



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 Tradeshows 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.

Consideration will be given for the following expenses listed on the Professional Exhibits Fund application, provided there is funding available and request includes a brief explanation of need for such expenses:

- a) Booth fees
- b) Tabletop display shipping fee (UPS ground to/from within North America)
- c) Professional presentation folder cost
- d) Professional folder shipping fee (UPS ground to/from within North America)
- e) Copy expense for handouts
- f) Meals at per diem rate based on city where professional exhibit is held and volunteer hours are such that require meals
- g) Accommodations for overnight stay if required and there is no local OA volunteer available from a service body in the area of exhibit to provide local accommodations
- h) Mileage at current rate as set by OA, Inc.
- i) Parking fees
- j) Reimbursement for travel expenses (including meals, lodging, parking, etc.) shall be limited to a minimal number of volunteers and shall be at the discretion of the committee
- k) Exhibitor badge fees

In the spirit of Seventh Tradition of self-support, it is requested, where feasible, each applicant service body be provided some portion of these expenses from their available local treasury or regional treasury.

If funding is approved, a report to the Professional Tradeshows Committee shall be submitted within thirty days after the event which includes: the number of attendees, approximate number of attendees stopping by the exhibit booth, number of packets distributed, what worked and what could be improved, any lessons learned, whether or not the service body would recommend a repeat attendance, and any other information about the experience which might be helpful.

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 completing 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 for Service Bodies is available for download on the OA Web site at www.oa.org. It provides over 40 pages of valuable information for service bodies participating in professional tradeshows. Topics include criteria for selecting appropriate tradeshows, 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?	
What professionals are attending the conference/convention (list all categories of professionals)?	
Why does the service body/region want to participate in this conference/convention?	
Why do you think these professionals would be receptive to OA's message?	

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 Health Care Professionals*, *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 _____ (5% of expected attendance)

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	\$ _____

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

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 _____	