

2025 Career Fair Fact Sheet

LOCATION

- [Davenport Grand Hotel](#), Ballroom
- 333 West Spokane Falls Boulevard, Spokane, Washington 99201

DATE/TIME

- Wednesday, April 2, 2025, 2:00 PM to 6:00 PM
- Employer Set-Up begins at 11:00 AM
- Employer Lunch served from 12:00 PM to 3:00 PM

REGISTRATION OPTIONS

- Standard Registration, \$550
- Government Registration, \$450
- Graduate School Registration, \$275
- Non-Profit Registration, \$275
- Preferred Partner Registration, \$1,250

TABLE DIMENSIONS

- One 8' x 2' table is included with your standard registration
- Two 8' x 2' tables are included with your preferred partner registration
- Each table includes a table cloth

DISPLAY/SIGNAGE GUIDELINES

- Displays/signage must fit within the space allocated for a standard registration.
- This space is approximately 8' x 6'.
- Your display/signage may not impede the organizations around you.
- We cannot accommodate oversized displays.

ELECTRICAL POWER

- Each table will be allocated one power outlet to for electrical needs

INTERNET SERVICE

- FUSE Career Fair will provide dedicated career fair internet access on the day of the fair.
- The SSID is: FUSE25
- The Password is: FCF25@ghd

PRINTING/COPY SERVICES

- Printing and copy service are available at the [FedEx Office Print & Ship Center](#) located at 259 W Spokane Falls Blvd Spokane, WA 99201.

SHIPPING SERVICES

- Attached is the Davenport Grand Hotel Shipping instructions.
- Please read and follow all shipping instructions to avoid shipping challenges.
- For your convenience, you will be able to drop off career fair materials at the front door of the hotel prior to parking.

PARKING

- Complimentary parking will be provided at the hotel for the first 400 participants.
- Please bring your parking ticket into the hotel and exchange it for a pre-paid complimentary parking ticket.
- If you arrive at the hotel and the parking garage is full, you can select from a variety of on-street (metered) and garage or surface (app-based or kiosk payment) lots in the downtown Spokane area.
- You can access the hotel parking lot from the east side of the hotel on Washington Street.
- A parking map is included with this sheet.

LODGING/ACCOMMODATIONS

- The Davenport Grand Hotel and Doubletree Hotel by Hilton are the most convenient but there are a variety of lodging options available to you in downtown Spokane.
- For more information about Spokane and the lodging accommodations:
- <https://www.visitspokane.com/hotels>

LOGO USE

- Every employer/organization registering for the FUSE Career Fair is asked to provide a company approved color logo in .jpg or .png format.
- Logos may be used in eventbooklets and/or included in pre-event promotional print materials on each campus.

CANCELATION/NO SHOW POLICY

FUSE will issue a refund for cancellations made prior to 5:00 pm on March 19, 2025; no refunds will be issued after this date.

DIRECTIONS TO THE DAVENPORT GRAND HOTEL AND DROP OFF AREA

The map below shows where to go to drop-off materials

PAYMENT

Credit card payments can be made via a secure payment page provided by Gonzaga University and must be made prior to the event. Once your registration has been confirmed, you will receive a confirmation message with your invoice and a link to pay. If you are paying by check, please mail your payment to:

**Career & Professional Development
FUSE CAREER FAIR
Gonzaga University
502 E Boone Ave
Spokane WA 99258**

Payments must be received no later than March 19, 2025 in order to include your organization in the fair's print materials.

GENERAL QUESTIONS

Please contact:

Vicki Hucke, Assistant Director, Employer

Engagement

509-313-4021

hucke@gonzaga.edu

REGISTRATION QUESTIONS

Karen Franks-Harding

FUSE Career Fair

Registration Coordinator

careerfairFUSE@gmail.com



The Davenport Grand Autograph Collection Hotel

334 West Spokane Falls Boulevard
Spokane, WA 99201

The hotel is situated in the block created by:
West Spokane Falls Blvd (north)
West Main Ave (south)
North Bernard St. (east)
North Washington St (west)

To enter the hotel garage, travel north on North Washington (one way street) on the west side of the block and turn right into the parking garage.

Additional “for pay” parking is available close to the hotel at the following locations:

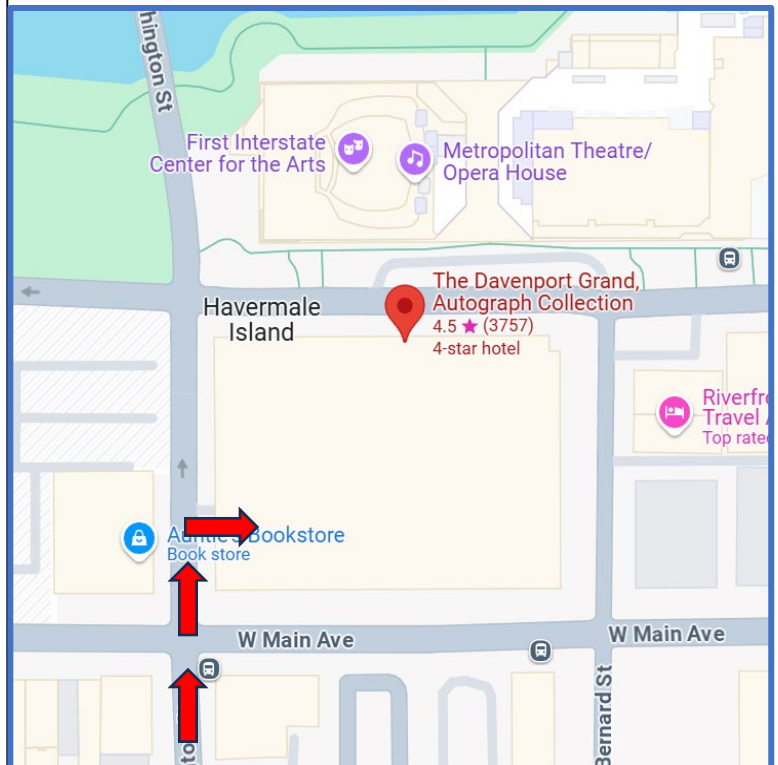
- **Spokane Convention Center**
333 West Spokane Falls Blvd
- **Parkade Plaza Parking Garage**
511 West Main Ave
- Multiple surface parking lots, street metered parking spaces, and the ParkMobile app



ParkMobile

FUSE

CAREER FAIR



**Free parking is available
for the first 400
employers/organizations
and students arriving for
the FUSE Career Fair**



AUTOGRAPH COLLECTION®
HOTELS

We are delighted to have you as an exhibitor at The Davenport Grand Hotel!
The following is information for shipping to the hotel & ordering power/audio visual.

For your shipping needs, the Davenport Grand Hotel offers a full-service Shipping and Receiving Department. The office hours are Monday-Friday, 8 am-5 pm. The Shipping Manager can be reached by calling 509-789-6805. **The hotel charges \$10 per box and \$300 per crate and/or pallet delivered to the hotel. The hotel charges \$10 per box picked up at the conclusion of the conference and taken to the loading dock.** Packages for function may be delivered to the hotel up to one week prior to the event/conference/convention and must be shipped out within five (5) days of the last day of conference. Any items left after five days (5) without shipping arrangements are subject to an additional fee. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. Please do not ship valuables. We cannot be responsible for contents.

CONFERENCE NAME: FUSE CAREER FAIR

EVENT DATES: APRIL 2, 2025

CLIENT/GUEST NAME: <Your Name and the Name of Your Organization>

HOLD FOR ARRIVAL: (Arrival Date)

HOTEL NAME: The Davenport Grand Hotel

ADDRESS: 333 West Spokane Falls Blvd

CITY, STATE ZIP: SPOKANE, WA 99201

TELEPHONE NUMBER: 509.598-4303

FAX NUMBER: 509.789.6887

NUMBER OF PACKAGES IN THAT SHIPMENT:

We also recommend that you have a packing slip both inside and outside each package. Guests will be responsible for the packing and return of all packages.

No COD packages will be accepted. The Davenport Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

SHIPPING FROM THE DAVENPORT GRAND HOTEL

The Davenport Grand Hotel utilizes Federal Express and UPS for our shipping needs. Should USPS be requested, postage must be pre-paid and on the box or item being shipped. For those packages that needed to be boxed or prepared by our Shipping Department, additional fees may apply depending upon what supplies are needed (tape, new boxes, envelope, packing material, etc.). FedEx and UPS shipping supplies are available free of charge. In all instances shipping labels must be completely filled out by the guest or they will not be shipped. UPS and FedEx deliver to the hotel around 9 am (Monday-Friday) and pick up outgoing packages every afternoon at 3 pm. (Times are subject to change.)

The Davenport Grand Hotel is not responsible for any items left Item inadvertently left behind will be held for 30 days following the event. All arrangements for shipping and receiving must be arranged through your Catering Manager or Management contact.

If you are shipping boxes/pallets to the hotel, please send this form to Patty Webbenhurst (Convention Services Manager) at pwebbenhurst@thedavenporthotel.com.

Conference name FUSE CAREER FAIR

Meeting room BALLROOM

Arrival (set-up) date APRIL 2, 2025

Departure (tear-down) date APRIL 2, 2025

Vendor company name _____

On-site contact _____

Table/Booth # (if assigned) _____

Number of boxes to be shipped _____ boxes. _____ crates/pallets.

If you require power, wired internet, or audio visual equipment at your booth or exhibit table, fill out this form and send back to: Jordan Piscopo – piscopo@prodigyarrow.com

Please note that dedicated internet access and a power outlet will be provided during this fair

Required:

Electric power (extension cord & power strip) \$10 per day x _____ days.

Wired Internet \$100 per connection per day x _____ days.

Wireless Internet is complimentary throughout the hotel.

AV equipment (please specify) _____

All pricing is subject to 24% service charge + 9% Sales Tax.

PAYMENT:

Shipping/Receiving fees need to be paid onsite via credit card or charged to onsite exhibitor's guest room. Once payment is received, shipped items will be delivered to exhibitor table/booth.

Power and audiovisual charges need to be paid onsite via credit card or charged to exhibitor's guest room. Power and audiovisual equipment will be setup once payment is made.

Please return this form to pwebbenhurst@thedavenporthotel.com