

LOCATION

Spokane Convention Center
334 West Spokane Falls Boulevard, Spokane, Washington 99201
West Campus Ballroom's B & C
<http://www.spokanecenter.com/directions-and-parking/>

DATE/TIME

Wednesday, March 1, 2017
Employer Set-Up 11:00 AM to 1:30 PM
Employer Hospitality Suite Open – 11:30 AM to 4:00 PM
Doors Open to Students – **2:00 PM to 6:00 PM**

BOOTH SET-UP

Standard Registration set-up is one 6' deep x 8' wide draped booth. Each will have one 6' skirted table and 2 chairs.

Preferred Partner Registration set-up is one 6' deep x 12' wide back and side draped booth. Each will have two 6' skirted tables and 4 chairs and are located in a prime location on the end (front) of a row. Also included is internet access and power with this registration option. This option closes after five companies register as Preferred.

POWER & INTERNET SERVICES

Free wifi is available, but limited to 5Mbps; this is generally insufficient for streaming video or similar use. If you need more reliable internet and/or power in your booth, please visit the following website for rates and/or to order services:
www.spokanecenter.com/localshow

This will take you to a calendar of events. (You may need to scroll down the page about half way to find the calendar) Find our event and click on the words of the show NOT the calendar icon. This will redirect you to an account set up page. Please set up your account and place your order, be sure to print your order confirmation. No Booth number, no worries. The Convention Center will coordinate your information with the final floor plan so your equipment is waiting for you.

OR you may contact the convention center directly:

Sue Stoll, Spokane Convention Center Exhibitor Services
509.279.7005 ; sstoll@spokanepfd.org (Please put "FUSE Career Fair 2017" in the subject line)

EMPLOYER HOSPITALITY ROOM

The employer hospitality room is available to representatives of the companies registered for the fair. The room opens at noon and will remain open until 5:00 PM and stocked with food and beverages until 4:00 PM.

PARKING PASSES

Parking Passes are available at www.fusecareerfair.com. Select the "employers" tab and scroll down to "Getting to the Fair." Select the "Parking Voucher" link.

SHIPPING SERVICES

Shipping services are provided by LCD Exposition Services. The Spokane Convention Center will NOT accept advanced shipments. Shipments received by LCD after February 27, 2017 will be subject to a 25% additional handling fee. To download the "Exhibitor Kit" which includes complete shipping and drayage information and Freight Service Order Form follow these instructions;

Go to www.lcdexpo.com

Click on "For Exhibitors"

Click on "Exhibitor Kit"

Enter "Exhibitor Kit ID" **3350** in the box, click on "Go"

On the left hand side of the page "Download Fuse Career Fair Exhibitor Kit"

Completed form can be faxed to (509) 325-9670.

CONVENTION CENTER FOOD & BEVERAGE POLICY

Spokane Convention Center regulations for food distribution by vendors (event registrants) are as follows; **Fluid samples cannot exceed 2 oz. per sample and solid food cannot exceed a "bite size" portion.**

WHERE TO STAY

DoubleTree by Hilton Hotel Spokane City Center is on the Convention Center Campus or find a complete list of places to stay and eat at; www.visitspokane.com.

DIRECTIONS TO THE CONVENTION CENTER LOADING DOCK

The map below shows where to go if using the loading dock; please,

1. Unload
2. Leave your packages on a cart inside the bay door
3. Move your car to one of the parking lots designated on the parking pass you printed from the www.fusecareerfair.com website.
4. Return through the loading doors to move your cart into the career fair area

More information is available at <http://www.spokanecenter.com/directions-and-parking/>



The purple arrow indicates loading / unloading area for this event.
The green arrow can be followed for the parking garage.

PRINTING/COPY SERVICES

<http://local.fedex.com/wa/spokane/office-2893/>

FedEx Office Print & Ship Center 259 W Spokane Falls Blvd Spokane, WA 99201

LOGO USE

Every company registering is asked to provide a company approved color logo in .jpg format. All logos are used in the career fair booklet and may also be included in pre-event promotional print materials on each campus. If you did not provide an approved logo at the time of registration, please email a company approved color logo in .jpg format to nbryant2@ewu.edu no later than February 8.

CANCELLATION/NO SHOW POLICY

FUSE will issue a refund for cancellations up to January 15th. No refunds will be issued after January 15, 2017. If you registered and are not able to attend please let us know as soon as possible in the event we have a waiting list. Please remember that once you register we assume you are attending and reserve a table for you that could have been offered to another registrant.

PAYMENT

Credit card payments can be made at,

<http://www.whitworth.edu/Administration/StudentLife/CareerServices/Forms/CareerFair/index.aspx> and must be made after your registration is confirmed. If you are paying by check please mail your payment to the Whitworth University address on the invoice by Wednesday, February 8, 2017. If you will be bringing a check with you to the event you MUST contact Kimberly Connors to make that payment arrangement. Kimberly can be reached at (509) 777-3272. All payments made by check must be received by February 15, 2017 to be included in all print materials, the address to mail checks is on your invoice.

CAREER FAIR CONTACTS BY SCHOOL

<p>GENERAL QUESTIONS: Eastern Washington University Virginia Hinch, Director Phone: 509.359.2329 Email: vhinch@ewu.edu</p>	<p>QUESTIONS REGARDING REGISTRATION: Eastern Washington University Nate Bryant, Employer Relations Manager Phone: 509.359.6058 Email: nbryant2@ewu.edu</p>
<p>PAYMENT QUESTIONS: Whitworth University Kimberly Connors, Coordinator Phone: 509.777.3272 Email: kconnors@whitworth.edu</p>	<p>WSU-Spokane Jane Summers, Student Academic Support & Counseling Phone: 509.358.7537 Email: jane.summers@wsu.edu</p>