



**May 18, 2011**  
**1:00pm – 4:30pm**  
World Forestry Center

Dear Recruiting Manager,

We would like to invite you to participate as an exhibitor at the **2011 Westside LINK Job & Career Fair** scheduled on **Wednesday, May 18, 2011**. This year we are very excited to have our event at the beautiful and conveniently located World Forestry Center.

The Westside LINK is one of the biggest job fairs on the Westside. This is an incredible opportunity for employers to link together with the strong and well qualified work force on the Westside.

Your fee of \$350 (early bird) includes: We also have a non-profit fee (call for details).

Spacious 8ft x 5ft booth	8' Table with Linens
Two Chairs	Booth Signage
Private Interview Booths away from Fair	Copier and Fax Machine
Computer Center with Internet Access	Snacks and Beverages

We offer both employers and job seekers a wide range of benefits, such as:

1. Exhibitor Marketing

- Your company will be displayed at [www.westsidelink.com](http://www.westsidelink.com) along with a link directing job seekers to your website.
- This link will be live throughout the year.
- Your company will also be displayed on all marketing materials, posters, brochures and mailings. Including Comcast Cable television spots.
- You have an opportunity to purchase advertising in our full color high gloss brochure. This brochure is distributed to all exhibitors as well as all job seekers entering the event. We also offer advertising opportunities for non exhibiting companies.
- You can have company posters and flyers displayed in the Computer Lab and Application Room for all job seekers to view.
- You also can insert any marketing pieces in the Exhibitor Bags.
- One of the quality services we will be providing exhibitors is our "CTR" Custom Targeted Recruitment. This will allow us to do targeted recruitment from over 35,000 registered job seekers in the iMatchSkills system.
- You provide us with your job descriptions two weeks prior to the job fair and we will personally match each and every one of your positions and send out job notifications, email blast and make actual phone calls to assure that you have qualified interested job seekers visiting you at the Westside LINK.

2. Advertising

- We will provide advertising to the community through Comcast Cable television spots, advertising throughout the Portland Metro area as well as advertising in The Oregonian, Argus, NewsTimes, Business Journal and Willamette Weekly.

3. Services on the day of the event

- Concierge service, we will help you unload your vehicle at curbside; take your booth supplies to your booth while you park your vehicle.
- Assist with booth setup if needed.
- An employer lounge providing snacks and drinks.
- Private Interview Rooms will be set up away from the fair to allow you to do on-the-spot interviews.
- A Copy Center providing free copies for exhibitors and attendees as well as fax services.
- A Computer Center with internet access allowing applicants to apply directly to your on-line application system.

**To register or if you have any questions, please contact**

**Marti Spinks, WWCEC Coordinator**  
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503 – 526 – 2750 fax

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