



CAREER EXPO 2008

October 13, 2008

Dear Exhibitor,

Partners in Education of the Green Bay Area Chamber of Commerce invites you to participate in the 16th Annual Career Expo scheduled for **Tuesday, December 2, 2008**, at Shopko Hall.

Join Partners in Education and over 100 area businesses and professional organizations in promoting career awareness, career planning and future employment opportunities in the Greater Green Bay Area. Nearly **5,000** area sophomores from over **20** school districts will be in attendance to learn, discuss and interact with representatives from your group. The Career Expo is an ideal way to generate interest in your career and workplace.

Registration in the Career Expo is **free** for all exhibitors and attendees. Rental of any equipment you may request in the setup of your booth can be provided for a small fee. Enclosed you will find prices for equipment rental and a registration form. Your response is requested by **Friday, November 7, 2008** to secure your booth space.

Partners in Education needs you to join us on December 2 to share your career options with students. This is your opportunity to excite young people about working in your industry in the future. Please call me if you have any questions or would like more information. I can be reached at 593-3408 or by e-mail at bjohnson@titletown.org

Sincerely,

PARTNERS IN EDUCATION

Brian H Johnson
Career Education Manager





Career Expo 2008 **EXHIBITION REGISTRATION**

TUESDAY, DECEMBER 2, 2008, 8:00 to 2:30 Shopko Hall

Business Exhibitor: _____

Contact Person: _____

Address: _____

City _____ State _____ Zip _____

E-mail: _____

Web Address: _____

Phone: _____ Fax: _____

Company Overview (1-2 sentences): _____

Booth Size: 10 x 10 10 x 20 Other: _____

Setup time: Monday (12:00 – 6:00) Tuesday (Before 7:30)

Booths are strongly encouraged to be interactive/simulated and educational to attract the most interest and participation. Please describe the activity or demonstration you will be doing.

The free booths include side and back drapes only and **DO NOT INCLUDE** the following items. If you need any of the following items, they may be rented from Shopko Hall at the rates listed. If you own these items, you may bring them to Shopko Hall. **Your organization will be invoiced after the event for items rented or requested the day of the event.** Please indicate if you will be bringing your own equipment.

Items Available For Rent	Reserved Prior to 11/07/2008	Reserved After 11/07/2008	Quantity	Sub-total
Carpet	\$35 per 10 x 10	\$75 per 10 x 10		
Cloth Draped Table (2 1/2' x 8')	\$40	\$80		
Metal Folding Chair	\$5	\$15		
110 V Electricity	\$40	\$80		
Internet (Hard Wire)	\$150	\$150		
Internet (Wireless)	\$200	\$200		
I will bring my own equipment _____			Total	

Other Special needs: _____



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Career Listings

Prior to attending the expo, students will be provided with a listing of exhibitors and the career clusters they represent. Please check all career clusters represented by your company. Please note that careers DO NOT need to be limited by your primary service/product. For example, you may manufacture widgets but still represent finance and marketing careers.

Agriculture, Food & Natural Resources	Hospitality & Tourism
Architecture & Construction	Human Services
Arts, A/V Technology & Communications	Information Technology
Business, Management & Administration	Law, Public Safety, Corrections & Security
Education & Training	Manufacturing
Finance	Marketing, Sales & Service
Government & Public Administration	Science, Technology, Engineering & Mathematics
Health Science	Transportation, Distribution & Logistics

Lunch

We will once again be offering a designated lunch period for exhibitors that will have no students. To prevent you from having to leave the building, you can order a box lunch through PMI, the exclusive caterer for Shopko Hall. Please indicate your lunch choices below for all staff. Your organization will be invoiced after the event. **Please note that box lunches must be preordered and will not be available for order the day of the event.**

Item*	Qty	Rate	Sub-total
Ham on a sub roll with lettuce and tomato.		\$11.00	
Turkey on a sub roll with lettuce and tomato.		\$11.00	
Roast Beef on a sub roll with lettuce and tomato.		\$11.00	
*Sandwiches served with beverage, chips, fresh fruit and a cookie.		Total	

Thanks for Asking

Each exhibitor will be provided "Thanks for Asking" coupons to be given to inquisitive students. If they impress you with their questions, reward them with a coupon. The students can submit coupons for door prizes by placing them in the "Thanks for Asking" box at the Shopko Hall entrance. The success of the "Thanks for Asking" proposal needs your help by your organization donating a door prize(s) to be awarded to deserving students. Door prizes should be given to the Partners in Education staff at the Show Office at the front of Shopko Hall the day of the event. Your organization will be recognized for your participation.

Will you donate a door prize? Yes Maybe Next Year

Please complete and return the exhibition registration with your career listings by Friday, November 7, 2008 to:

Brian Johnson
 Green Bay Area Chamber of Commerce
 PO Box 1660
 Green Bay, WI 54305-1660
 Phone: 920-593-3408
 Fax: 920-593-3453

