

## Glenn Brown

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**From:** Brenda Dittrich <bdittrich@hmccoregon.com>  
**Sent:** Wednesday, October 15, 2014 4:55 PM  
**To:** Brenda Dittrich  
**Cc:** MaryAnn Potter; Gale Castillo  
**Subject:** Exhibitor Info - HMC Employment & Business Fair  
**Attachments:** LoadDockRegs.pdf

Dear Exhibitor:

Thank you for participating in the Hispanic Metropolitan Chamber's *Employment & Business Fair*.

**Date:** **October 30, 2014**

**Time:** **1:00 p.m. to 4:30 p.m.**

**Place:** **Oregon Convention Center – Portland Ballroom**

Listed below are the details for the event:

- The Business Fair will take place in **Portland Ballroom** at the Oregon Convention Center. All booths must be set up by 12:00 p.m. SHARP for the fire marshal walk through.
- Exhibitors can start setting up at 11:00 a.m. the day of the event. The preferred method for unloading, if you have light or small displays, is by carrying your items into the exhibit hall through the main entrance. For larger displays, please use the loading dock area located between Lloyd Blvd and First Street. You will be using Bay #1. For smaller loads you can either use the curb cutout along MLK Jr. Blvd. or Holladay streets. Please see attached diagram.  
If you are using the dock area, please unload your materials and move your car as quickly as possible. Any vehicles parked in the loading dock area after 1:00 p.m. will be towed per order of the Fire Marshall. Exhibitors are responsible for bringing their own hand carts. For show continuity, booths cannot be taken down before 4:30 p.m.
- All booths must be confined to 10' x 10'. Nothing can be placed in the aisles. No candles, helium balloons or open flames are allowed. The display tables are 8ft and one will be assigned per company, with two (2) chairs per table and two (2) small bottles of water. Banners must be contained within your booth. S-Hooks will be provided if you need them.
- Exhibitors are responsible for ordering and paying for all their utilities (electricity, internet connection, booth cleaning, vacuuming, etc.) through the Convention Center Service Desk at [ServiceDesk@oregoncc.org](mailto:ServiceDesk@oregoncc.org) or by calling (503) 235-7578. You can also order your services online at <http://oregoncc.org> and follow the "Exhibitors" tab. Additional signage and decorating services can be ordered through Marvin Johnson of Pacific Exposition and Decorating Company by calling (503) 417-8000 or [Mjohnson@pacificexposition.com](mailto:Mjohnson@pacificexposition.com)
- Three (3) Interview Areas will be available for one-on-one interviews.
- No outside food or beverage may be brought on the premises.
- Parking will be the responsibility of the participants and attendees. The Oregon Convention Center has an onsite parking garage between Lloyd Blvd and First Street. Parking is \$10.00. There are several lots

located within 1-2 blocks of the Convention Center as well as street parking. For directions and additional parking information please refer to the following link: <http://www.oregoncc.org/directionsandparking/parking/>

If you have any questions or need further assistance, please call me at, (503) 222-0280 or by email at [bdittrich@hmccoregon.com](mailto:bdittrich@hmccoregon.com)

Thank you for your participation and attention to these details. We are looking forward to a productive Business Fair.



***Brenda Dittrich***

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