

## Exhibitors\*

Oregon Business Information Center  
Oregon Workers' Compensation Division  
Portland Bureau of Licenses  
Society of Enrolled Agents  
Internal Revenue Service  
Multnomah County  
Oregon-OSHA  
Construction Contractors Board  
Preferred Worker Program  
Oregon Department of Revenue  
Clackamas Community College SBDC  
Portland Community College SBDC  
Oregon Employment Department  
SCORE  
PCC Computer Education Department  
Women Entrepreneurs of Oregon  
Mt. Hood Community College SBDC  
Small Business Administration  
... and more!

### This year's co-sponsors are:



This is the 13<sup>th</sup> Annual Oregon Small Business Fair, a free event for small-business owners and those thinking about becoming small-business owners to get free counseling on topics critical to them.

Information booths will be staffed by agency representatives.

Agency and organization representatives have contributed many hours to make this fair a success. Join us at the Oregon Small Business Fair.

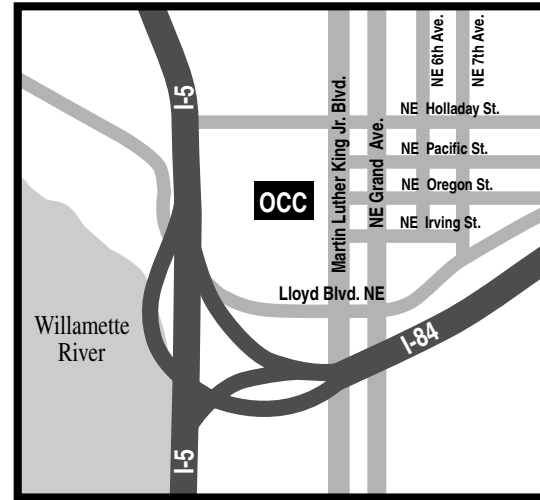
## Questions about the fair?

Phone: (503) 329-4260  
Fax: (503) 947-7718  
E-mail: [linda.e.repp@state.or.us](mailto:linda.e.repp@state.or.us)  
Visit [www.oregonbizfair.org](http://www.oregonbizfair.org).

## Come see us in Medford Southern Oregon Business Resource Fair

Oct. 14, 10 a.m.-4 p.m.  
Phone: (541) 776-6060, ext. 233  
E-mail: [Ainoura.Oussenbec@state.or.us](mailto:Ainoura.Oussenbec@state.or.us)

Food service will be available at the fair. You're welcome to bring your lunch to any of the noon workshops.



### NEW LOCATION!

**Oregon Convention Center**  
777 NE Martin Luther King Jr. Blvd.  
Portland, OR 97232  
(503) 235-7575

**On-site parking is available. The maximum daily rate to park is \$8.**

### Directions to OCC

**I-5 Northbound:** Take the Rose Quarter, Broadway/Weidler Street Exit (Exit 302A), turn right onto Weidler, and right onto Martin Luther King Jr. Boulevard.

**I-5 Southbound:** Take the Rose Quarter/City Center Exit (Exit 302A), cross Broadway, turn left onto Weidler, and right onto Martin Luther King Jr. Boulevard.

**From I-84:** Take the Lloyd Boulevard Exit (Exit 1), and stay on Lloyd Boulevard all the way to the convention center.



*Information you can use*

**Sept. 16  
Saturday  
8 a.m.-3 p.m.**

At our new location:

**Oregon Convention Center**  
777 NE Martin Luther King Jr. Blvd.  
Portland, Oregon

*Sponsored by your government and local business organizations*

**FREE ADMISSION**

\*Subject to change

# SCHEDULE OF EVENTS\*

**8:30 a.m.**

**How do I turn my dream into reality?**

Considerations and options as you develop your idea for your own business.

**SCORE** *Also at 2 p.m.*

**What form of business is best for you?**

Discussion of legal entities — corporations, LLCs, partnerships, sole proprietorships — and which option is best for you.

**Local lawyer**

**Understanding business licenses, taxes, and regulations**

An overview of permits, licenses, and tax regulations for businesses.

**Panel presentation — IRS, Department of Revenue, City of Portland, Multnomah County, and Employment Department**

*Also at 2 p.m.*

**Home business ... home office ... tax issues**

Are you aware of tax issues affecting your home business?

**IRS education unit**

**9:45 a.m.**

**Web site magic**

How to design and operate the perfect Web site.

**Local expert**

**Money ... how can I get it for my business?**

Business-loan basics and what to expect.

**Panel — Local banker, Small Business Administration Resource Capital Center, Oregon Economic and Community Development Department**

**Do you need a business plan?**

Learn what a business plan can do for you.

**Tim Berry — Palo Alto Software**

**The art of selling**

How to sell yourself and the products and services of your business.

**Local expert**

**11 a.m.**

**Bookkeeping application — QuickBooks™**

Tips on how to use QuickBooks software for fast, easy bookkeeping.

**Small Business Development Center instructor**

**Obtaining and protecting your business name**

Clearing confusion about business names; how to protect your business name.

**Oregon Corporation Division and local lawyer**

**The future of business**

A look ahead by one of Oregon's best-known futurists.

**Thomas Jones**

**Marketing your small business**

When and how to market your business.

**Local expert**

**Noon**

**How to advertise your business**

Let the world know you're in business — advertise!

**Local expert** *Also at 1 p.m.*

**What a Small Business Development Center (SBDC) can do for you**

Need help starting a new business or building your existing business?

**Small Business Development Center counselor**

**Legal preventive medicine**

Staying out of legal hot water and what to do when you're in it.

**Local lawyer**

**Record keeping**

Generate a monthly profit-and-loss statement by tracking your income and expenses.

**Small Business Development Center instructor**

**1 p.m.**

**Controlling your advisers**

What you should know before hiring a lawyer, accountant, or bookkeeper; how to get the best price.

**Local lawyer**

**E-commerce**

What it takes to reach customers and vendors on the World Wide Web.

**Local expert**

**Tips for construction contractors**

What every contractor should know when operating a business.

**Local expert**

**How to advertise your business**

Let the world know you're in business — advertise!

**Local expert** *Also at noon*

**2 p.m.**

**How do I turn my dream into reality?**

Considerations and options as you develop your idea for your own business.

**SCORE** *Also at 8:30 a.m.*

**Cash flow or no?**

Tools to help you evaluate the success of your business.

**Local CPA**

**Importing or exporting?**

In an age of international markets, it is important to understand the ins and outs of importing and exporting.

**Small-business international trade office**

**Understanding business licenses, taxes, and regulations**

An overview of permits, licenses, and tax regulation for businesses.

**Panel presentation — IRS, Department of Revenue, City of Portland, Multnomah County, and Employment Department**

*Also at 8:30 a.m.*

**\*Schedule subject to change**