

FIND YOUR PATH

2013 CAREER DAY EXPO

November 12, 2013

George R. Brown Convention Center

<http://houstontx.gov/hr/findyourpath.html>



2013 Sponsorship and Exhibitor Information Packet



2013 Career Day Expo

1001 Avenida de las Americas Houston, TX 77010 • 832-393-6044 • <http://houstontx.gov/hr/findyourpath.html>

11.12.13

Growing Our Workforce – One Youth at a Time



May 8, 2013



Dear Industry Leader,



The 2013 “Find Your Path” Career Day Expo is an excellent opportunity to plant positive seeds in the minds of our youth. Hosted by the City of Houston Human Resources Department, the Expo will allow approximately 1,500 high school students to discover a wide variety of career opportunities available in the public sector, as well as in Houston’s major growth industries in the private sector. Exhibitors will also include representatives from colleges, universities, and resource agencies. This is a community sustainability initiative that will help us “grow our own” future workforce, by providing students with a wide variety of potential career options and positive motivation.



Please consider exhibiting at the Expo, and perhaps serving as one of our sponsors. Various sponsorship levels and in-kind donation opportunities are available and offer the benefits of exposure and community investment. See attached documents for more information on how you can support this initiative.



Thank you for taking the time to consider participating in this special event. If your organization will be involved, please complete and return the attached forms via email to erika.johnson@houstontx.gov or via fax to 832.395.9418 by September 13, 2013. If you have any questions or need additional information, feel free to contact Erika Johnson via email at erika.johnson@houstontx.gov or at 832.393.6044, or Velma Laws at 832.393.6117 or velma.laws@houstontx.gov.



Sincerely,

The 2013 Find Your Path
Career Day Coordinating Committee





SPONSORSHIP AND IN-KIND INFORMATION

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Sponsors will be acknowledged in all printed materials, and from the dais.

Here's how you can help:

SPONSORSHIP LEVELS AND IN-KIND DONATIONS:

LEVEL		DESCRIPTION
<input type="checkbox"/>	Fulfilled by Cigna Trailblazer (Title Sponsor) \$15,000	<ul style="list-style-type: none"> • Cover of program • Photo with presentation of mayoral proclamation • Opportunity to make remarks at Kick-off • 10 x 20 exhibit space with 2 tables • 1 luncheon table
<input type="checkbox"/>	Navigator \$10,000	<ul style="list-style-type: none"> • Full page in program • 10 x 20 exhibit space with 2 tables • 1 luncheon table
<input type="checkbox"/>	Pathfinder \$5,000	<ul style="list-style-type: none"> • ½ page in program • 10 x 10 exhibit space with 1 table • 1 luncheon table
<input type="checkbox"/>	Prospector \$2,500	<ul style="list-style-type: none"> • ¼ page in program • 10 x 10 exhibit space with 1 table • 1 luncheon table
<input type="checkbox"/>	Luncheon Sponsor \$7,500	<ul style="list-style-type: none"> • ¼ page in program • Opportunity to make remarks at luncheon • 10 x 10 exhibit space with 1 table • 1 luncheon table
<input type="checkbox"/>	Wi-Fi Sponsor \$4,000	<ul style="list-style-type: none"> • ¼ page in program • Name recognition at Wi-Fi cafe • 10 x 10 exhibit space with 1 table • 1 luncheon table
<input type="checkbox"/>	In-Kind Donation(s)	<ul style="list-style-type: none"> • Please see page 2 for details *Examples of In-Kind donations (T-shirts, promotional items, banners, etc.)

Please complete the information below:

Company Name:	
Address:	
Phone:	
Email:	

INSTRUCTIONS:

Make checks payable to: Houston ISD Foundation FEIN: 76-0424529

Please write "Career Day Expo" on the memo line

Please mail or deliver checks to: Erika Johnson, 611 Walker 4th floor, Houston, TX 77002 by **September 13, 2013.**

If you have any questions, please contact Erika Johnson at 832-393-6044 or via email at erika.johnson@houstontx.gov



IN-KIND INFORMATION

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Please send form to Erika Johnson via fax at 832-395-9418 or email to erika.johnson@houstontx.gov by Friday, **September 13, 2013**.

INDIVIDUAL

COMPANY

DATE OF DONATION _____

Name: (Last, First)			
Title:			
Company Name:			
Home Address:			
Business Address:			
Phone:		Fax:	
Email Address:			
Donor Name: <i>(As it should appear in print)</i>			
Description of Item(s):			
Value of Item(s):	\$ _____ (to be filled out by donor)		
<p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In-Kind contributions to Houston ISD Foundation may be deductible for income tax purposes by the donor.</i> <i>Houston ISD Foundation or City of Houston cannot place a value on goods or services received; the donor must value these goods or services.</i> <i>If the claimed value of a gift is more than \$5,000, the donor must have a qualified appraisal of the gift. For more details, see IRS Publication 1771.</i> 			
Signature Of Donor:		Date:	

Thank you for your participation! If you have any questions or need additional information, contact Erika Johnson at 832.393.6044 or via email at: erika.johnson@houstontx.gov or Velma Laws at 832.393.6117 or via email at: velma.laws@houstontx.gov



EXHIBITOR RESPONSE SHEET

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Please send form to Erika Johnson via fax at 832-395-9418 or email to erika.johnson@houstontx.gov by Friday, **September 13, 2013**.

Use additional sheet, if necessary. There is no fee to exhibit.

Organization Name:	
Contact Person Name:	
Title:	
Phone Number:	
Email:	

List names & titles of all participating representatives:

	Last Name	First Name	Phone Number	Email
1				
2				
3				
4				
6				
7				
8				

We will need:

- 1 table (10X10 space)
 | 2 tables (10X20 space)
 | 3 tables (10X20 space)
 | Other _____
 Electricity

Will you bring equipment or vehicle? (Fees may apply). Please describe and provide dimensions.

Vehicle(s): How many? _____

Vehicle width: _____ length: _____ height: _____

Equipment : Description: _____ Dimensions: width: _____ length: _____ height: _____

Thank you for your participation! If you have any questions or need additional information, contact Erika Johnson at 832.393.6044 or via email at: erika.johnson@houstontx.gov or Velma Laws at 832.393.6117 or via email at: velma.laws@houstontx.gov