

LOCATION

Spokane Convention Center
334 West Spokane Falls Boulevard, Spokane, Washington 99201
Exhibit Hall C, East Campus
<http://www.spokanecenter.com/directions-and-parking/>

DATE/TIME

Thursday, February 27th, 2020
Employer Set-Up 11:00 AM to 1:30 PM
Employer Hospitality Suite Open – 11:30 AM to 5:00 PM
Doors Open to Students – **2:00 PM to 6:00 PM**

BOOTH SET-UP, DISPLAYS, AND APPROVAL POLICY

Standard Registration set-up is one 6’ deep x 8’ wide booth. Each will have one 6’ skirted table and 2 chairs. Space is limited - if you require a second table, you will need to complete a second registration. Standard registration is on a first come, first served basis.

Preferred Partner Registration set-up is one 6’ deep x 12’ wide booth. Each will have two 6’ skirted tables and 4 chairs and are located in a prime location. Internet access and power are also included with this registration option. This registration type will be offered first to organizations identified by students in the post-fair survey.

Displays must fit within the designated space. It is becoming difficult to accommodate the increasing number of oversized displays and no guarantees will be made that we can accommodate your display if it is oversized. If you would like to request an exception/special consideration, you may do so by emailing Nate Bryant at nbryant2@ewu.edu.

POWER & INTERNET SERVICES

Free wifi is available, but limited to 5-10Mbps; 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

Note: 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 everything is ready 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 2020” in the subject line)

EMPLOYER HOSPITALITY ROOM

The employer hospitality room is available to representatives of the companies registered for the fair. The room will remain open from 11:30AM - 5:00PM and stocked with food and beverages until 4:00PM.

PARKING

Free parking will be offered for employers at the Convention Center parking garage. For directions to the garage, please visit the Convention Center website: <http://www.spokanecenter.com/directions-and-parking/>

While we've been told it's highly unlikely that this garage will become full, we have still made additional arrangements at the Davenport Grand parking garage. Simply park, bring your parking ticket to the employer check-in table, and we'll provide you with a paid ticket.

Download the [directions/parking guide](#) for other parking locations.

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 21, 2020** will be subject to a 25% additional handling fee. To download the "Exhibitor Kit" which includes complete shipping 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" **3554** 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

Spokane is a beautiful city with activities and accommodations for everyone. While the Davenport Grand and Doubletree by Hilton may be the most convenient, you will find a number of lodging options available to you.

For information about Spokane and the lodging accommodations: <https://www.visitspokane.com/hotels/>

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. Logos may be used in event booklets and/or included in pre-event promotional print materials on each campus.

CANCELLATION/NO SHOW POLICY

FUSE will issue a refund for cancellations made prior to February 1st, 2020 - no refunds will be issued after this date. 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.

DIRECTIONS TO THE CONVENTION CENTER LOADING DOCK

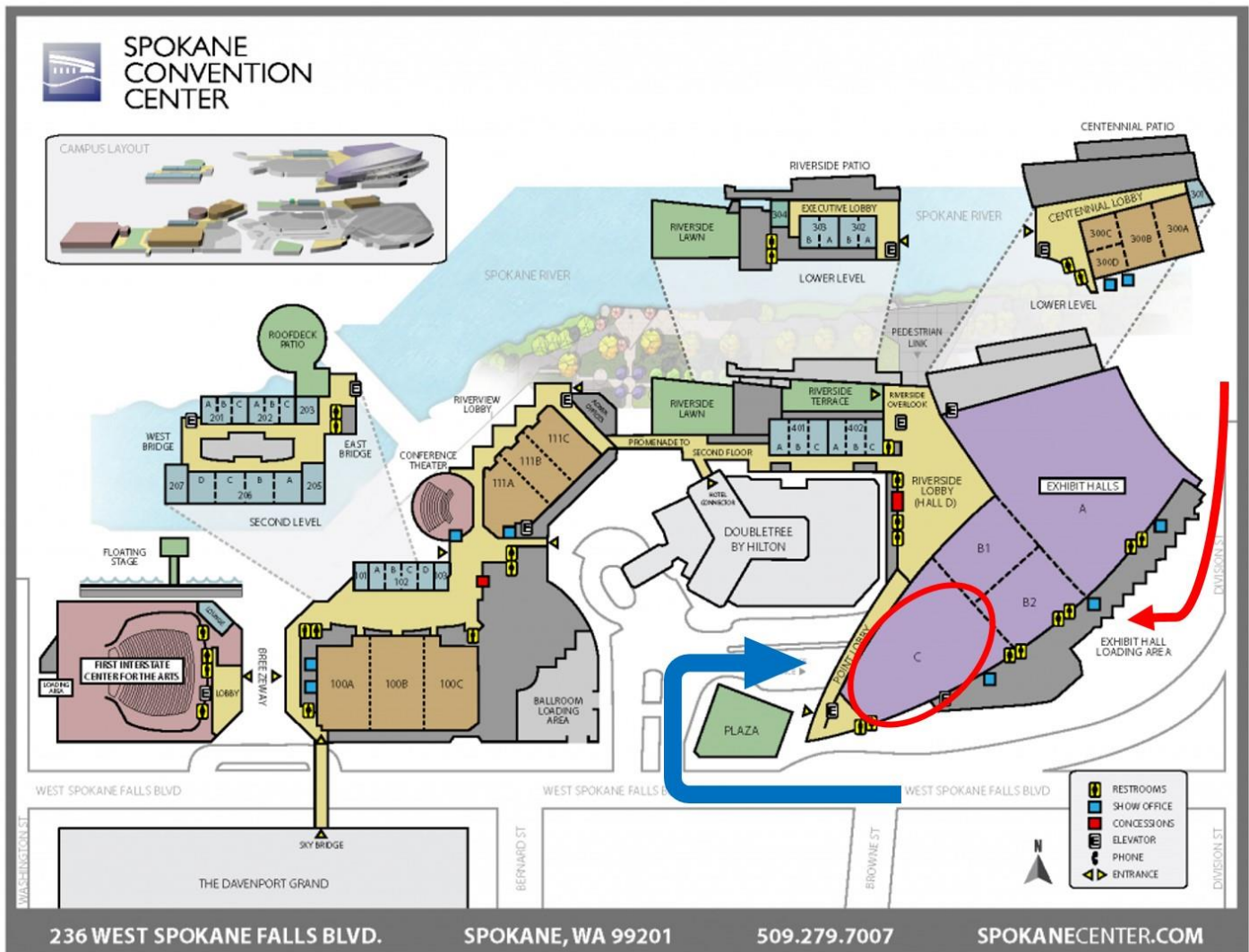
The map below shows where to go if using the loading dock to drop-off materials; please,

1. Drive North on Division Street and cross the bridge over Spokane River – use the left lane.
2. At the first street light (E N River Dr), make a U-turn and drive South on Division Street – use the right lane.
3. Immediately after crossing the bridge, enter the Convention Center loading dock on the right side of the street.
4. Unload.
5. Bring your materials into the event space. Limit loading/unloading time to ~5 minutes, as others will need to do the same.
6. Move your car to the Convention Center parking garage (see parking instructions above or map below) or to a paid lot, if you choose to use one.
7. Return to the event space and setup your booth

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

Notes about the map:

1. The red arrow indicates loading / unloading area for this event – the event space is circled in red
2. The blue arrow can be followed if you choose to utilize the convention center parking garage.



PAYMENT

Credit card payments can be made via Handshake 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:

Mel McNair
Gonzaga University
502 East Boone Avenue
Spokane, WA 99258

All payments must be received no later than February 8th, 2020 in order to include your organization in any print materials.

CAREER FAIR CONTACTS BY SCHOOL

<p>GENERAL QUESTIONS: Eastern Washington University Nate Bryant, Employer Relations Manager Phone: 509.359.6058 Email: nbryant2@ewu.edu</p>	<p>QUESTIONS REGARDING REGISTRATION: Gonzaga University Vicki Hucke, Employer Engagement Manager Phone: 509.313.4021 Email: hucke@gonzaga.edu</p>
<p>PAYMENT QUESTIONS: Gonzaga University Mel McNair, Program Assistant III Phone: 509.313.4098 Email: mcnair@gonzaga.edu</p>	