

Glenn Brown

From: Kerrie Mullaney <kerrie@socialenterprises.net>
Sent: Thursday, March 19, 2015 4:08 PM
To: Glenn Brown
Subject: Portland General Electric's Diversity Summit 2015 // Exhibitor Confirmation

Hi Glenn,

Your organization has been selected to participate as an exhibitor at the 2015 Diversity Summit at the Oregon Convention Center on April 7. We have secured a spot for you in the Exhibit Area. Please read through the email in its entirety as it includes key details on the set up/break down of the exhibit booth.

Each exhibitor space is equipped with the following items

- o 6 foot table, draped with linens for your display
- o Two chairs
- o Nameplate hanging on the drape behind with your organization's name

If you need materials such as easels, electricity, a/v, high speed Internet, etc., Order directly through the convention center. Please enter your company name when it asks for Booth Number, and do not put any spaces in the text box.

Depending on your space needs, you may be partnered with another group to share a table. Please let us know if you or your onsite exhibitor representatives have special needs and/or access issues that may influence the placement of your organization in the exhibit area.

Exhibitor Load-In

- Exhibitor set-up time is on Monday, April 6th from 2 - 5 p.m. at the Oregon Convention Center, 777 Northeast Martin Luther King Junior Boulevard, Portland, Oregon 97232
- You may hand carry items at the Oregon Ballroom entrance on MLK Jr Blvd. There is a pullout area on MLK near Holladay that you can use, but please do not park here or you could be ticketed.
- Parking is available at the Oregon Convention Center underground parking garage for \$10/day. Entrances are at 1st Ave or Lloyd Blvd. Take the elevator to the first floor and follow signs to the Oregon Ballroom.

Exhibitor Load-Out

- Exhibitor load-out occurs from 6:00 - 7:00 p.m. on April 7.
- You are responsible for fully tearing down your booth space

Please do not tear down your booth space until 6:00 pm for our Evening Reception in the Exhibit Area

Important Notes

- We will be distributing an Exhibitor Passport to attendees so bring a stamp/pen to mark off visitors to your booth.
- We encourage that you use sustainable materials and limit handouts. View our green exhibit guidelines at the end of this document for more information.
- Although security guards will be present, as a safety precaution, it is not recommended that you leave valuable items (i.e. laptops, tablets, electronics) at your booth unattended.
- The PGE Diversity Summit and Oregon Convention Center are not responsible or liable for lost or stolen items.

Shipping

- If you require and shipments directly to the convention center, DWA Trade Show & Exposition services will deliver your venue shipments to your booth space. Please do not schedule your shipments to arrive before April 6, 2015.

o Please address your packages as follows:

YOUR COMPANY NAME

C/O DWA Trade Show & Exposition Services

Oregon Convention Center

777 NE Martin Luther King Jr Blvd

Portland, OR 97232

Exhibitor Registration

Exhibitor Representatives listed during your application process will be registered through EventBrite for the two "Exhibitor Only" passes. These representatives will need to check in at the Registration Desk to obtain nametags the morning of Thursday, April 7.

If anyone from your organization would like to attend the full Summit program – tickets are available to nonprofits for the discounted rate of \$139 and for-profit rate of \$249. Register online here: <http://pgediversitysummit.com/register/>

Best,
Kerrie

Kerriann Mullaney
2015 Diversity Summit
503.226.2377 Portland
kerrie@pgediversitysummit.com

Glenn Brown

From: Eventbrite <orders@eventbrite.com>
Sent: Tuesday, March 24, 2015 2:15 PM
To: Glenn Brown
Subject: Your Ticket for PGE Diversity Summit 2015
Attachments: 13539959383-408927787-ticket.pdf

Eventbrite

Find events My Tickets

Hi TBD, this is your order confirmation for PGE Diversity Summit 2015

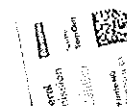
Organized by Portland General Electric (PGE)

Kaylee Wolf got this ticket for you

Here is your ticket



Mobile Tickets



Paper Tickets

Open the email attachment
or download here

Message from Portland General Electric (PGE)

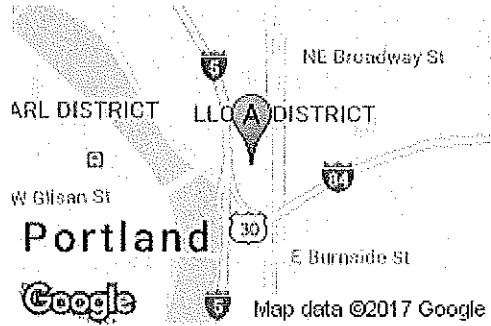
Thank you for registering! Keeping our mission of sustainability in mind, a printed ticket is not required to gain admission. Check in at registration with your first and last name to receive your name badge that will gain you access to your registered events.

Have a question? Contact the organizer at kaylee@socialenterprises.net

About this event

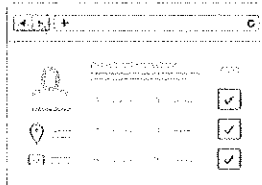


Tuesday, April 7, 2015 from
7:30 AM to 6:00 PM (PDT)
Oregon Convention
Center
777 NE Martin Luther King
Jr Blvd
Portland, OR 97232



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