



Exhibitor Registration

What's inside

- Expo information
- Exhibitor registration form

**Tuesday,
March 14, 2017**

9:00 AM - 1:30 PM
Oregon Convention Center
Portland, Oregon

Visit our website for more resources such as:
online registration, tips, and the current lists of
participating sponsors, exhibitors and schools.

www.portlandworkforcealliance.org/expo



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Here are a few things you need to know about the 2017 Expo:

Location

Oregon Convention Center

What Your Money Pays For

Your exhibitor fee pays for Expo expenses, which total well over \$100,000. Our expenses include facility rental, personnel and the PWA Breakfast. Our expense budget also includes funds to help schools cover the costs of student transportation and substitute teachers. *Thank you* for supporting career education and your future workforce.

How You Help PWA Make a Difference

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 required to be successful in the workplace. PWA develops career-learning experiences for students including career days, mentorship programs, internships, mock interviews and classroom presentations.

Make the Most of Your Exhibit

Bulk areas on the exhibit hall floor allow exhibitors to do hands-on demonstrations. Exhibitors can also do demonstrations and hands-on activities in their booths, such as welding, robotics, health-care simulations, fun competitions, etc. *Students love to be able to do activities, try out equipment and touch the products your company makes.* Find more exhibitor tips on PWA's website, www.portlandworkforcealliance.org/expo

Expo Sponsorship Opportunities

See the PWA website for more information about sponsorship opportunities. This is a great way to get your company in front of students, earn more exposure in the community and establish yourself as an industry leader.

Mock Interviews

At the 2016 Expo, Portland Human Resource Management Association (PHRMA) and Oregon Staffing Association (OSA) professionals did mock interviews with more than 1750 students. Mock interviews are an excellent opportunity for students to receive direct input from HR professionals about interviewing. Expo volunteers also help students with writing a resume and completing a job application. Contact us if your HR department would like to send a volunteer.

Green Event

We are proud to say that the Expo is a green event. Our pre-Expo communication is via email, we reuse our signage from year to year, we recycle our materials, and we cut down on our electrical use by using a generator for many of the demonstrations. Also, the Oregon Convention Center emphasizes sustainability and recycling.

www.oregoncc.org/Sustainability

Questions?

Expo: Please contact Stephanie Kennedy – skennedy@portlandworkforcealliance.org or 503.626.8197

PWA or mock interviews: Please contact Kevin Jeans-Gail – kevin@portlandworkforcealliance.org

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Company Information

Company: _____ Division/dept: _____

Contact person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Booth Fees

- **Private Sector & Government** (non-education): \$650 until Nov. 30 • \$700 from Dec. 1 until date of Expo
- **For-Profit Education:** \$400 until Nov. 30 • \$450 from Dec. 1 until date of Expo
- **Education & Non-profit:** \$250 until Nov. 30 • \$300 from Dec. 1 until date of Expo
- **Booth Fee Includes:** 10'x10' booth space • 8-ft draped table • 2 chairs

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 Feb. 1, 2017. Please note that the cost of this electrical to the Expo is \$100.

After February 1, 2017, 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 2017.

- One (1) 5-amp outlet (free prior to February 1, 2017): ☐ YES ☐ NO
- 5-amp outlets (after February 1, 2017): \$100 each # ordered _____

Bus Donation

A significant portion of the Expo's budget is used to pay for buses and substitute teachers for the schools to bring students to the Expo. Sponsor a school bus and help students get to the Expo.

- Bus Sponsorship: \$300

Payment

Booth Fee: \$ _____

Electricity after Feb. 3: \$ _____

Bus Sponsorship: \$ _____

TOTAL: \$ _____

☐ Please send an invoice ☐ Check (*make checks payable to Portland Workforce Alliance*)

Mail form and payment to: Total Event Connection Phone: (503)626-8197
c/o Stephanie Kennedy Email: skennedy@portlandworkforcealliance.org
168 NW Spring Meadows Way
Hillsboro, OR 97124

Refund Policy: Cancellations received before February 1, 2017 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.