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# UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

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email: "admin@wspa.net admin@wspa.net"

Friday, March 24, 2017 at 7:29:33 AM Pacific Daylight Time

To: email: "admin@wspa.net admin@wspa.net" , email: "cleonard@wspa.net cleonard@wspa.net"

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma.

***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

**Washington Educator Career Fair – Tacoma**

**March 29, 2017**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

## **Important Reminder – Power and electricity**

- **Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!**

## **Booth assignments and floor plan**

- The updated booth assignments and floor plan are attached for your review

## **Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

## **Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.

- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>

- Please see attached recruiter handbook for reference

## **Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.

- Driving directions may be found here:  
<http://tacomadome.org/plan-your-visit/parking-direction>

## **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

## **Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.

- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.

- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>

