Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

Grand Event Rentals
1606 130th Ave NE
Bellevue, WA 98005
Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
info@grandrents.com

Spokane Event Coordinator

LCD Exposition Services will be coordinating the event at the Spokane Center. They will be provided with your name and mailing address and will provide you with a packet of information regarding pricing on carpeting, shipping, or other items you may require in addition to those items being provided by the Washington Educator Career Fair. In the event that you do not receive your packet of information or have questions for the event coordinator, you can contact them at:

LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax
Loading and Unloading Information

- The Career Fair is being staged in the Exhibition Hall.
- Loading and unloading may only take place the morning of the Fair beginning at 7:30 a.m.
- For printable map of the Exhibition Hall Loading Area please visit: http://www.spokanecenter.com/directions.htm

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East
Take Airport Drive east to Spokane to Interstate 90 exit.
East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West
West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points South (Pullman)
North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points North
South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).
Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

- **Parking Passes can be used for the F and G Lots only.** You are allowed 2 passes per booth purchased. There is also pay parking available in Lot A.

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.

- **PARKING:** Parking passes can will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wspa.net.
Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane
9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.

- Check your loading and unloading instructions for times available for set up of your booth.

- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union.

- Please keep your booth, display, and staff intact and functioning until the closing time.

- Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

Registration Information

Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district’s name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.

- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.

- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.