



**19th Annual Aviation Education & Career Expo**

*"Dream it Today, Live it Tomorrow"*

**An Exclusive Paragon Aviation Event**

**Vendor Registration**

**Corporate Sponsorship, Scholarship, and Internship Opportunities**

**Rider Jet Center, Hagerstown Regional Airport**

18421 Henson Blvd., Hagerstown, MD 21742

**Friday, November 7th, 2025**

**Dear Valued Vendors & Sponsors,**

We are excited to invite you to the 19th Annual Aviation Education & Career Expo, a one-day event for high school and college students (ages 16-22). Our goal is to introduce these students to the diverse career opportunities in aviation and aerospace.

The Expo features industry leaders, vendors, aircraft displays, guest speakers, live demonstrations, and numerous scholarships and internship opportunities. It's a unique chance to connect students with resources to help them build their education and careers.

**Vendor Registration:** There is no charge for booth space, but we do ask for your commitment to attend. A cancellation fee of \$250 will be charged if you cancel within 10 days of the event. This fee helps fund future scholarships.

**Space is limited,** so we encourage you to register as soon as possible. Vendors who commit to offering scholarships, sponsorships, or internships will receive priority registration.

**All Sponsorships and Scholarships are TAX DEDUCTIBLE!** Please let us know if you or your organization would like to contribute.

For any questions or assistance, feel free to contact me directly. We look forward to partnering with you for this impactful event!

Sincerely,

Julie O'Brien | VP Business Development & Aviation Education & Career Expo Event Chair

240-409-0712

[expo@paragonaviationgroup.com](mailto:expo@paragonaviationgroup.com)



**Vendor Registration – Please complete and return to: [expo@paragonaviationgroup.com](mailto:expo@paragonaviationgroup.com)**

**Hold Your Space**

We provide vendors with a 6ft table and 1 chair (additional chairs and tablecloths are the vendor's responsibility).

**Exhibitor Details:**

- Organization Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Cell: \_\_\_\_\_
- Email: \_\_\_\_\_

**Exhibition Guidelines:**

- **Booth Space:** No charge, but we encourage sponsorship.
- **Setup:** Begins at 7:00 AM; Tear-down starts at 2:00 PM. The Expo runs from 9:00 AM to 2:00 PM.
- **Complimentary Vendor Networking Breakfast:** 7:00 AM – 8:00 AM.

Please read and initial the following:

1. **Indemnification and Release:** Exhibitor releases Rider Jet Center and all co-sponsors from any liability related to booth space.
2. **Insurance:** Exhibitors should obtain necessary insurance coverage for the event- 1 day waiver.
3. **Force Majeure:** Event may be canceled due to uncontrollable circumstances (e.g., natural disasters or pandemics).

**Contract Acceptance:**

By signing below, I confirm my organization agrees to the guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sponsorship Opportunities**

**Corporate Sponsorship Levels:**

- \$500 – Gold Level \_\_\_\_\_ Please submit your logo and 1 corporate image with registration
- \$1,000 – Platinum Level \_\_\_\_\_ Please submit your logo and 4 corporate images with registration

**All sponsors will be invoiced in July 2025. Platinum sponsors will also have their logo and images displayed throughout the event and on all promotional materials, and the BIG screen!**

**Scholarship Commitments**

Our goal is to support students pursuing aviation careers. Since inception, we've distributed over \$1.7 million in scholarships!



**Scholarship Types:**

Scholarship Sponsorships require commitment in advance of the event, so we can promote them appropriately. We have 3 types of scholarships we offer. Please select the category that best describes your business or school. The Expo Committee will manage Essay Questions, Registration, Intake, Judges, and Winner Selection. All sponsored scholarships will reflect the donor’s logo on our large, printed checks.

1. **Monetary Scholarships** – You choose the amount which will be awarded to students at their chosen aviation school.
2. **College/University Scholarships** – These are awarded to students attending specific institutions.
3. **Flight School Scholarships** – Includes a discovery flight and training. You specify the donation and amount.

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\_\_\_\_\_ 1) \_\_\_\_\_ Monetary Scholarships – Can be donated by any company and/or vendor. You choose your donation amount. These scholarships can be used at the Aviation School or Flight Training Facility of the student’s choice. Donations under \$2K will be combined with other donations to form larger scholarship awards. These donations will be invoiced in advance and must be paid in full no later than September 19th, 2025, to guarantee expedient delivery to the winners. Scholarships will be awarded directly in the student’s school ID or training account. We do not award students, \_\_\_\_\_ cash.

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\_\_\_\_\_ 2) \_\_\_\_\_ College/University Scholarships – School Specific donations can only be used at those institutions providing the funds. They must be paid directly into the student’s ID account once accepted. Your award never leaves school. You will NOT be invoiced. Sponsoring schools may set terms of eligibility (program-specific, award amount divided over 4 years, incoming freshman only, etc...). SCHOOL SPECIFIC AWARDS ARE FOR INCOMING NEW STUDENTS TO THAT INSTITUTION/TRAINING FACILITY. Monetary and College-Specific scholarships are based on an essay competition which is designed, implemented, and judged based on criteria set forth by the Expo Scholarship Committee. Sponsors are invited to attend the Expo and participate in presenting their award. The names of the Scholarship Sponsors enjoy inclusion in press releases, promotional posters, programs, and the Expo website. In addition, your logo will appear on your prize check award!

3) \_\_\_\_\_ Flight School Scholarships – WILL BE A SEPARATE ESSAY QUESTION: Each flight school donating a scholarship will need to answer the following questions: Locations/Airports where you conduct training: \_\_\_\_\_ This scholarship may include ground school, SIM time and/or flight training. You must specify the donation and the amount/value. Each scholarship provided for flight training must include a FREE discovery flight certificate that you will bring with you to the event.

Scholarship Sponsor: \_\_\_\_\_ Amount of Scholarship: \_\_\_\_\_  
 \$ \_\_\_\_\_ Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ **Please submit logo and 4 corporate images with registration**

\_\_\_\_\_ (Your initials) By signing the above form, I am aware that I will be invoiced in advance for the full amount of my Monetary Scholarship. I agree to pay the invoice in full, according to the instructions provided on the invoice, NO LATER THAN SEPTEMBER 19th, 2025.

\_\_\_\_\_ (Your initials) In the event that the full amount of the Monetary Scholarship is not paid by September 19th, 2025, I realize that I forfeit my company’s opportunity to exhibit at the event and will relinquish my company’s opportunity to have their brand and name on all marketing materials in promotion of the event. Please Scan to [expo@paragonaviationgroup.com](mailto:expo@paragonaviationgroup.com)



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## Internship Opportunities

We encourage you to offer internship opportunities to eager, passionate students. Many past participants have successfully hired interns through this event.

### Internship Details:

- **Company Name:** \_\_\_\_\_
- **Contact Person:** \_\_\_\_\_
- **Internship Title:** \_\_\_\_\_
- **Paid/Unpaid:** \_\_\_\_\_
- **Internship Length:** \_\_\_\_\_

Please submit your internship opportunity by scanning this form to [expo@paragonaviationgroup.com](mailto:expo@paragonaviationgroup.com).

### Important Dates:

- **July 1, 2025** – Deadline for College-Specific and Flight School Scholarship Notifications.
- **July 15, 2025** – Invoice for Sponsors and Scholarship Commitments.
- **September 19, 2025** – Final payment deadline for sponsors and scholarship contributors.
- **November 6, 2025** – Pre-show setup (1-4 PM). OPTION#1
- **November 7, 2025** – Event Day setup (7:00 AM) OPTION#2, doors open at 8:00 AM, Expo runs from 9:00 AM to 2:00 PM.

We appreciate your support in helping students discover exciting opportunities in the aviation industry! Thank you for being a part of this impactful event.