

EXHIBITOR “KNOW BEFORE YOU GO” INFORMATION FOR 2020 NW YOUTH CAREERS EXPO

(SENT TO ALL REGISTERED EXHIBITORS VIA EMAIL ON FEB. 28, 2020)

Check out PWA’s website for [advice about putting together a great exhibit](#). Keep in mind that new high schools arrive all day, so thank you for staying “open for business” until the 1:30 pm ending! You can also visit our [Expo home page](#) to see fellow sponsors and exhibitors.

Here are some updates and **final logistics** –

Booth Number & Layout – [Click here to view the exhibitor list](#) with your booth number and booth layout.

Move-in – Move-in will take place Monday, March 9 from 1– 6pm in Halls C & D. To get to the ramp to the Exhibit Hall, follow the signs to the OCC loading dock. This will take you to the back of the building. You will use **loading ramp D** to unload.

Move-out – Move-out is from 1:30pm until 6pm on March 10. Please don’t break down your booth until after 1:30 pm.

Parking – Parking at the convention center is about \$12 per day. During move in and move out, you may unload and load your items at Ramp D but you cannot park there. There will be carts available to take things to and from your booth. If you have your own cart or hand truck, we encourage you to bring it. [Here is more information on parking at the convention center](#).

Lunch Options – Bring snacks for yourself! Your booth will be busy and it can be hard to step away. You are welcome to bring in your own sack lunch as well. There are limited concessions open in the Convention Center. There is food within walking distance, including Burgerville and Starbucks.

Student Attendance – Arrival times for the schools are staggered. You can expect approximately 1,500 - 2,000 students to arrive each hour. The students stay for about two hours. The time period from 10 am to 11:30 am will be the busiest part of the day. Students are coming from throughout Oregon and SW Washington. A list of attending schools can be found [here](#).

Items Not Allowed – The OCC does not allow balloons, stickers, Frisbees, balls, or other items that may cause damage to the building.

Electrical – If you need a 5 amp service, and did not already order it, please let me know right away. All other electrical [can be ordered through OCC](#). Any special electrical needs are the responsibility of the exhibitor, unless pre-approved.

Vehicles – If you are exhibiting a vehicle, please remember that the following fire marshal rules apply:

- less than ¼ of gas
- a locked or taped gas cover
- the battery will need to be disconnected

If you do not have all of these taken care of then you will be turned away when you arrive onsite. *Please note that all vehicles or large demo items must be approved by PWA staff in advance.*

Questions? Contact event coordinator Erin Jaso Longfellow at expo@portlandworkforcealliance.org.

See you there!

Your team at Portland Workforce Alliance