



National Council
on Problem Gambling

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March 13, 2010

RE: Invitation to Exhibit at the 2010 Conference

Dear Prospective Exhibitor:

It is with great pleasure that we invite you to participate as an exhibitor at the *24th Annual Conference on Problem Gambling Prevention, Research, Recover and Treatment* scheduled for June 9-12, at the Portland Hilton & Executive Tower in Portland, Oregon. The conference is organized by the National Council on Problem Gambling and co-sponsored by the Oregon Council on Problem Gambling and Oregon Department of Human Services. The theme for the 2010 conference is *Innovation, Integration, Implementation*.

As always the conference will provide all attendees with an opportunity to collaborate with professionals in other areas of addiction. This is the perfect opportunity to network and make contacts with professionals from throughout the United States, North America and around the world.

Our meal functions and snack breaks will be set up to draw conference attendees to the exhibit area and to your space. The conference offers several special events that you are more than welcome to attend. Each exhibit fee includes one meal package; additional meal packages are available for purchase, if needed. Information on optional events will be posted on the conference website www.ncpgambling.org/conference.

Each year the conference committee strives to improve the conference for everyone involved. We value feedback, and many of the exhibitors shared their comments with us regarding last year's conference.

All exhibits include a skirted 6-foot table and two chairs. Exhibitors who submit their complete application and payment prior to June 1st will be listed in the conference program booklet. You may make lodging arrangements by dialing 1.800.HILTONS and referencing the National Council on Problem Gambling Conference. The special rate of \$145 per night will be held only until May 17, 2010.

NOTE: Exhibit spaces are limited in number. All assignments shall be made upon receipt of completed applications and full payment.

If you have any questions, please feel free to contact me as shown below and on the exhibitor form. Please note that the exhibit fee does not include lodging. Thanks again for your support and we look forward to seeing you at the conference!

Sincerely,

A handwritten signature in cursive script that reads "Linda A. Brown".

Exhibit Coordinator

Email: LindaA@ncpgambling.org

Enclosures

**24th Annual Conference on Problem Gambling Prevention, Research, Recovery & Treatment:
Innovation, Integration, Implementation**

June 9-12, 2010 ♦

Hilton Portland & Executive Tower ♦

Portland, Oregon

General Information

The Exhibit Hall will be located on the Plaza Level in the Plaza Foyer of the Hilton Portland & Executive Tower. Elevators are available from the main lobby.

In order to maximize interaction with conference participants, virtually all hospitality happenings are held in the exhibit hall. Continental breakfast and snack breaks will be provided in the exhibit hall on Friday and Saturday (June 11-12). Lunches will be served in the Pavilion Ballroom, which is adjacent to the Exhibit Hall. Exhibitors are welcome to network with conference attendees during meals.

No responsibility for loss will be assumed by the conference sponsors or hosts due to fire, theft, or other causes.

All questions prior to the conference should be directed to: Linda Abonyo (202-547-9204 or LindaA@ncpgambling.org)

Application for Space

All applications must be made by completing the Exhibitor Application. Exhibitors whose applications are received prior to June 1, 2010, will be listed in the conference program booklet.

Space assignments are made in the order in which our office receives the applications and full payment. Exhibitors may choose from two options – an exhibit package price including one conference registration, or for an exhibit only. We are also pleased to offer non-profit as well as commercial exhibitor rates.

Identification

Exhibitor badges will be furnished for individuals certified as official representatives in charge of exhibits and must be worn while exhibits are open. Two badges will be provided for each exhibit. If additional badges are needed, please indicate the number of badges needed on the enclosed application for space.

Housing

Rooms are available at the Hilton Portland & Executive Tower at a special conference rate of \$145 + tax per night (single/double before May 17, 2010). Please reference the National Council on Problem Gambling conference. Reservations must be made directly with the hotel; call 1-800-445-8667.

The Hilton Portland & Executive Tower is located at 921 SW Sixth Avenue, Portland, OR 97204. Please note there is a fee for the hotel parking garage.

Exhibit Space

Each vendor will be assigned one 6' x 3" table (skirted and draped), two chairs and one wastebasket

Shipping

When shipping to the hotel please use the following format:

- Hilton Portland & Executive Tower
921 SW Sixth Avenue
Portland, OR 97204
- Attn: (Name of person picking up the package – please DO NOT include name of hotel contact)
- Arrival Date
- Include the name of the Conference / Event

Fee Structure:

- \$2.50 per box movement
- \$6.00 for items being shipped out of the hotel (this does not include the shippers fees)

Installation and Dismantling

Installation of exhibits may begin at 5:00 p.m. on Thursday, June 10th. Any space not claimed and occupied before 1 p.m. on Friday may be reassigned, unless notice of late arrival is received and alternate arrangements are made with the NCPG.

If you will need to unload a large amount of packages/materials, please contact the NCPG to make appropriate arrangements.

Exhibit Schedule

- Setup:** Thursday, June 10th
- 5:00 p.m. – 7:00 p.m.
- Friday, June 11th
- 7:30 a.m. – 8:30 a.m.
- Exhibits:** Friday, June 11th
- 7:30 a.m. – 5:00 p.m.
- Saturday, June 12th
- 8:00 a.m. – 2:00 p.m.
- Dismantling:** Saturday, June 12th
- 2:00 p.m. – 3:30 p.m.