

# 2019 Southern Oregon Trade Careers Expo

**Exhibitor Registration (no fee)** Please include a list of career opportunities/locations with your company. Coffee, snacks, water and lunch are provided.

The Southern Oregon Trade Careers Expo September 26, 2019, Canyonville at 7 Feathers Convention Center has both inside and outside spaces available (limited inside). If staying overnight, call 7 Feathers Convention Center 888-677-7771, each guest-room has a 12% (subject to change) occupancy tax per night. Rooms are non-smoking unless otherwise noted. Guest-room block will be held through **Wednesday, 9-11-19**. Any non-reserved rooms will be released after this date. **Please refer to SO. OREGON TRADES & CAREERS EXPO 2019 when making reservations.** Please note below how many rooms you may need and date(s) as Seven Feathers reserves the right to reduce room block due to poor pickup. Rates are based on single/double occupancy, \$5 additional per person for triple and quadruple. You must make your own reservations and pay for your own stay.

Inside exhibitor space is approximately 8' x 6', and will include a table and two chairs (no cover/drape/pipe). Notify us if more chairs are needed.

Outside exhibitor space is available for heavy equipment or activities that need more room. If you are not able to bring your own table please notify us. All exhibitors will be required to wear name badges that will be distributed at registration. Coffee, water, snacks and lunch will be provided for all exhibitors. **PLEASE REGISTER ASAP for planning purposes and be included in all promotional materials.**

**Early Set-up:** September 25, 2019, 4:00 pm - 6:30 pm (*with prior notice*)

**Registration and Set-up:** September 26, 2019, 7:00 am (please be ready for Jr & Sr HS students by 8:30 am, students leave by 1:00 pm; veterans and public/private referrals begin at 1:15-3:30 pm).

**Tear down:** Immediately upon completion of the event (by 3:30 pm)

<b>Business Name :</b>	<b>Contact Name :</b>
<b>Address:</b>	
<b>Representative/Contact Information (phone and email address):</b>	
<b>Please list the Name(s) of Attendees:</b>	
<b>Number of rooms _____ : 9/25/19; _____ 9/26/19; _____ and/or 9/27/19 _____</b>	

**Power Needed?** (Check one)  YES  NO NOTE: If yes, please bring your own power cords.

**Location(s)** (Check all that apply)  Inside  Outside NOTE: Outside space may not be covered.

Please check the box(s) for the area you will be participating in.

<b>Booth</b>	<b>Hands-on Activity</b>	<b>Heavy Equipment</b>	<b>Utilities</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a brief description of your presentation. If you are bringing equipment, please list the machinery, indicate if stationary or moving equipment, and specify if there will be an operator for the moving equipment:

The above information can also be listed on a separate sheet.

Please e-mail your registration to: [christie.meacham@odot.state.or.us](mailto:christie.meacham@odot.state.or.us); questions call Christie Meacham 541-957-3698

**SPACE IS LIMITED. PLEASE REGISTER EARLY for planning purposes.**