



8-14-2017

Dear Exhibitor,

We invite you to participate as a resource fair exhibitor in the 19th Annual **Shoulder to Shoulder (StS) Conference**, to be held **October 30, 2017** at the Red Lion Hotel on the River in Portland. We expect approximately 700 attendees from around the state including: foster and adoptive parents, CASAs, caseworkers, social workers, lawyers, judicial officers, citizen review board members (CRB), mental health professionals, medical professionals, and others who impact the lives of foster and adopted children. We hope you will join us as an exhibitor at the Conference.

To maximize conference participant engagement with exhibitors, we will be including several activities to promote traffic to tables. Conference participants who engage with exhibitors will also be entered into a drawing for a free scholarship for next year's conference. Thus, we strongly encourage you to bring a gift basket to raffle to ensure high traffic to your table.

The Conference exhibitor fee per table will be **\$75 for 1 table host and \$100 for 2 table hosts** (an additional \$25 to cover the extra meal). Please note that the exhibitor fee does include a continental breakfast and lunch for 1-2 staff. Electricity can be provided at no additional cost as well.

To register as an exhibitor:

1. Go to the StS Registration Page - <http://stsconference.com/about/sponsors/>
2. Click on the link to "Register/Pay Online"
3. On Universe - Click the Blue "Register" button (please note you do not need to create a Universe account to register)
4. In the first registration window - Click "Have an access key?" and enter "**2017stsExhibitor**" (*it is not case sensitive*) and select "**Unlock**"
5. You will see specific exhibitor table tickets appear. Select whether you want 1 or 2 people to host the table (max 2). *Any additional staff will need to register and pay for the conference.* **To reserve a table – please ONLY select a ticket with Exhibitor Table in the title.**

After registering as an exhibitor, you will receive an email confirmation with all applicable conference information. On the morning of the event, exhibitors may begin table set up at 7am with event registration to follow at 7:30am. Exhibitors may take down their table any time after 2pm.

Please feel free to contact me with any registration or event questions: erin.draper@providence.org or 503.215.2429. For more information about the Conference and the excellent training opportunities it will provide, please visit the website as well: www.stsconference.com. We look forward to seeing you!

Sincerely,

Erin Draper

Community Resource & Outreach Specialist
Swindells Resource Center
503-215-2429



**18TH ANNUAL CONFERENCE
SHOULDER TO SHOULDER CONFERENCE**

**October 30, 2017
7:30 am to 5:00 pm**

Set up at 7:00 am

**Red Lion Hotel on the River
909 N Hayden Island Drive, Portland, OR 97217**

ONLINE REGISTRATION IS AVAILABLE THIS YEAR!

GO TO: <http://stsconference.com/about/sponsors/>

Exhibitor/Sponsor Application

Exhibitor Name _____

Full Address _____

Phone _____ Fax _____

Representative at Conference _____

E-mail _____

Meal Preference: Non-Vegetarian _____ Vegetarian _____

If applicable, 2nd Representative _____

E-mail _____

Meal Preference: Non-Vegetarian _____ Vegetarian _____

Exhibitor Fee : \$75 (one table host) \$100 (two table hosts)*

**Please note that the exhibitor fee does include continental breakfast and lunch for 1-2 staff persons.
Table rental includes table, chairs, linens and electrical.*

Number of tables _____ Electric needed? _____ Number of staff at table _____

Table location preference (we will try our best to accommodate):

No preference _____ ballroom foyer _____ hotel lobby _____

Total Due: \$ _____

Paid by _____ Check # _____

Payment-in-Full Due by October 9, 2017. Please contact Erin Draper at Swindells Resource Center with any additional questions regarding payment: 503-215-2429

Check Payments:

Payable to: Oregon Foster Parent Association (OFPA) / Memo: StS Vendor

Mail application and fees to:

Shoulder to Shoulder c/o Swindells Resource Center

830 NE 47th Avenue

Portland, Oregon 97213