



## 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 members' and service bodies' 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 at PO Box 44020, Rio Rancho, NM 87174-4020 USA, or donate by credit card at <https://oa.org/contribute/>. Be sure to select "Professional Exhibits Fund" in the Designation drop-down menu.

### Professional Exhibits Fund Guidelines

The Professional Tradeshows Committee will evaluate all applications received the first working day of each month with 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. The committee has seven days to review applications and make a decision.

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 (*it is recommended that you request a non-profit/charitable fee*)
- b) Tabletop display shipping fee (UPS ground to/from within the forty-eight contiguous United States)
- c) Professional presentation folder cost
- d) Professional folder shipping fee
- 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 tradeshows tabletop display, when available, shall be provided to registered service bodies within the United States 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 Zimmerman at the World Service Office.

Sandy Zimmerman – Associate Director/Member Services Manager  
T: 505-891-2664  
Email: [szimmerman@oa.org](mailto:szimmerman@oa.org)

In addition, a Professional Tradeshows Manual for Service Bodies is available for download on the OA website at <https://oa.org/groupsservice-bodies/resources/public-information-suggestions/>. 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.

***NOTE: A professional tradeshow is not a health fair. Professional tradeshows target professionals and health fairs target the general public. The Professional Exhibits Fund is available for professional tradeshows ONLY. These events are attended by professionals such as doctors, nurses, family practitioners and nutritionists.***

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 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 ( <i>charitable</i> ) 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  <i>The tabletop display is only available within the 48 contiguous United States.</i>	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 **ONLY** which includes *Introducing OA to Health Care Professionals*, *Compulsive Overeating: An Inside View*, *Member Survey Report*, 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 website at <https://oa.org/groupsservice-bodies/resources/public-information-suggestions/>.

**NOTE:** Shows under 2,000 attendees will receive 15% of the expected attendance; shows over 2,000 attendees will receive 5% of the expected attendance. The WSO will calculate the cost of literature and shipping and include them in the application request.

*Ex (under 2,000): 1,500 attendees X 15% = 225 professional presentation folders*

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

**Professional Folder Quantity** \_\_\_\_\_ (5% expected attendance over 2,000 attendees; 15% of expected attendance under 2,000 attendees)

**Miscellaneous Expenses**

Please itemize any additional expenses (i.e. lodging, meals, transportation, printing/copying, parking, etc.)

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

**Service Body Funding**

Is your service body providing <i>additional</i> funding for this conference/ convention?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**

Please provide any additional information you feel the committee needs to know in order to make an informed decision.

**Mail/Email Application to:**  
World Service Office – Attn: Sandy Zimmerman  
PO Box 44020, Rio Rancho, NM 87174 USA  
[szimmerman@oa.org](mailto:szimmerman@oa.org)

**For WSO Use Only (please do not complete this section)**

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

Tabletop Shipping Fee ( <i>UPS ground to/from</i> )	\$
Professional Presentation Folders Cost	\$
Professional Presentation Folders 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>

**For WSO Use Only (please do not complete this section)**

Date service body was last funded	
Amount funded	\$
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not approved, why?	
Amount of outstanding allocations to other service bodies	\$