



San Francisco Bay Area Entrepreneurship Conference & Exhibition

Registration Information

Come join over 1300 students from around the world as they “Build Business Bridges” at the 5th Annual Bay Area Conference and Exhibition. Oral Competitions and Student Workshops fill Day 1. Students will meet business leaders from the San Francisco Bay Area both as judges and as workshop presenters. It’s a great networking opportunity! Day 2 will host the massive exhibition and awards ceremony. In your down-time, you are just steps away from the BART Train to San Francisco where you can explore the City.

COME JOIN US by the Bay!



Saturday, March 17, 2018 – Sunday, March 18, 2018

**Oakland Convention Center
1001 Broadway
Oakland, CA 94607**

#veinternational

AGENDA

Subject to change

Date	Information
Saturday, March 17, 2018 8:00 am to 3:30 pm	Registration, Oral Competitions and Student Workshops
8:00 a.m. – 2:30 p.m.	Registration – Oakland Convention Center Lobby
8:30 a.m. – 2:00 p.m.	Oral Competitions – Check-in Oakland Convention Center 2 nd Floor OCC Room 208
9:00 a.m. – 12:00 p.m.	Workshops – Oakland Convention Center Lower Level Grand Ballrooms A-F
Sunday March 18, 2018 7:30 am – 3:00 pm	Exhibition
7:30 a.m. - 9:30 a.m.	Exhibition Registration and booth set up
9:30 a.m. - 10:30 a.m.	Keynote Speaker and Opening Ceremony
10:30 a.m. - 1:30 p.m.	Exhibition and Public Trading
1:45 p.m. - 2:30 p.m.	Awards Ceremony
2:30 p.m.	Booth Breakdown

REGISTRATION DETAILS

Registration Fees:

SINGLE BOOTH: \$550 - Booth fee includes 8ft x 10ft Booth, 1 2ft x 8ft Table, 2 Chairs and Electricity.

DOUBLE BOOTH: \$950 - Booth fee includes 8ft x 20ft Booth, 2 2ft x 8ft Tables, 4 Chairs and Electricity.

\$50 early bird discount if payment or purchase order is received by or before February 10, 2018.

In order to complete your conference and exhibition registration process and secure a booth space at the event, please complete these steps by February 20, 2018.

1. Complete the "Conference Registration" form. This form will be available through the teacher portal under firm admin/trade fairs. You must choose your booth from the interactive exhibition floor map to complete the registration. If you are purchasing a double booth, please choose two booths which are next to each other. You will receive email confirmation of your registration
2. Complete your district "Request to Purchase" form which initiates a Purchase Order for the registration fees for the 2018 Bay Area Conference. These forms should have a number assigned to the valid Purchase Order.
3. Attach a copy of your completed "Conference Registration" form and/or email confirmation form to the "Request to Purchase" form, make a copy for your files, and submit to the appropriate person within your district.
4. Payment in the form of a Check or a PO MUST be received by no later than February 10, 2018 to receive the early bird discount.
5. Any cancellation must be made in writing to Jake Stuebbe (JStuebbe@veinternational.org) on or before **January 30** to receive a refund. ***There will be no refunds after that date.***

Booth Specifications (Electricity included)

- 8' deep x 10' wide area x 8' high back x 3' high sides (Double Booths are 20'wide)
- 8' table with 2 chairs (Double Booth has 2 8ft tables and 4 chairs)
- Black pipe and drape and black tablecloth/skirting
- Booths **do not** have Internet capability

EXHIBITION REGULATIONS

Please read all carefully!

Exhibit Setup and Teardown

Setup March 17, 2018 from 7:30 to 9:30 am in the Oakland Convention Center. No early birds! **No adults helping students** set up, no POWER TOOLS (union requirement). Teardown at 2:30 pm after the awards presentation. ***Any company that does not adhere to these guidelines will be disqualified from day-of competitions.***

1. All displays, devices, and decorations that serve to distinguish a company's booth must fit within the 8' deep x 10' wide x 8' high area designated as the booth dimension. No part of the design features may extend above the booth (except balloons) or into the aisle. No booth shall be constructed in such a manner as to obstruct view of adjacent booths (no solid sides or tents with full sides). No glitter or lose sand as it is almost impossible to get out of the carpet.
2. Oakland Convention Center restricts food and beverages in the exhibition. Any samples **MUST** relate to your business. Beverages can be no more than 4 oz. Food tasting samples must be 2 oz or less and be pre-portioned and individually wrapped to follow proper sanitation. Popcorn must be made prior to show and passed out in small bags no larger than 2 ounces. No food or beverage making appliances such as blenders, toaster ovens and chocolate fountains etc. due to electrical limitations.
3. Music or other amplified sounds are **NOT** allowed. Headphones must be used for any music demonstrations.
4. **NO** strobe lights (may cause seizures). Moving displays, motion pictures, slide projectors, TV monitors, etc. must be operated so as not to attract a crowd that would obstruct adjacent exhibitors. No helium balloons.
5. No exhibitor may engage in any activity or employ any individual or device that tends to create unreasonable congestion in aisles. Sufficient space must be provided within the exhibit area and be arranged so that persons watching demos and other activities are contained within the booth. No booth shall be constructed in such a manner as to obstruct view of adjacent booths (no solid sides or tents with full sides).

Failure to abide by these regulations will disqualify participants from Monday competitions and prohibited items must be removed.

Shipping & Receiving

When sending any materials to the Hotel for your event, please use the following address:

Event Manager- Event Delivery
Oakland Marriott City Center
1001 Broadway
Oakland, CA 94607

All boxes must be labeled: Hold For: Name of Group
On-Site Contact
Event Date
Number of Items

All freight shipped to the hotel must be pre-paid. Due to the volume of functions being held in the hotel, we request that packages arrive no more than (3) days prior to the start of your meeting/block. Also, please notify me of the total number of packages being sent and the method of shipping in order to properly coordinate storage and delivery.

Each package shipped to the hotel will be subject to charges. There will be a \$10.00 per box, incoming and \$10.00 outgoing handling charge for all boxes processed by the Hotel. Each pallet or crate delivered to the Hotel is subject to a \$100.00 handling charge. Shipping and receiving hours are 7:00am-4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an additional incoming and outgoing \$10.00 per box handling fee.

Parking Charges

*Self-parking is located at the Oakland Convention Center garage. The Bay Area Int'l Virtual Enterprise Exhibition has contracted to \$22.50 Self-Parking for Overnight guests duration of the event.

CONFERENCE ACCOMMODATIONS

The Oakland Marriott City Center, 1001 Broadway, Oakland, California 94607 is our conference hotel. It will be the headquarters for the Conference and Exhibition and is attached to the Oakland Convention Center.

We have secured a VE block room rate of \$169 per night for two queens or one king plus local taxes.. Only a limited number of queen/queen rooms have been guaranteed. If you do not need two beds, please reserve a king.

CUT OFF DATE: February 22, 2018, 12:00 a.m. After this date hotel will continue to accept reservations subject to availability at the prevailing room rate. **This is NOT a guarantee that rooms will be available at the reduced rate until the cutoff date.** Once the block is sold out, even if before the cutoff, room rates will revert to their current prevailing rate which will likely be significantly higher.

To reserve rooms: Go to this link to make reservations:

<https://aws.passkey.com/e/49245999>

An 11 p.m. curfew will be strictly enforced by hotel security during the Conference.

Other Nearby Hotels

The Marriott Courtyard Downtown Oakland (free Wifi)

Address: 988 Broadway, Oakland, CA 94607

Phone: (510) 625-8282

The Courtyard is across the street from the Convention Center. No block rate has been negotiated but if you prefer this option, call the hotel directly to see if they will honor the VE block rate for the Marriott Convention Center.

The Washington Inn (free Wifi and continental breakfast)

495 10th St, Oakland, CA 94607

Phone: (510) 452-1776

The Washington Inn is across the street from the Convention Center. No block rate has been negotiated. However, they offer free WIFI and a free continental breakfast. The hotel is older and the rooms are small though they do have some suites. Call the hotel and discuss your room needs before booking.

EXHIBITION FLOOR PLAN

