$2 fee charged for all credit card transactions</p> <p>Name on Card: _____</p> <p>Card Number: _____</p> <p>Exp. Date: _____ Security Code: _____ Billing ZIP Code: _____</p> <p>Authorized Signature: _____</p>
---	--

Refund Policy:	
<p> Registration fees are fully refundable if cancelled prior to July 1, 2016</p> <p> Cancellations after July 1 are subject to a \$50 surcharge</p>	<p> Refunds will not be issued for no-shows</p> <p> Send cancellations by email to: jseitz@owaa.org, or fax to 406-728-7445</p>