



Oregon Professional Educator Fair

EXHIBITOR INFO AT-A-GLANCE

Wednesday, April 10, 2024 | 9:00 am - 3:00 pm
Oregon Convention Center | Portland, OR

Where

The Educator Fair will take place in Halls D/E of the Oregon Convention Center, 777 NE Martin Luther King Blvd, Portland, OR 97232

When

The Exhibit Halls for OPEF are open Wednesday, April 10 from 9:00 am to 3:00 pm.

Exhibitor Move-In Times:

Tuesday, April 9 from 3:00 to 5:00 pm

Wednesday, April 10 from 7:30 to 8:30 am

(Large booths and vehicles will be contacted to schedule move-in times)

Exhibitor Move-Out Times:

Wednesday, April 10 from 3:00 to 6:00 pm

(No early move-outs allowed!)

What is Included

Each 10'x10' space includes: 8' high teal/white backwall drape, 3' high teal side rail, (1) 8' table skirted in black, (2) side chairs, ID sign, 5-amp electrical connection, Wi-Fi, and (2) recruiter registrations. Note: halls are not carpeted.

PLEASE NOTE:

All booth equipment must be set within the boundaries of the booth size purchased. Booths will be set side-by-side (10'x20', 10'x30', 10'x40' etc.) without center side rail unless a square set is requested (i.e. 20'x20' for four booths).

To make arrangements for additional electrical or services provided by OCC see: www.oregoncc.org/en/Exhibit.

Fern Expo/Decorator

Fern Expo is the contracted show decorator and can assist with optional equipment orders including extra tables or counters, carpet, shipping, signage, or frames to hang signage at the front of the booth. Fern Expo will distribute an Exhibitor Kit via email to the main point of contact. Any shipments to the advance warehouse or to show site should be coordinated through Fern.

Parking

Items may be loaded in through the loading dock or elevators from the OCC parking garage. Plan to hand carry in your display items or bring your own cart, hand truck or wagon. See the following links for details.

<https://www.oregoncc.org/en/attend/parking-directions>

<https://www.oregoncc.org/exhibit/load-load-out>

Badge Information – Exhibitor Will Call

Each 10'x10' booth registration fee includes two recruiter registrations. Badges are interchangeable for use in hall or interview spaces. Badges will be issued in organization name only (not in individual names) to facilitate badge sharing for part-time shifts. On Wednesday, badges will need to be transferred at **EXHIBITOR WILL CALL** in the registration area. Just turn in the district badge for the next shift to pick up.

Number of registrations/recruiter badges included with each booth or Interview Room:

1 booth = 2 recruiter badges	5 booths = 10 recruiter badges
2 booths = 4 recruiter badges	6 booths = 12 recruiter badges
3 booths = 6 recruiter badges	Interview Rooms = 14 recruiter badges
4 booths = 8 recruiter badges	<i>Note: badges allow access to halls/rooms</i>

Additional badges are available for purchase.
Just log back into the registration system to add.

Interview Options for Exhibiting Organizations

- 1. Interview Spaces:** Small booths will be available in meeting rooms near the exhibit hall. These semi-private booths include 8'x8' space, black 8' high backwall and side drapes, (1) 6' table skirted in black, (3) side chairs, and an ID sign.
- 2. Interview Rooms:** Districts may opt to rent a designated meeting room adjacent to the exhibit halls which includes directional signage, check-in table outside room with skirted table and (2) chairs, one electrical connection, and (14) recruiter badges. Rooms vary in size. Most rooms will accommodate up to (12) 6'x30" tables with 2-4 chairs each. Seating will be available outside the meeting rooms for those waiting for interview appointments. Furnishings are provided by OCC. Linens or skirting are not included on tables inside Interview Rooms. Arrangements for linens may be made through OCC for an additional cost (approx. \$15 per table) or by contacting karen@oregoneducatorfair.org.
- 3. Interview Tables in Exhibit Hall: NEW THIS YEAR**
Small Districts (less than 1500 students) may reserve a 4' skirted table that will be located in a designated area in the Exhibit Hall. This option includes two chairs and a small ID sign.

Advertise in the Candidate Resource Guide

The Candidate Resource Guide is the onsite program full of "must have" OPEF information. It is printed and distributed onsite as well as sent to candidates prior to the April 10, 2024 event. Advertise in the Guide to highlight your district, drive candidates to your booth and maximize your presence at OPEF. Log into the registration system to purchase your ad and follow instructions to submit your ad artwork.

Advertising Deadline: March 11, 2024

Hotel Info

Hyatt Regency Portland

375 NE Holladay Street, Portland, OR 97232
971-222-1234

Support OPEF and book your room today at the Hyatt Regency Portland adjacent to OCC.

OPEF's special room rate is \$194 and the deadline is March 18, 2024.

Book online at <https://www.hyatt.com/en-US/group-booking/PDXRP/G-KN7Z>. Rate includes guestroom Wi-Fi and fitness center access. Overnight self-parking is currently \$20 or \$36 for valet. The Hyatt is located on the MAX line and close to I-5.

QUESTIONS? Email karen@oregoneducatorfair.org