

WILDERNESS RISK MANAGEMENT CONFERENCE



2023 Conference Guide, Schedule & FAQ

Attend, Exhibit, or Sponsor the 30th Anniversary Celebration!

Click Here To Register - Link to Registration Portal - Please see pricing and schedule below.

Schedule

Conference: The main conference begins Wednesday, October 18, and ends at 9:00 pm Friday, October 20. **Preconference**: Tuesday, October 17 - Wednesday, October 18.* **The entire schedule is in Pacific Daylight Time (PDT)**

Preconference Tuesday, Oct. 17th and Wednesday, Oct. 18th							
Tuesday AM	Tuesday PM	Wednesday Morning	Wednesday Afternoon				
Wilderness First Responder (WFR) Recertification (T/W) Gates Richards Tod Schimelpfenig Tuesday 8a-5p & CPR 6-10p, Wednesday 8a-4p <u>Register Here</u>							
Risk Management Training for Administrators (T/W) \$850 - Dave Yacubian Tuesday 8a-6p & Wednesday 8a-4p <u>Register Here</u>							
	Adaptive Climbing Initiative Sam Sala, \$150 Offsite Tuesday & Wednesday						
		g White Dominant Culture Lindsay & W 9a-12n, \$125					
		Doing Safety Differently Steve Smith, Taylor Feldman Wednesday 8a-4p \$250					
		Field Practices, Risk Management for Conservation Corp Stuart Slay, Elyse Rylander, Jay Satz No Fee. 8a-4p					
		Critical Decision Making & De-Escalation in Remote Environments Katja Hurt, Chris O'Steen 8a-11a \$95	Volunteer Orientation 12n-4p Exhibitor Orientation & Setup 11a-1p Attendee Check In 12n-6p Affinity Spaces 5p-5:30p				

Main Conference, Wednesday, October 18 - Friday, October 20, 2023 Conference Check In - Wednesday 12n-6p

General Session for All Attendees - No Fee | 12n-4p Risky Business: A Risk Management Primer for All Attendees | José González, Amberleigh Hammond

General Session for all Attendees - No Fee | 2-4p From Mount Hood to Mount Hood: A Path into Resilience | Lorca Smetana

New Attendee Orientation | Hosted by WRMC Steering Committee - No Fee | 4-5p

Affinity Spaces | Initial Connect 5p-5:30p (BIPOC, LGBTQ+, Individuals with Disabilities)

Exhibitor Showcase Reception & Expo - Unstructured Networking Poster Session for All Attendees - 5:30p-6:30p | Light Refreshments & Cash Bar

Opening Celebration - All Attendees - Welcome, Awards Presentation | 6:30-8p

Thursday, October 19th

Conference Check In 7a-8a Morning Snack Break & Expo 10a-10:30a | Meal Plan Only Breakfast 7a-8:30a Afternoon Snack Break & Expo 2:30p-3p | Meal Plan Only Lunch 12n-1:30p

Conference Workshop Schedule*

Contemporary Crisis Management Planning and Adaptability CORE Clare Dallat Deb Ajango	Gender Moment: Creating Affirming Environments for all Genders Emily Quigley Curry Brinson	Legal Fundamentals— how to protect your organization conte Frances Mock Leah Corrigan	Using Behavioral Competencies Hire, Train, & Assess for Culture of Safety Bix Firer Tom Cramer	How Much Longer? Exploring the Journey - Racial Equity and Inclusion in Nature Kriste Peoples		
D:30a-12:00n Case Study in Child Protection & Aftermath Lessons of Sexual Misconduct Allegations P Mayfield, C Fraser, R Whitington		Seeding collaborative ways to address climate change impact risks- disaster impact – Australia. Loren Miller	From Chaos to Competency CORE Amber Barnett	Designing a Mental Health Care Plan for Your Organization Kurt Eifling Angela Susak-Pitzer		
Risk Management of Wildfire Smoke Exposure Andrea Stephens Seth Hawkins	Risk Pedagogy Denise Mitten	Auditing: Find the Holes in Your Liability Fence Brent Demmitt	Subjective Decision-Making Errors; An Update Kaen (kl) Lapides	Risk & Human- Nature Connection: Influence of Risk on Connection Dave Erbe Kayla Scheid		
Operational Art and the COVID-19 pandemic - Lessons from the Conservation Corps Colin Giegerich Hannah Wendel	Not All Complaints Are Equal: Properly Conduct & Document Misconduct Lach Zemp Ann McCollum	Preparing for Failure CORE Jeff Jackson	Managing Risk - Cultivating Resilience through Narrative Assets (Storytelling) Eric Boggs Christine Norton	Community Resiliency Model Charley Downing		
Poster Session #2						
Exhibitor Showcase & Expo Hall Open						
Structured Networking General Session for All Attendees						
	Management Planning and Adaptability CORE Clare Dallat Deb Ajango Clare Dallat Deb Ajango Case Study in Child Protection & Aftermath Lessons of Sexual Misconduct Allegations P Mayfield, C Fraser, R Whitington Risk Management of Wildfire Smoke Exposure Andrea Stephens Seth Hawkins Operational Art and the COVID-19 pandemic - Lessons from the Conservation Corps Colin Giegerich Hannah Wendel Poster Session #2 Exhibitor Showcas	Management Planning and Adaptability CORE Clare Dallat Deb AjangoCreating Affirming Environments for all Genders Emily Quigley Curry BrinsonCase Study in Child Protection & Aftermath Lessons of Sexual Misconduct Allegations P Mayfield, C Fraser, R WhitingtonLessons from the Field: Case Studies in Wilderness Medicine CORE Gates RichardsRisk Management of Wildfire Smoke Exposure Andrea Stephens Seth HawkinsRisk Pedagogy Denise MittenOperational Art and the COVID-19 pandemic - Lessons from the Colin Giegerich Hannah WendelNot All Complaints Are Equal: Properly Conduct & Document Misconduct Lach Zemp Ann McCollumPoster Session #2Exhibitor Showcase & Expo Hall Op	Management Planning and Adaptability CORE Clare Dallat Deb AjangoCreating Affirming Environments for all Genders Emily Quigley Curry Brinsonhow to protect your organization Schrög Frances Mock Leah CorriganCase Study in Child Protection & Aftermath Lessons of Sexual Misconduct Allegations P Mayfield, C Fraser, R WhitingtonLessons from the Field: Case Studies in Wilderness Medicine CORE Gates RichardsSeeding collaborative ways to address climate change impact risks- disaster impact – Australia. Loren MillerRisk Management of Wildfire Smoke Exposure Andrea Stephens Seth HawkinsRisk Pedagogy Denise MittenAuditing: Find the Holes in Your Liability Fence Brent DemmittOperational Art and the CONID-19 pandemic - Lessons from the Conservation Corps Colin Giegerich Hannah WendelNot All Complaints Are Equal: Properly Conduct & Document Misconduct Lach Zemp Ann McCollumPreparing for Failure CORE Jeff JacksonPoster Session #2Exhibitor Showcase & Expo Hall Open	Management Planning and Adaptability CORE Clare Dallat Deb AjangoCreating Affirming Environments for all Genders Emily Quigley Curry Brinsonhow to protect your organization right Prances Mock Leah CorriganCompetencies Hire, Train, & Assess for Culture of Safety Bix Firer Tom CramerCase Study in Child Protection & Aftermath Lessons of Sexual Misconduct Allegations P Mayfield, C Fraser, R WhitingtonLessons from the Field: Case Studies in Wilderness Medicine CORE Gates RichardsSeeding collaborative ways to address climate change impact risks- disaster impact - Australia. Loren MillerFrom Chaos to Competency CORE Amber BarnettRisk Management of Wildfire Smoke Exposure Andrea Stephens Seth HawkinsRisk Pedagogy Denise MittenAuditing: Find the Holes in Your Liability Fence Brent DemmittSubjective Decision-Making Errors; An Update Kaen (kl) LapidesOperational Art and the CONDE of Gegerich Hannah WendelNot All Complaints Are Equal: Properly Conduct & Document Misconduct Lach Zemp Ant McCollumPreparing for Failure OCRE Jeff JacksonManaging Risk - Cultivating Resilience 		

Friday, October 20, 2023 Conference Check In 7a-8a Morning Snack Break & Expo 10a-10:30a | Meal Plan Only Breakfast 7a-8:30a Afternoon Snack Break & Expo 3-3:30p | Meal Plan Only Lunch 12n-1:30p Conference Workshop Schedule* 8:30a-10:00a **Risk and Crisis** How to Evaluate and **Great Resignation to** Wildfire Response & **Exclusive Spaces:** Staff Training: Best Communications **Create a Release Great Uncertainty:** Managing Inherent Responding Through Before and After a Contract Practices for **Risks of Racism in** Cultural Assessment **Critical Incident** Tracey Knutson Preparedness and **Outdoor Spaces** AJ Wojtalik ORE Jon Heshka Response Vic Kerr Curt Davidson Meena Fernald Arii Sylvers Brock Gudeman Don't Let a Crisis Insurance 101: Have **Facilitating Belonging** 10:30a-12:00n Dealing with Navigating Resiliency, Bandwidth, Shock You: Sharing **Challenging Participant** you got it covered? Through **Our Experience** Behaviors: Coaching Counternarratives and Burnout for field Managing the NOLS Individuals Toward Mike Lucas Skv Grav staff and participants Positive Change Denise Mitten **Lightning Fatality** Lach Zemp Darren Gruetze Christine Norton Drew Leemon Laura Thompson Frances Mock, Katie **Baum-Mettenbrink** Stress Injury Hearing People in the Oh Yeah, This is Work: Asking the Tough The Tidal Wave: 1:30p-3:00p Questions: Why We running accessible, Awareness for the Outdoors: This is For **Employment Law** Should Include Mental Individual: Tools for You. Basics for Your risk-aware wilderness Sam Bragg programs in rising early recognition of Business Health Questions acute and chronic Ann McCollum **During Pre-Trip** mental health needs. stress Screening Jillian Zeppa Paul Dreyer Sarah Coulter Building up, not SHORT-TALK SERIES. SWIM, WADE, THROW, Tactical Decision Complexities of 3:30p-5:00p Inter-Cultural Games for Wilderness 1. Online evaluation **TRS! Streamlining your** breaking down: \remote hazards river rescue response Emergency Response -Leaders Modifying to promote 2. Adaptive Climbing readiness! An International Case Chris O'Steen diversity through 3. Safety Governance Nate Ostis Katja Hurt empowerment Study & RM Architecture Dave Haffeman Rob Balloch 4. Crisis Exposed: **Christy Sommers** Raúl Aguilera Apps, Big Data, Al 5:00p-6:30p **Social Hour & Connection** 5:00p-6:30p Affinity Space Unstructured Networking 6:30p-9:00p Keynote Dinner & Presentation: Phil Henderson, Life as an Outdoor Professional: Three Decades of Learning

*Minor schedule changes should be expected, as of July 2023 this is a final tentative schedule.

Note: Some prefconference workshops you can register through the <u>WRMC Portal</u>. The following you must register *externally*:

- Wilderness First Responder (WFR) Recertification: Register using this link
- Risk Management Training for Administrators: Register using this link
- Adaptive Climbing Initiative: <u>Register using this link</u>

Location - Lodging Reservations

Holiday Inn Portland - Columbia Riverfront, 909 North Hayden Island Drive, Portland, Oregon 97217. A limited number of discounted hotel rooms are available for attendees who book early using this special <u>Wilderness Risk Management</u>



<u>Conference - Holiday Inn Columbia Riverfront</u> passkey lodging portal (guest type: attendee). After all the WRMC discount hotel rooms have been reserved, lodging may be available at the conference hotel at a substantially higher rate.

Be an Exhibitor at the Sponsor Expo & Showcase!

Connect with over 500 outdoor program directors, risk managers, program administrators, and field staff training experts. Organizations attend the WRMC to be a part of this cutting-edge consortium of great minds and to improve their exposure in the industry (see below).



Attendee Registration & Prices

Regular registration price lowered from \$825 to \$725! Registration is <u>now open!</u> Late Fee: All registrations made on or after 9/1/2023 will be charged a late fee of \$150. See special registration types and discounts <u>before</u> registering (below).

*What IS included in your conference attendee registration?

- access to conference learning workshops (TH/F) and two new preconference workshops Wednesday
- mid-morning and mid-afternoon snack breaks
- keynote presentation and dinner and structured networking
- opening reception and expo showcase with light refreshments

Add-on Options (additional cost)

Items that are <u>not</u> included but can be added to your registration.

Preconference Workshops: Some preconference workshops are free, while others require preregistration and a fee.

Meal Plan: This is an add-on *OPTION* that includes an early morning (7:30 am) buffet breakfast and a buffet lunch mid-day. Individuals with highly specialized diets may not find this general, buffet-style meal plan to meet their needs. The meal plan is an additional \$100 that will only be available as a selection until 10/1/2023. **Lodging** is not included.

Special Registration Types and Discounts:

<u>BEFORE</u> you register, please email <u>wrmc@nols.edu</u>, if you have any questions about if you might be eligible for a discount. Early bird and group discounts are not available for 2023.

Presenter or Volunteer Discounts/Coupons: Enter your unique discount code if you have been selected as a speaker or volunteer. You will have received this in an email after submitting your agreement form. **Student Discount:** Evidence of full-time student status is required, and you must receive a discount code/coupon **before** you register - email <u>wrmc@nols.edu</u> with clear documentation of your current full-time status during the time frame of spring 2023, summer 2023, or fall 2023 to receive a discount code. Student discount will be \$500 off the regular registration rate.

Legacy Partner Registration: Current, active employees of legacy partners Outward Bound, USA, or the Student Conservation Association, please contact your organization's Steering Committee member or wrmc@nols.edu prior to registering.

Exhibitor Table Expo Space & Staff: One Staff Person + Expo Table \$600. Each additional staff person adds \$100. Exhibitor table only does not include attendance at workshops, meal plan, or keynote dinner/presentation.

Understand Conference Policies:

By registering for the WRMC, you agree to the Covid-19 Policy, the Media Release, and the Registration Cancellation Policy.

Media Release

By accepting this registration, I give NOLS permission to use any photos, video, or audio taken of me by WRMC media coordinators in promotional materials and press releases. WRMC attendee lists may be posted on the website for the purposes of risk management networking.

WRMC Cancellation Policy:

Conference Registration: For <u>all</u> types of registrations (attendee, volunteer, exhibitor table, speaker, etc.), there will be a \$200 cancellation fee for any registration canceled after enrollment and on or before 8/30/2023. There will be a \$500 cancellation fee if canceling on or after 9/1/2023. No exceptions will be made for any reason, including extenuating circumstances or emergencies. Conference registration is not transferable to anyone inside or outside your organization, future years, or other educational programs offered by WRMC, NOLS, or partner organizations. Travel insurance is recommended.

Preconference Workshop or Meal Plan: On or before 9/14/2023, 50% of the cost will be eligible for refund. On or after 9/15/2023, no refunds will be provided. If WRMC must cancel a preconference workshop, a full refund will be provided.

COVID-19 Policy

COVID-19 may be a risk, and attendees are strongly encouraged to be fully vaccinated with boosters as applicable and up to date with their vaccines prior to the conference. The WRMC will follow any federal or local health regulations that may be required. If any COVID-19 protocols or requirements are necessary, they will be announced before the conference, and any protocols are subject to change at any time if conditions change. If you cannot attend the WRMC because of contracting COVID-19, the standard cancellation policies apply. Insurance is recommended.

Sponsor, Donor, & Exhibitor Information

Support the WRMC Community and continue the tradition of Facing Challenges Together. Sponsorship Packages, Exhibitor (Expo) Tables, and Scholarship Program Donations are excellent ways to increase your brand exposure and impact.



Scholarship Donors

Support the industry's commitment to risk management by donating to the scholarship program and allowing others the opportunity to attend the WRMC. Scholarship donations are accepted in any amount, scholarship

donors will be recognized at the conference. This is an excellent opportunity to encourage new attendees and highlight your business, organization, or program. A full scholarship is a \$725 donation. <u>Donate HERE.</u>

Sponsorship Options

Increase your organization's conference exposure and get the most out of your WRMC experience! Sponsorship is the perfect opportunity if you are interested in supporting the WRMC while also gaining access to over 500 outdoor program directors, risk managers, and field staff training experts. All sponsorship options are subject to pending availability and include:

- Product Sponsor: Donate your product as swag or drawing giveaways
- Ad Space in Conference Schedule: \$500
- American Sign Language Interpreter: \$3,000
- Networking Event: \$3,000
- Opening Celebration & Award Ceremony: \$4,000
- Keynote Dinner: \$7,500

Sponsoring one of these events allows the WRMC to enhance attendee and presenter experience! If you are interested in being a sponsor or would like more information, please email <u>wrmc@nols.edu</u>.

Product Exchange

Exhibitor Tables and Sponsorships may have an option for product exchange. Product exchanges must include products that are highly valued as prizes, such as tents, backpacks, outdoor gear, wilderness medicine equipment, supplies, etc. Products are exchanged at fair retail value. To request the product exchange option in lieu of a paid registration, please email <u>wrmc@nols.edu</u>. Include the registration type and provide an invoice of product exchange items equal to or greater than the cost. You will transport the items to the conference and deliver them at check in.

Exhibitor Tables (Expo)

Connect with the WRMC Community! Exhibit during the Expo Showcase hours and Exhibitor Reception. Exhibitor Table includes:

- One 6'-8' table, including linens, skirting, and two chairs
- Vendor sales abilities (excluding food and beverage)
- Morning and Afternoon Snack Breaks (meal plan not included) Exhibitor Table One Person = \$600

Exhibitor Table Two Person +\$100 for each additional staff.

Exhibitor Table <u>does not</u> include access to the learning workshops. To attend the full conference, please register for a conference registration <u>and</u> an exhibitor table. Exhibitors will be required to sign the Exhibitor Agreement** Statement at Registration.

Expo Showcase Hours

During breaks, the Expo will be open and featured! Expo Showcase hours will include approximately four (4) exhibitor showcase breaks of 30 minutes each on Thursday and Friday and 30-45 minutes before and after conference programming in the morning and evening. Exhibitor Tables must be staffed during the reception and all showcase hours.

Exhibitor Reception

Featuring a beer/wine reception with light appetizers and a cash bar, this energetic event draws conference attendees together to interact with companies and organizations serving the wilderness risk management industry. As an exhibitor, you will have prime exposure to leading outdoor program providers, guides, land managers, parks and forest service officials, public policymakers, outdoor degree educators, and students. This is an excellent opportunity to inform attendees about your products and services. Consider donating to the raffle to get your products in their hands!

Special Considerations

Electric, large format backdrops and extensive displays will have additional costs and are subject to availability. Exhibitors will sign the Exhibitor Agreement.

Conference Attendee Info & Frequently Asked Questions (FAQs)

Reasonable Accommodation

If you would like to request a reasonable accommodation, please use the most comfortable method to share your request. Conference contact information: wrmc@nols.edu or 307-335-2222.

Stay Updated & Informed

Sign Up for email updates. Make <u>wrmc@nols.edu</u> a trusted email sender, and be careful not to "opt out" of emails. To make <u>wrmc@nols.edu</u> a safe sender - <u>Microsoft Instructions</u>, <u>Gmail Instructions</u>.

Diversity, Equity, & Inclusion

The WRMC provides a forum to learn and share common practices in wilderness risk management and contributes to a culture of open dialogue among outdoor industry professionals. The WRMC is committed to the evolution of content and culture in a way that centers on diversity, equity, and inclusion principles. Commitment to these values helps ensure the best ideas continue to improve risk management practices for the industry.

Conference App

The WRMC uses a digital conference application (app) to help attendees, speakers, and volunteers plan their conference schedules and network.

Attendee Frequently Asked Questions

Q: How do I get to the conference hotel from the Portland International Airport?

A: There is no hotel airport shuttle. As of 1/1/2023, WRMC was advised by the hotel that a taxi or shared ride service from the airport is approximately \$40-\$60.

FlyPDX information on Ground Transportation.

Holiday Inn Portland - Columbia Riverfront Parking and Transportation.

Holiday Inn Portland - Columbia Riverfront information on all hotel amenities and accessibility.

Q: Where and when will the 2024 conference be held?

A: The 31st Annual WRMC will be held in the middle part of the US in the second or third week of October 2024. Location selection is underway in 2023. Location and dates for 2024 will be available here in Summer 2023.

Q: In the past, we registered as a group and received a discount. How do we do that this year?

A: Registration cost has been lowered ,and the pricing structure simplified. There will not be a group discount.

Q: In the past, I registered at the early bird discount. How do I get the discount this year?

A: Pricing has been streamlined. There is no early bird discount. Late registrations will have a late fee.

Q: In the past, there were snacks only with an extra cost for the add-on meal plan. What's the scoop for this year?

A: Meals (buffet style) are not included in the registration cost (they are an add-on cost and must be reserved in advance). Mid-morning and mid-afternoon snack breaks are included.

Q: I can only attend for one day. Is there a discount for a single-day pass?

A: There is not a single-day option.

Exhibitor Table Frequently Asked Questions (FAQs)

Q: How much room will I have? Can I bring a large backdrop, display products, or have multiple pop-up signs?

A: The Exhibitor Tables are usually the standard size of 6- or 8-foot wide, 30" tall x 30" deep. The Exhibitor Table fee allows for a backdrop or multiple backdrops that are 5-6 feet wide in <u>total</u>. If your signs and displays are wider than six feet total, you may be asked to take down some portion of your display or pay an additional fee. Please email at least two weeks prior to the conference if your display is larger than 6' wide, 3' deep (including the table), or 7' tall to inquire what your additional charge will be.

Q: Can I bring my own electrical cord for electricity to plug in at no cost?

A: Electric is available but at an additional charge. This property does not permit exhibitors to attach to any existing electrical other than that approved and sold by the property. A fee of \$75 will be added for any table requesting access to electricity.

Q: Do I have to set up at a specific time or attend an orientation?

A: Yes, watch your email for updates. There will be an exhibitor orientation and set up at a designated time. This year an event is planned in the main expo hall for late afternoon, so there will be a 2-hour setup window. Exhibitors are asked to only be in the expo hall during that time. Only exhibitors who have other conference support roles that completely overlap orientation and setup, such as volunteering or preconference workshop participation, will have an exception.

Q: Can I have packages sent to the hotel in advance, and is there a cost?

A: Yes, you can ship packages in advance. There may be a cost, depending on when and what you ship. Contact wrmc@nols.edu for questions if the answer is not in the information below. Exhibitors are responsible

for managing the packaging and shipping of any packages AFTER the conference. WRMC does not offer a pack-and-ship service.

If stored more than three days before or three days after the function date, a fee of \$5 per package per day for the first package and \$10 per package per day thereafter will be charged. The hotel is not responsible for the storage of exhibit property or large quantities.

Packages must: 1) Be shipped to arrive no more than three days prior, 2) Be numbered as 1 of x (for example, 1 of 3, 2 of 3, 3 of 3), and 3) Be addressed as follows:
Holiday Inn Portland - Columbia Riverfront
909 North Hayden Island Drive
Portland, Oregon 97217
Hold for: Guest Name, Company Name
2023 Wilderness Risk Management Conference (WRMC), 10/15/23-10/22/2023

Q: I'd like to do product sales, is that ok?

A: Yes, no food or beverage sales are permitted. Vendors are responsible for accurately collecting and reporting any necessary taxes and obtaining any required permits.

Q: Can I set it up at a different time?

A: Exhibitor orientation will be at the beginning of the Expo set up. Exhibitors should plan to attend the orientation and set up during the setup time.

Q: Can I pick my table location or what other Exhibitors I'm near?

A: Exhibitor Table locations are pre-assigned. You may not pick your location. However, please let us know if you want to be near another vendor or have other special requests. Send your request at least two weeks before the conference by emailing <u>wrmc@nols.edu</u>. We'll attempt to accommodate special requests whenever possible.

Q: What's in the Exhibitor Agreement? What if I sign up and decide I'm not comfortable with the Exhibitor Agreement?

A: Please carefully review the agreement before registering. All cancellations are subject to the cancellation fee. **EXHIBITOR AGREEMENT

Neither the Wilderness Risk Management Conference (WRMC) nor any staff member or conference host shall be responsible for any property loss suffered by the Exhibitor that is the result of theft, damage by fire, accident, or other cause. No responsibility is assumed for any equipment or supplies delivered, left, or shipped to or from the conference site before, after, or during the conference activity. No Exhibitor shall assign, sublet, or share the space allocated without the knowledge and prior written consent of the WRMC. This includes the disbursement of brochures and materials on site. Promotional materials may be distributed only within the booth assigned to the Exhibitor. No firm or organization shall be permitted to solicit business outside of the exhibit area or conference session area without written permission of an authorized WRMC representative. The Exhibitor is allowed a sign up sheet for solicitation purposes. Exhibitors are expected to contact the local taxing authorities about collecting sales tax and note city and state on their sale if items are sold through the Exhibitor booth. Exhibitor sales of food or beverage are prohibited. The WRMC shall not be responsible in any way for sales tax liabilities incurred by the Exhibitor. In accordance with the Hotel Requirements:

a. Exhibitor assumes responsibility and agrees to indemnify and defend the Group (National Outdoor Leadership School) and the Hotel (Holiday Inn Portland – Columbia Riverfront) and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

b. The Exhibitor understands that neither the Group nor the Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Q: Can more than one organization or business "share" an exhibitor table?

A: Maybe. Two <u>similar and related</u> nonprofit organizations can share an exhibitor table, particularly if they have shared programs and staff. Two businesses may be able to share an exhibitor table. Please email in advance with a short explanation as to why the exhibitor table share would be a benefit to the WRMC community.

Q: Will I get an attendee list with names, organizations, email addresses, and phone numbers?

A: No, the conference no longer provides attendee contact information to vendors. Exhibitors can provide a prize giveaway and collect contact information from attendees who enter the drawing or who express interest and choose to share their information.