



PWA

PORTLAND WORKFORCE ALLIANCE

NORTHWEST YOUTH CAREERS EXPO

Exhibitor Registration Tuesday, March 17, 2015 9:00 am – 2:00 pm

Oregon Convention Center • Portland, Oregon
Click here: <http://www.portlandworkforcealliance.org/>
to view the Expo website

Here are a few of the activities that will be taking place at the 2015 Expo:

- **Location** – Oregon Convention Center • Halls A & B.
- **Green Event** – We are proud to say that the Expo is a green Event! Our pre-Expo communication is via email, we use a green facility – Oregon Convention Center (<http://www.oregoncc.org/Sustainability/>) we reuse our signage from year to year, we recycle, and we cut down on our electrical use by using a generator for many of the demos and asking exhibitors if they need electrical.
- **Where Does Your Money Go?** – The money you pay for your booth is used to pay for Expo expenses which are almost \$90,000. **Our expense budget includes funds to help transport students to the Expo and cover the costs of substitute teachers.** Other expenses include rental of the Convention Center, electricity, the PWA breakfast and personnel costs to organize the event.
- **Working with Youth all Year** – The Expo is part of a broader strategy to work with employers **throughout the year** to educate students about family wage jobs and the skills that are required to be successful in the work place. PWA develops experiences for students including career days, mentorship programs, internships, mock interviews and classroom presentations. More information is available at our website.
- **Demonstrations** – Bulk areas on the exhibit hall floor for exhibitors to do hands-on demonstrations or demonstrations in exhibitor booths, such as welding, robotics, drilling, etc. Students love to be able to activities and touch and feel the products your company makes.
- **Sponsorship Opportunities** – There are many sponsorship opportunities available. See separate form for the list of Sponsorship Opportunities. This is a great way to get your company in front of the students and get more exposure for your company.
- **Mock Interviews** – In 2014, Portland Human Resource Management Association (PHRMA) and Oregon Staffing Association (OSA) professionals did mock interviews with over 1,200 students. This is a great opportunity for the students to receive direct input from human resource professionals about interviewing. PHRMA and OSA are also at the Expo to help students with writing a resume and completing a job application.
- **Questions?**

Expo: Stephanie Kennedy – skennedy@portlandworkforcealliance.org or 503.626.8197
Portland Workforce Alliance: Kevin Jeans-Gail – kevin@portlandworkforcealliance.org

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PortlandWorkforceAlliance.org



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1. Company Information:

Company: _____ Division/Dept: _____
Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

2. Booth Fees:

Private Sector/Government: ↑Through December 31 - \$600 • January 1 to Event - \$650

Education/Non-Profit: ↑Through December 31 - \$250 • January 1 to Event - \$300

For Profit Education: Through December 31 - \$400 • January 1 to Event - \$450

Booth Fee Includes: • 10' x 10' booth space • 8-foot draped table • 2 chairs

3. Electricity:

This is a green event, so if you do not need electrical mark "no" below. The Expo will pay for one (1) 5 amp outlet, if ordered prior to February 13, 2015. Please note that the cost of this electrical to the Expo is \$100.

After February 13, 2015, the exhibitor will be responsible for their own electrical costs. Any other electrical needs outside of the one (1) 5 amp outlet will be the responsibility of the exhibitor and can be ordered through the Oregon Convention Center. An exhibitor manual with order forms will be emailed in February 2015.

• One (1) 5 amp outlet (prior to February 13, 2015)	Yes	No	
• 5 amp outlets (after February 13, 2015)	\$100 each		# ordered _____

4. Bus Sponsorship:

Over 40% of the Expo's budget is used to pay for buses and substitutes for the schools to bring students to the Expo. Sponsor a school bus and help to get the students to the Expo.

• Bus Sponsorship \$250

5. Payment:

Booth Fee	\$ _____
Electricity after February 13, 2015	\$ _____
Bus Sponsorship	\$ _____
TOTAL	\$ _____

☐ Check

☐ Please send an invoice

Make checks payable to Portland Workforce Alliance

Mail form and payment to:

Total Event Connection
c/o Stephanie Kennedy
168 NW Spring Meadows Way
Hillsboro, OR 97124

Phone: 503.626.8197

Email: skennedy@portlandworkforcealliance.org

Refund Policy: Cancellations received before March 1, 2015 will be refunded in full. Cancellations after this date will be refunded at 50%. All cancellations must be in writing via email, mail, or fax.