



## Professional Exhibits Fund Application

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In 2005, the Board of Trustees created a special fund to help service bodies exhibit at health-related professional conferences and conventions that might otherwise be too costly. These events are attended by professionals such as doctors, nurses, family practitioners, and nutritionists. This fund is supported by OA member and service body contributions. If you would like to support OA in carrying the message to large professional conferences and conventions, please consider donating to the Professional Exhibits Fund. You may send your check to the World Service Office, PO Box 44727, Rio Rancho, NM 87174-4727 USA, or donate by credit card at <https://oa.org/contribute/>. Please select “Professional Exhibits Fund” in the Designation drop-down menu.

### *Professional Exhibits Guidelines*

The Professional Tradeshows Committee will evaluate all *applications received by the 10<sup>th</sup> of each month* with consideration given first to national/international tradeshows, and then to regional tradeshows. Service bodies will be informed of the committee’s decision with three days of the committee’s meeting. The committee has seven days after the 15<sup>th</sup> of the month to review applications and decide.

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:

- 1) Booth fees (*it is recommended to request a nonprofit/charitable fee*)
- 2) Production of signs/banners for the booth display
- 3) Professional presentation folder cost (*15% of the expected attendance for shows under 2,000 attendees and 5% of the expected attendance for shows over 2,000 attendees*)
- 4) Professional folder shipping fee
- 5) Copy expense for handouts
- 6) Meals at per diem rate based on city where professional tradeshow is held, and volunteer hours are such that require meals
- 7) Accommodations for overnight stay if required, and there is no local OA volunteer available from a service body in the area of the tradeshow to provide local accommodations
- 8) Mileage at current rate as set by OA, Inc.
- 9) Parking fees
- 10) 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
- 11) Exhibit badge fees

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

If funding is approved, a report to the Professional Tradeshows Committee shall be submitted within thirty days after the event and should include: the number of attendees, approximate number of attendees stopping by the 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.

### ***Fund Disbursement***

For service bodies OUTSIDE the United States, funds will be disbursed through PayPal. You must create a free account at paypal.com. PayPal provides a secure payment system that allows the World Service Office to transfer funds quickly and easily, thus minimizing costs and allowing for prompt payment to your service body.

For service bodies INSIDE the United States, funds will be mailed via check unless PayPal account information is provided to the World Service Office.

### ***Professional Tradeshows Manual***

The *Professional Tradeshows Manual for Service Bodies* is available for download in the Document Library on oa.org under “Outreach to Professionals.” It provides over 20 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.

### ***Reduced Cost Literature Program***

The Professional Exhibits Fund ONLY provides funding for professional presentation folders (*refer to Item 3 on page 1 for specific quantities*). All other literature can be purchased at a reduced cost through the Reduced Cost Literature Program. Please refer to the Reduced Cost Literature Application at <https://oa.org/document-library> under category, Outreach to Professionals. **NOTE: If your service body is submitting a reduced cost literature application with the Professional Exhibits Fund application, a trustee does not need to sign the reduced cost literature application. The Professional Tradeshows Committee will review and approve.**

### ***Need Help?***

If you need help completing the application or calculating costs, please contact Sandy Gurule at the World Service Office.

Sandy Gurule – Member Services Assistant

T: 505-891-2664

Email: [sgurule@oa.org](mailto:sgurule@oa.org)

### ***Health Fairs***

The Professional Exhibits Fund ONLY funds professional conferences and conventions. This does not include health fairs. Health fairs target the public; professional conferences and conventions target professionals. If your service body is participating in a health fair, reduced cost literature can be applied for through the Reduced Cost Literature Program.

*Applications should be submitted a minimum of two months prior to the professional conference or convention. Applications are due by the 10th of each month.*

***Application Date***

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***Contact Information***

<b>Name</b>	<b>Service Body #</b>
<b>Mailing Address</b>	<b>Service Body Name</b>
<b>City</b>	<b>State/Province</b>
<b>Postal Code</b>	<b>Country</b>
<b>Phone Number</b>	<b>Cell Number</b>
<b>Email</b>	

***Professional Conference/Convention Information***

<b>Conference/Convention Name</b>	
<b>Dates</b>	<b>Location</b>
<b>Expected Attendance</b>	
<b>Type of conference/convention (national, international, or regional)</b>	
<b>What professionals are attending the conference/convention (list all categories of professionals)?</b>	

***Booth Information***

<b>Booth Fee (US Dollars)</b>	<b>Is this a nonprofit (charitable) fee?</b>
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***Professional Folder***

<b>Professional Presentation Folder Quantity</b> (5% of the expected attendance over 2,000 attendees; 15% of the expected attendance under 2,000 attendees)	
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Example (under 2,000 attendees): 1,500 attendees X 15% = 225 professional presentation folders

Example (over 2,000 attendees): 10,000 attendees X 5% = 500 professional presentation folders

For additional literature, refer to the Reduced Cost Literature Application included in these materials.

Contents: *When Should I Refer Someone to OA*, *Compulsive Overeating: An Inside View*, *Member Survey Report*, and a cover letter to the professional.

***Miscellaneous Expenses***

Description and Explanation	Cost
	\$
	\$
	\$
	\$
	\$

***Service Body Funding***

Is your service body providing additional funding for this conference/convention?	
If so, how much funding is being provided by the service body?	\$
If funding is not being provided by the service body, please explain why.	

***Additional Information***

<p><b>Please provide any additional information you feel the committee needs to know to make an informed decision.</b></p>
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Mail/Email Application to:  
World Service Office – Attn: Sandy Gurule  
PO Box 44727, Rio Rancho, NM 87174-4727 USA  
[sgurule@oa.org](mailto:sgurule@oa.org)

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Booth Fee	\$
Miscellaneous Fees	\$
_____	\$
_____	\$
_____	\$
<b>Subtotal A</b>	<b>\$</b>

Professional Presentation Folder Cost	\$
Professional Presentation Folder Shipping Fee <i>(UPS ground to/from)</i>	\$
<b>Subtotal B</b>	<b>\$</b>

Subtotal A	\$
Subtotal B	\$
<b>Total Funds Requested</b>	<b>\$</b>

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Date service body was last funded	
Amount funded	\$
Application approved?	
If not approved, why?	
Amount of outstanding allocations to other service bodies	\$