

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

Thursday, March 1, 2018
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

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 ; stoll@spokanepfd.org (Please put "FUSE Career Fair 2018" 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 PASSES

Update coming soon!!

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, 2018 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" **3412** 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

We highly recommend our partners at Hotel RL (<https://www.redlion.com/hotel-rl>). They offer two locations within walking distance of the Convention Center, very competitive pricing, and you'll find their newly renovated "Spokane at the Park" location vibrant and fun.

Plan on interviewing students from multiple campuses after the career fair? We've reserved three interview rooms at Hotel RL on March 2nd from 8am – 5pm. Reserve one of these spaces with us and streamline your Friday schedule!

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

DIRECTIONS TO THE CONVENTION CENTER LOADING DOCK

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

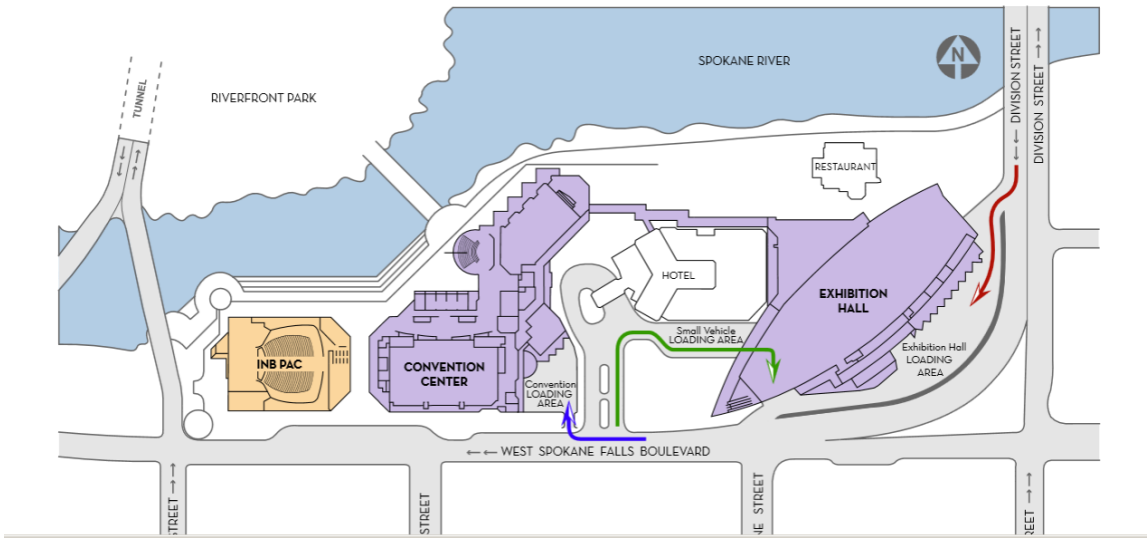
1. Unload
2. Leave your packages on a cart inside the bay door
3. Move your car to one of the parking lot's designated on the parking pass you printed from the www.fusecareerfair.com website.
4. Return through the loading doors to move your cart into the career fair area

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



SPOKANE CONVENTION CENTER

DIRECTIONS TO CONVENTION CENTER 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. 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 up to January 15th. No refunds will be issued after January 15, 2018. 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 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. To request an exception, please contact Mel McNair at mcnair@gonzaga.edu or 509.313.4098. If you are paying by check please mail your payment to:

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

Payments made by check must be received no later than Thursday, February 15th, 2018 in order to include your organization in any print materials. If you will be bringing a check with you to the event or would like to request an

exception, contact Mel McNair to make arrangements. All payments made by check must be received by Thursday, February 22nd, 2018.

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>	<p>WSU-Spokane Tera Lessard, Learning and Career Specialist Phone: 509.358.7757 Email: tera.lessard@wsu.edu</p>