

Bastyr University's **21th Annual Products & Professional Services Fair on Wednesday, May 22, 2013**. The following should be helpful as you plan your time with us:

Date and Time: Wednesday, May 22th, 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 and foyer. 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 permit will be waiting for you at the Student Resource Center.

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.

List of Bastyr 2013 Graduates: There are over 250 graduates this year: They are from the naturopathic medicine, nutrition, acupuncture and oriental medicine, midwifery, nutrition, health psychology, exercise science and herbal science programs.

BEFORE THE FAIR

A couple of suggestions for you to consider:

Graduate Starter Kits: There is no one more appreciative of a free gift than a graduating student. They have acquired a significant debt for their studies, and in another six months need to start paying back their loans. Some vendors have put together packets specifically for the graduates. These generally contain some samples or a gift, a coupon for a substantial discount for their first order, and an introductory packet (containing your catalog, price list, order forms, etc.) This packet goes a long way to making a powerful and lasting impression on these graduates. Remember, the graduates will be wearing nametags so you can tell who they are immediately.

Student Representatives: There are now 40 natural products & services vendors who have hired students to be their campus representative. If your company is interested in pursuing this, please contact Student Resource Center at productfair@bastyr.edu or call 425-602-3084.

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

Please make sure the packages are clearly marked. This year also for better management of the packages, we have designated a number with your name tag when you register for the event. Our website will generate a number along with your name tag. Please use that number on each box when you mail your packages. Thank you.

Name Tags - Your table nametags for the event will be identified by the company name.

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

Carts - A limited number of carts will be waiting at the Student Resource Center in Room 1064. You will be responsible for loading and unloading since we won't have staff to assist you.

Table and Booth Spaces - 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. For those of you bringing a booth, a 10-foot wall space (with an 8' x 2.5' table) will be available. We will designate specific tables with your name before your arrival.

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 be providing food and beverages in the room behind the Chapel for our vendors, catered by our fabulous food services department. The food will be available between 1:00pm to 3:00pm.

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 as 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 neither provide return shipping services nor provide you with the packing essentials. We appreciate your help with this request. If you need additional information, please contact productfair@bastyr.edu or call 425-602-3084.