



GOVERNOR'S MARKETPLACE CONFERENCE

2019 EXHIBITOR AND SPONSOR GUIDE

March 20-21, 2019

Salem Convention Center

200 Commercial Street SE, Salem, OR 97301

[Map and Directions](#)

Free Parking Options:

- [Salem Convention Center](#) – Limited Underground Parking. Enter from Liberty Street.
- [Liberty Parkade](#) - Parking Garage is one block southeast from The Grand Hotel. Enter from High or Liberty Streets.
- Other Free [Parking Options](#)

TWO-DAY CONFERENCE

Wednesday, March 20, 2019

Conference Time: 11:30am to 5:00pm

Attendee Check-In Opens: 11:00am

Check in is located on the second floor

Thursday, March 21, 2019

Conference Time: 8:00am to 3:00pm

EXHIBITOR Check-In Opens: 7:00am

Check in is located on the main floor

**Exhibitor Fair on this day only*

Frequently Asked Questions & Useful Information

EXHIBITOR FAIR – MARCH 21 ONLY

Exhibitor Fair will be located on the first and second floors of the Salem Convention Center. Exhibitors will be mapped out for your convenience into four categories: Public Contracting, Capital Partners, Business Resources, Private Firms & Prime Contractors. *Exhibitor Fair will be closed during Continental Breakfast and Luncheon.

LOAD-IN

Volunteers will be available at two convenient locations to assist you with loading in your Exhibiting items.

Locations: Front of The Grand Hotel, enter from Liberty Street and Porte Cochere, enter from Commercial Street. Please see the [Load-In Map](#).

EXHIBITING DETAILS

- Complimentary Wireless Internet is available throughout the Conference Center.
- The exhibit area will have power strips. If you require power, please bring a 3-prong extension cord.
- Exhibitor tables are 6 ft., includes linens, and will have 2 chairs.
- There will be a table stand with your organization's name prominently displayed.
- Please do not attach displays or other material to walls or ceilings.

I REGISTERED AS AN EXHIBITOR TO RESERVE A TABLE(S), DO I NEED TO DO ANYTHING ELSE?

[If you registered through our Google form, all of your attendees should have been registered at that time. If not, please see instructions below to register your Attendees]

Yes, here is some important information:

- Your Exhibitor registration ONLY reserves exhibiting tables(s) and you as an Attendee. You must have each additional Attendee register individually. Group registrations are not available.
- Please provide your Exhibitor attendees with the [Registration](#) link.
- Attendees should register as “**Attendee (State Agencies, Exhibitors)**” to waive the fee.
- If you are a **non-sponsoring** Exhibitor, you may register up to four Attendees for the conference.
- If you are a **Sponsor** Exhibitor, please register up to the number of Attendees you receive under your level of sponsorship.
- All Attendees are welcome to register for both days, however, exhibiting is only on March 21.

I'M NEW TO GOVERNOR'S MARKETPLACE AND HAVE QUESTIONS ABOUT EXHIBITING

Please send an email to ebe.manager@oregon.gov with questions you may have or to schedule a brief one-on-one conversation by phone.

LATE CHECK-INS AND EMPTY TABLES. Please have your **Exhibitor table(s) set up by 7:45am**. If Exhibitor table is empty at 8:00am, the table will be removed or provided to another registered Exhibitor.

STAFF EXHIBITOR TABLES UNTIL 3:00PM. Exhibitors are required to have a representative at each table throughout the day until 3:00pm, with the exception of Continental Breakfast and Luncheon.

WHAT DO I GET WITH MY EXHIBITOR REGISTRATION?

- Exhibitor registration for March 20 includes access to all educational sessions. Appetizers provided.
- Exhibitor registration for March 21 includes access to all educational sessions, keynotes, Continental Breakfast and Luncheon are included.
Welcome & Continental Breakfast | **Keynote: Governor Kate Brown** | 8:00am
Inspiring Luncheon | **Keynote: Stephen Green** | 12:00pm
- Educational Sessions are geared for the businesses in attendance, however, we find that non-business owners add great value to the sessions with their knowledge in specific areas. It's also a great opportunity to learn more about other agencies and organizations as they present their information. Feel free to sit in any session.

NEW FEATURE– MOBILE APP [Available in March]

Dramatically enhance your efficiency, mobility, and networking before, during and after the conference! With our Mobile App, everything about the conference is available and accessible. You'll have instant access to the schedule, session materials, contact information for presenters and more!

HOW MANY ATTENDEES ARE YOU EXPECTING?

We anticipate approximately 1200 over the two-day conference.

WHAT SHOULD I BRING?

- Upcoming projects/opportunities handout
- Business cards/contact information
- Retractable banners/displays
- Other relevant material

WHAT SHOULD I WEAR?

Business casual is suggested.

HOTEL ACCOMODATIONS

For overnight accommodations:

- [The Grand Hotel](#) is directly connected to the Salem Convention Center, located at 201 Liberty St. SE. Please mention the Governor's Marketplace to receive a discounted rate of \$139.00 plus taxes. Limited number of rooms available. To make a reservation, call 503.540.7800.
- [Phoenix Inn Suites](#) is located on Commercial Street, 8-10 minutes from the Salem Convention Center. They offer Government and Corporate rate. To make a reservation, call 503.588.9220
- For other Hotel locations, please visit: [Travel Oregon](#)

We truly hope to provide you with the most valuable educational sessions, new connections and a memorable experience at the Governor's Marketplace. –

Governor's Marketplace Planning Committee 2019

Questions? Please email your inquiry: ebe.manager@oregon.gov