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# Washington Educator Career Fair Tacoma -- Vendor information Updates

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email: "admin@wspace.net admin@wspace.net"

To: email: "admin@wspace.net admin@wspace.net"

Cc: email: "cleonard@wspace.net cleonard@wspace.net"

Tuesday, March 22, 2016 at 8:29:15 PM Pacific Daylight Time

Hello everyone – a few quick updates for our event on Thursday:

## Vendor Lunch Update

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Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.

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**Lunch will be available from 11am – 2pm.**

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PLEASE work with your team to divide lunch shifts 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.

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Lunch includes spaghetti, Caesar salad, and garlic bread

## **Booth Assignments, Floor Map, and Recruiter Handbook Updates**

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The updated booth assignments and floor map are attached for your reference (assignment numbers have not changed—unless by request)

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The updated recruiter handbook is attached for your reference (formatting changes only)

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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**From:** [admin@wspa.net](mailto:admin@wspa.net)

**Sent:** Monday, March 21, 2016 6:04 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)

**Subject:** Washington Educator Career Fair Tacoma -- Vendor information

**Importance:** High

Hello,

Thank you for registering to attend the Washington Educator Career Fair on March 24, 2016 at the Tacoma Dome Arena. We hope you will find it to be a meaningful and productive part of your recruiting process.

### **Booth Assignments and Floor Map**

- The booth assignments and floor map are attached for your reference

### **Conference Hours**

- The fair hours are 9:00 am – 3:00 pm

### **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>

### **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 Service and Booth Supply Rentals**

- **If you require internet service in your booth you MUST ORDER DIRECTLY FROM THE TACOMA DOME.**

To order internet service there is an additional charge payable directly to the Tacoma Dome. The order form is attached for your reference. Please note that the Tacoma Dome only offers DSL Wired Internet connections – they are currently installing wireless routers and it is unlikely they will be installed prior to this event.

- A copy of the Recruiter Handbook is attached for your reference. It also includes contact information for Grand Event Rentals – our event coordinator for this event.

## **Vendor Lunch**

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.

- Lunch will be available in shifts -- I will send out the final lunch schedule just as soon as it is available from the Tacoma Dome Arena.

- Lunch includes spaghetti, Caesar salad, and garlic bread.

- PLEASE work with your team to divide lunch shifts 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.

### **Refreshments and Sponsors – PEMCO Insurance and Inspirus Credit Union**

- Coffee and refreshments are provided by our two sponsors: PEMCO Insurance and Inspirus Credit Union. Please be sure to stop by their tables and find out the many ways their organizations may benefit you and your district.
- Please join us in saying **THANK YOU** to PEMCO insurance and Inspirus Credit Union for their generous sponsorship and support of Washington School Personnel Association, the Washington Educator Career Fair, and all Washington State educators and districts. Thank you!

Thank you,

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

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