



Professional Exhibits Fund Application

In 2005, the Board of Trustees created a special fund to help service bodies exhibit at professional conferences and conventions that might otherwise be too costly. This fund is supported by OA members' and service bodies' contributions. If you would like to support OA in carrying the message through large conferences and conventions, please consider donating to the Professional Exhibits Fund. You may send your check to the World Service Office at PO Box 44020, Rio Rancho, NM 87174-4020 USA, or donate by credit card on OA's Web site contribution page.

Professional Exhibits Fund Guidelines

The Professional Exhibits Committee will review all applications received the first working day of each month and consideration given first to national and international tradeshows and then to regional tradeshows.

Service bodies shall be informed of the committee's decision within three days of the committee's meeting via email, or telephone if no email is available.

Professional Exhibits Tabletop Display

The professional tabletop display, when available, shall be provided to registered service bodies within North America under the following conditions:

- a) The full cost of insured transportation to and from the WSO will be paid by the service body requesting the tabletop display.
- b) The service body shall be responsible for the cost of repairing any damage incurred to the tabletop display (or replacing missing parts) over and above the insurance provided by the transporter.

Need Help?

If you need help filling out the application or calculating costs, please contact Sandy Hickox at the World Service Office.

Sandy Hickox – Member Services Assistant

T: 505-891-2664

Email: shickox@oa.org

In addition, a Professional Tradeshows Manual is available for download on the OA Web site at www.oa.org. It provides 40 pages of valuable information for service bodies participating in professional tradeshows. Topics include criteria for selecting appropriate tradeshows and health fairs, budgeting for a tradeshow, organizing volunteers, and closing the tradeshow.

Application Date _____

It is recommended that the application is submitted at least 2 months in advance of the event. NOTE: Applications are reviewed the first working day of each month.

Contact Information

| | |
|-----------------|-------------------|
| Name | Service Body # |
| Mailing Address | Service Body Name |
| City | State/Province |
| Postal Code | Country |
| Phone Number | Cell Number |
| Email | |

Professional Conference/Convention Information

| | |
|---|----------|
| Conference/Convention Name | |
| Dates | Location |
| Expected Attendance | |
| Is this conference/convention <input type="checkbox"/> international <input type="checkbox"/> national <input type="checkbox"/> regional? | |

Booth Information

| | |
|---|---|
| Booth Fee (in US Dollars) | Is this fee a non-profit fee? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you plan to use the OA tabletop display? <input type="checkbox"/> Yes <input type="checkbox"/> No | The tabletop display is three-fold 46" high and sits on a standard 6' table. It has a canvas carrying case and ships in a hard plastic container. The display, carrying case and shipping container weigh 50 lbs. total. NOTE: The WSO will calculate shipping costs and include them in the application request. |

Professional Folder

The literature available through the Professional Exhibits Fund is the professional presentation folder which includes *Introducing OA to the Healthcare Professional*, *Compulsive Overeating: An Inside View*, *Member Survey Report*, the latest edition of the *Courier* (OA's annual professional newsletter), and a cover letter to the professional.

Any additional literature should be purchased through the Reduced-Cost Literature Program. Additional details on this program can be obtained through your region trustee or on the OA Web site at www.oa.org.

NOTE: It has been OA's experience that 5% of the expected attendance is needed for literature quantity. The WSO will calculate the cost of literature and shipping and include them in the application request.

Professional Folder Quantity _____

Miscellaneous Expenses

Please itemize any additional expenses (i.e. setup/breakdown fees, printing/copying, parking, lead retrieval system, etc.)

| Description | Cost |
|-------------|------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Service Body/Region Funding

| | | |
|---|------------------------------|-----------------------------|
| Is your service body and/or region providing funding for this conference/convention? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, how much funding is available? | | |
| If funding is provided by the service body and/or region, is this funding in addition to what you are requesting from the Professional Exhibits Fund? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Mail/Email Application to:
 World Service Office – Attn: Sandy Hickox
 PO Box 44020, Rio Rancho, NM 87174 USA
shickox@oa.org

For WSO Use Only (please do not fill in this section)

| | |
|---|-----------------|
| Booth Fee | \$ _____ |
| Tabletop Display Shipping Fee (UPS ground to/from) | \$ _____ |
| Professional Presentation Folder Cost | \$ _____ |
| Professional Folder Shipping Fee (UPS ground to/from) | \$ _____ |
| Miscellaneous Fees | |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Service Body/Region Funding | \$ _____ |
| Total Requested Funds | \$ _____ |

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| | |
|---|------------------------|
| Date last funded for professional tradeshow _____ | Amount Funded \$ _____ |
| Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Amount Funded \$ _____ |
| Reason Denied _____ | |
| Date Service Body Notified _____ | |