

Student Resource Center

FAX (425) 823-6222

E-mail: productfair@bastyr.edu

Bastyr University's Product Education Fair:

Date and Time: Wednesdays, **November 20, 2013, February 26, 2014, May 21st, 2014**, from 11:00 a.m. to 5:00 p.m. You may set up anytime after 9:00am.

Location: The fair will be held on the Bastyr University campus in the chapel. The campus address is:

Bastyr University, 14500 Juanita Drive NE, Kenmore, WA. 98028

Directions: We are on the northeast shore of Lake Washington. Please visit our web site for directions.

Parking: On-campus parking is extremely limited; however, we will have reserved parking for vendors in the gravel parking lot located behind the Chapel. Follow the main drive past the flagpole, up around the water tower; the gravel lot is located down the hill on the left. It is advised that you arrive early. You may use the loading dock to unload your materials before you park. You will need a parking permit in your car in order to park on campus. The parking permits are on our web site, please bring them along so you can put on the dashboard of your car..

Hotels Near Bastyr University

*All room rates are subject to availability and change. Rates do not include sales/occupancy taxes. Those marked with a * may offer discounted rates if you let them know you are attending a Bastyr event. Residence Inn/Marriott is Bastyr CE "preferred" accommodation.*

***Motel 6** (4.7 miles from Bastyr) 12010 120th Pl. NE, Kirkland 98034, (425) 821-5618 www.motel6.com

***Baymont Hotel** (5.4 miles from Bastyr) 12223 NE 116th St., Kirkland 98034 (425) 822-2300 www.baymontinns.com

***Extended Stay America Studios** (5.7 miles from Bastyr) 923 228th St. SE, Bothell 98021 (425) 402-4252
www.extendedstayhotels.com

***Comfort Inn and Suites Bothell** (5.8 miles from Bastyr) 1414 228th St. SE, Bothell 98011 (425) 402-0900
www.choicehotels.com

Courtyard by Marriott (4.0 miles from Bastyr) 11215 NE 124th St., Kirkland 98034(425) 602-3200 www.marriott.com/seatac

***Country Inns & Suites** (7.0 miles from Bastyr) 19333 North Creek Pky, Bothell 98011(425) 485-5557
www.countryinns.com

***Residence Inn/Marriott** (7.1 miles from Bastyr; 11920 NE 195th, Bothell 98011 (425) 485-3030 www.marriott.com

Comfort Inn (4.6 miles from Bastyr) 12202 NE 124th St., Kirkland 98034 (425) 821-8300 www.choicehotels.com

Carlton Inn (4.5 miles from Bastyr) 12233 Totem Lake Way, Kirkland 98034 (425) 821-2202 www.ciatl.com

***Hotel Nexus Seattle** (8.5 miles from Bastyr; shuttle service to Bastyr if prearranged, based on availability) 2140 N Northgate Way, Seattle 98133. (206) 365-0700 www.hotelnexusseattle.com

***University Inn Seattle (12 miles from Bastyr) 4140 Roosevelt Way NE, Seattle 98105 (206) 632-5055,**
www.universityinnseattle.com

***Watertown** (12 miles from Bastyr) 4242 Roosevelt Way NE, Seattle 98105 (206) 826-4242 www.watertownseattle.com

***Woodmark Hotel** - (7.5 miles from Bastyr) 1200 Carillon Pt., Kirkland 98033 (425) 822-3700 www.thewoodmark.com

Airport Services to and from SeaTac

Airport Express (downtown sites only) (206) 628-6088; fax (206) 626-5209

Shuttle Express (door to door) (206) 622-1424; 1-800-487-7433 (206) 505-5910 fax

Bastyr University has a special rate. Please ask for it when you make your reservation.

BEFORE THE FAIR

A couple of suggestions for you to consider:

We are refocusing the old annual product fair to this series of Product Education Fairs so that you will be able to have ongoing, education-based interaction with the students. Given this new focus, you will be allowed to display and distribute educational information and product samples. You may NOT bring or distribute bags, pens, or other purely promotional trinkets.

Please see below for important instructions about preparing for the Fair.

Advance Shipment of Materials & Products-- You may ship your materials and products no sooner than May 10th, a maximum of seven days in advance of the fair and make sure the packages are clearly marked. Please send them to:

**Bastyr University Product & Services Fair,
14500 Juanita Drive NE, Kenmore, WA 98028
Attn: Silva - Student Resource Center**

Name Tags – There will be tent cards on the tables identified by the company name.

Set Up - You may set up your table beginning at 9:00am on the day of the fair.

Carts - A limited number of carts will be waiting at the loading dock behind the chapel and at the reception. You will be responsible for loading and unloading since we won't have staff to assist you.

Tables - Spaces will be identified by company name so you will know where to set up your materials. The table space will be 6 feet x 2.5 feet.

Parking Passes - Need to have parking passes showing in your car.

Electrical Outlets - Electrical outlets require a bit of extra planning. Please be sure to let Student Resource Center know ahead of time (call or email) if you need access to electricity so we can set you up closer to an electrical outlet.

Food – We will provide food and beverages in the room behind the Chapel for our vendors, catered by our fabulous food services department. The food will be served at 1:00pm.

AFTER THE FAIR

Disassembly - We request that you disassemble by 5:00pm.

Return Shipment - All items requiring shipment must be packed and labeled. Check with Silva for the exact location in the chapel. Please order call tags and arrange for shipment in advance. Items cannot be held at the loading dock for more than 24 hours. When you arrange outgoing shipping, please request call tags and package pick-up at Bastyr after the fair. We are unable to provide packing essentials or return shipping services. We appreciate your help with this request.

If you need additional information, please contact productfair@bastyr.edu or call 425-602-3084.