

# BUILDING SKILLS

WORKFORCE DEVELOPMENT PROVIDER'S CONFERENCE

Monday - Wednesday / February 7-9, 2005

# 2005

## An Open Invitation to Exhibitors

## To Exhibit

We are pleased to invite your participation as an exhibitor at the 2005 Washington State Workforce Development Providers' Conference **Building Skills 2005** scheduled for Monday – Wednesday **February 7-9, 2005** at the Westin Hotel Seattle, Washington.

The cost of lunch on Tuesday for one person is included in the exhibitor registration fee. Time is provided at the beginning and end of the day and around meals and breaks for conference attendees to visit your exhibit.

<b>February 7</b>	9:00 a.m. 12:45 p.m.	Setup Start time
<b>February 8</b>	9:00 a.m. 3:00 p.m.	Start time Breakdown

### Audience includes Workforce Development Professionals from:

- Workforce system
- Employment Security
- Community and Technical Colleges
- Vocational Rehabilitation
- Welfare Assistance
- Labor and Business
- Non-Profit Service Providers
- Other Providers

**Sponsorship for the Monday February 7 reception from 5:00PM - 6:30PM places your name prominently on our sponsorship list for this event, featuring your company at the reception.**

## AUDIENCE

Participants will be 500 workforce development professionals and partners.

## CONFERENCE TOPICS

- Business Connections
- Job Development
- Continuous Quality Improvement
- Career Development Skills
- Strategies for Working with Youth
- Wellness for Frontline Staff
- Team-based Case Management
- Customer Service
- Working with Those Who Have Criminal Histories

## HOTEL EXHIBIT REGULATIONS

Due to limited storage space, the hotel will receive exhibit materials under the following guidelines:

- The hotel will accept packages within 48 hours of arrival only.
- Packages delivered before that time will not be accepted.
- Each piece received must be labeled with exhibitor's name, conference name, and date of function.
- The hotel should be notified at least one day prior to delivery that materials are being sent, including the quantity, size, arrival date, and shipper.

Contact the Westin Director Convention Services for the **Building Skills 2005 Conference** at **206.727.5792** with this information.

## CANCELLATIONS & REFUNDS

Cancellations made more than 7 days before the event are refundable, less a cancellation fee of \$50. Cancellations made after this deadline are not refundable.

If you do not attend but do not cancel, you are still responsible for full registration payment.

If you cannot attend, sending a substitute from your organization is highly recommended. Substitutes can be made at any time, and without penalty, by notifying **Jan Palmer**.

For more information, contact  
**Jan Palmer**, Conference Assistant  
P+ **206.870.5912**  
F+ **206.870.5915**  
E+ **jpalmer@highline.edu**

## CONFERENCE FACILITY

### The Westin

The Westin Hotel is located at 1900 Fifth Ave. in downtown Seattle.

### Sleeping Rooms

Please make hotel reservations before **January 10, 2005** by calling **206.728.1000**. Mention the Building Skills 2005 Conference to receive special rates (plus tax) of \$136 single or double.

### Parking and Shuttle

Parking at the Westin is located between Stewart and Virginia on Westlake Avenue (all day parking \$22). Imperial Parking between Virginia and Lenora on 5th Avenue all day \$19. Various U-Park lots in area vary in price.

Transportation from SeaTac International is available via cab, Super Shuttle or Grayline Bus (most economical at \$8.50 each way departing every half hour on 10 minutes after the half hour).

## EXHIBIT FEES

**Exhibitor fee** is \$400  
(includes one 6' x 30" table, and lunch on Tuesday for one person)

**Electrical power** \$50  
(includes rental of power strip and extension cord)

**Extra tables** are \$50

**Extra lunches** are \$40

**Internet Connections:**  
Dial-up \$150 per day  
3.5 MB \$550 per day  
8.0 MB \$950 per day

**Sponsorship to no-host reception February 7** at  
Gold \$1,000  
Silver \$500  
Bronze \$250  
Door prizes are welcomed!

## HOW TO REGISTER

### Online Registration

To register online go to:  
**www.learningconnections.org/bs/05**

## WHAT ELSE SHOULD I KNOW?

RSVP early to ensure exhibit space.  
For further information or to request a conference brochure  
P+ **206.870.5912**  
F+ **206.870.5915**  
E+ **jpalmer@highline.edu**

For agenda information, visit the Building Skill 2005 Web site at **www.learningconnections.org/bs/05/**