



Oregon Association of Minority Entrepreneurs

2130 N Kilpatrick St #17408 • Portland, OR 97217
(503) 249-7744 • oame@oame.org • www.oame.org

Parking: [Click here for parking and directions](#)

IMPORTANT: You must check in at the OAME check-in area before you go to your booth.

Wednesday, May 6:

- Pre-Set up: 12:30 p.m. to 6:00 p.m.
 - Before loading in, please check in at the loading dock or at the entrance door of Hall D
 - [Click here for Exhibitor Unloading/Loading Directions](#)

Thursday, May 7:

- Setup: 7:00a-9:30a (See loading dock details above)
- Trade show hours: 10:00 a.m. - 3:00 p.m.
- Luncheon: 12 noon - 1:30 p.m. The tradeshow area will be closed and secured during the Luncheon.
- Load-Out: 3:05 p.m.

Exhibitor Booth & What's included:

- 10'X10' booth (unless you ordered a larger booth size)
- Colors are Red and Gold with Grey Isle carpet
 - 8'high drapery along the back of the booth - 3' high drapery on two sides
- One 8' draped table w/ 2 chairs
- 1 company identification sign, 7 inches by 44 inches



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Event Ordering Services:

ORDERING Exhibitor ordering is easy through OCC's online Exhibitor Service Center. To order, scan the QR code or visit oregoncc.org/exhibit and click "order now". If you have a special request, please email our exhibitor service desk at occehibitorservices@edlen.com or call 503-731-7918.



To order, scan the QR code or visit oregoncc.org/exhibit and click "order now".

[Click here to order the following OCC Services](#)

- Electrical – Macy Zhukov – mzhukov@edlen.com
- Booth Cleaning & Porter Service
- Internet, telecommunications & Networking
- Audio Visual

Additional Services:

- Furnishings
- Carpet
- Graphics

Please email FERN Exhibitor Services, Alicia Winters. awinters@fernexpo.com

Important Action Steps:

- Email Alicia that you are an OAME Exhibitor who wants to order additional services.
- Alicia will manually enter your email into their OneView ordering system
- You will receive an email from OneView, whereby you can set up an account to place your order.



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Sustainability Policy:

[Click here for the OCC Sustainability Guidelines](#)

The Oregon Convention Center has a hard and fast sustainability policy. The bottom line is if it is not considered sustainable (like Styrofoam), take it with you upon leaving. And place sustainable discards in their recycling bins.

Trade Show Booth Etiquette Overview:

Are you a first time Trade Show exhibitor or perhaps you want to brush up on your Trade Show etiquette? OAME has an upcoming networking meeting that will go over Trade Show do's, don'ts, etc.

- Mark your calendar for April 24, and click on the link below to find out more details:
[OAME Coffee & Issues Networking Meeting - Trade Show Etiquette](#)

Program Agenda:

10:00a: Trade Show Opens

11:40p: Call to be seated for Luncheon

12:00p: Call to Order & Orientation

Presentation of Awards

Tim Knopp, Chief Prosperity Officer

Panelist

- Angel Medina, Founder of Republica & Co.
- Cornell Wesley, Prosper Portland
- Jill Sherman, Co-Founder of Edlen & Co.

1:20 - Closing

1:30 – End of Luncheon – Return to Trade Show Exhibits

3:00 – Trade Show Ends

Thank you for supporting OAME – I'm here to assist - Della Shanley – dellas@oame.org - 971.242.3441