

Exhibitor Information

Conference Dates:

February 25-26, 2009

Expected Attendance:

Over 500 paid registrants, not including exhibitor personnel, speakers or volunteers. Targeted attendees include business owners, general managers, executives, supervisors, entrepreneurs, educators, executive directors, public administrators.

Exhibit Hall Dates:

February 24 - Afternoon - Set Up
February 25 - All Day - Open Hall
February 26 - All Day - Open Hall

Location of Exhibits:

Oregon Convention Center

777 NE MLK, Jr. Blvd.

Portland, OR 97232

Telephone: (800) 791-2250

Website: www.oregoncc.org

Map: maps.google.com

Exhibit Hall Schedule

Tuesday, February 24, 2009

12:30 p.m. - 6:00 p.m. - Exhibitor Registration & Move-In
All exhibits MUST be set by 6:00 p.m. - absolutely no exceptions.

Wednesday, February 25, 2009

7:30 a.m. - 6:00 p.m. - Exhibit Hall Open
10:00 a.m. - 10:45 a.m. - Break / Exhibit Hall Event
12:00 p.m. - 1:00 p.m. - Lunch in the exhibit hall
3:00 p.m. - 3:30 p.m. - Break / Exhibit Hall Event
4:30 p.m. - 6:00 p.m. - Reception in Exhibit Hall

Thursday, February 26, 2008

7:30 a.m. - 4:45 p.m. - Exhibit Hall Open
10:00 a.m. - 10:30 a.m. - Break / Exhibit Hall Event
12:00 p.m. - 1:00 p.m. - Lunch in the exhibit hall
2:15 p.m. - 2:45 p.m. - Break / Exhibit Hall Event
4:00 p.m. - 4:30 p.m. - Closing Session in Hall
4:30 p.m. - 4:45 p.m. - Final Drawing in Exhibit Hall
5:00 p.m. - Exhibit Hall Closed

NOTE: Exhibitors may begin dismantling at 5:00 p.m. and must be completed by 6:30 p.m. on Thursday February 26, 2009.

Schedule is subject to change.

Exhibit Space Terms:

Before December 20, 2008:

50% of the total cost of the booth space is due with contract to confirm exhibit space. The remaining 50% must be paid by December 20, 2008.

After December 20, 2008:

Full payment for booth space is due with contract to confirm exhibit space.

Exhibit Space Pricing:

# of Booths	Prior to December 20	After December 20
1 Booth	\$1195	\$1495
2 - 4 booths	\$995	\$1295
5-10 booths	\$895	\$1195
10+ booths	Call for special pricing	

Included in your exhibit space package:

- Two complimentary Full Conference Registrations
- Additional Full Conference Registrations at \$100 each
- Exclusive, 4 hours of exclusive, non-conflicting exhibit hall time for attendees
- Networking opportunities that include exhibit hall events, receptions, and refreshment breaks
- Complimentary company listings in pre-conference attendee marketing brochures (subject to print deadlines)
- Company listing and 50-word description in BusinessLeaderNW Exhibitor's Directory (subject to print deadlines)
- 8' high draped back wall, 3' high draped sidewalls, 7" x 44" ID sign, 6' draped table, 2 chairs, wastebasket.
- 24-hour exhibit hall perimeter security - Although all reasonable measures are taken to secure the exhibit hall, individual booths and materials contained within exhibit booths are the responsibility of the exhibitor.

Booth Assignment:

Booth space will be assigned on a first-come-first-serve basis. If your choice of space is not available, the closest space to your original selection will be assigned. No guarantees are made with respect to booth location. BusinessLeaderNW reserves the right to make changes to booth configurations, assignments, and scheduling.

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