



**Chaleur Creative**  
714 22<sup>nd</sup> Ave E, Seattle, WA 98112  
Tel 206-636-1226  
chris@chaleurcreative.com

## LGBT Career Fair Information

**Date:** December 5, 2019  
**Attendee Time:** 5PM – 7PM  
**Load In Start:** 4PM  
**Load out start:** 7PM

**Location:**  
ATLAS Workbase  
500 Mercer St Seattle WA 98109

**On-Site contact:**  
Chris Brown [chris@chaleurcreative.com](mailto:chris@chaleurcreative.com) 206-636-1226

### **Parking, Buses & arrival on site:**

Parking & Bussing options can be found on the attached documents. ("[1. Bus Stops Near ATLAS Workbase.pdf](#)" & "[1. Parking Options Near ATLAS.pdf](#)") If you have a lot of items to load in, we recommend parking temporarily in the underground parking garage that can be found on the east side of the building off Taylor Ave N. Please proceed to an unmarked parking spot in the underground garage. Once parked, proceed to the QFC elevator on the Southwest side of the parking garage. Once in the elevator ATLAS Workbase is marked as the top floor. Proceed to the front desk of ATLAS Workbase and you will be directed to the registration table on The Concourse. (see map below) *Please note that parking in the garage is limited to 90 minutes.* We recommend using the underground parking for load in and load out only. Please park during the event at street level or in one of the paid garages in the area. A map has been attached via PDF. Chaleur Creative and ATLAS Workbase will not be reimbursing parking costs or parking tickets for this event.



**Traffic and road conditions:** If you have not travelled into this part of the city at 4PM in the afternoon, please plan accordingly. Mercer Street is often very busy in the afternoons. Please allow time to travel into the city and know that traffic flows coming into and out of the city from Mercer and I-5 are often very heavy.

**Load in & out times:** Load in can start at 4PM. We request that you be completely setup by 5PM for the arrival of attendees. The career fair will run from 5PM – 7PM. At 7:00PM you may begin load out. If you would like to stay longer and continue conversations with job seekers, we may be able to at the invitation of our hosts at ATLAS Workbase. Chaleur Creative staff will be your point of contact at the registration desk.



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**What to bring:** Please bring a table cover if available. If you have a pop up or anything that may impede foot traffic on site, we ask that you please have these behind your table and leave walkways clear for attendees.

**Power:** If you should need power, please let us know in advance so we can arrange for power at your table for you.

**Food & Beverage:** We will have complimentary light snacks along with coffee and water available to attendees and sponsors. The complimentary food & beverage table will be near the registration desk. Other food and beverage can be found at the deli attached to ATLAS Workbase, the QFC deli downstairs, along with numerous restaurants within walking distance.

**Interviews on-site:** ATLAS Workbase will be providing private and public areas for interviews throughout the career fair. For the private rooms, please see the registration desk to sign up for a block of time. The private rooms hold up to 4 people for interviews in a 'train car' type seating arrangement.

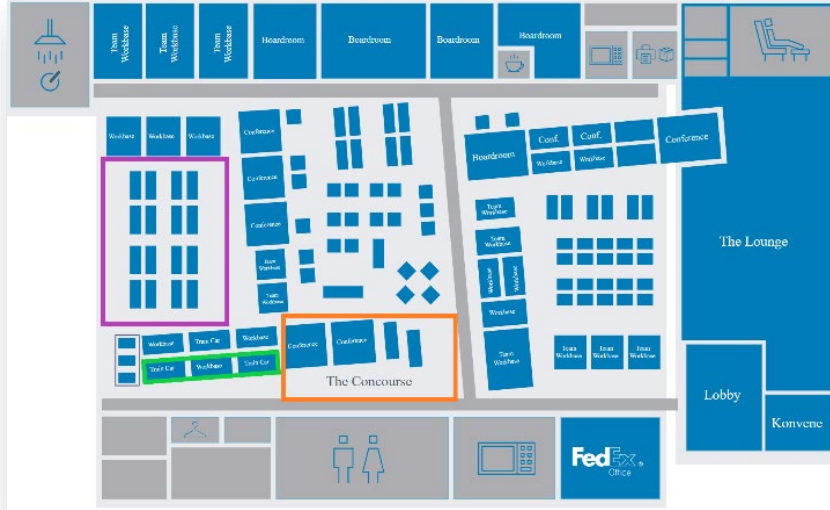
**Wifi & Internet Access:** High Speed Internet via Wifi is provided on-site at no cost to attendees and sponsors. Please obtain the wifi password from the registration desk or from signage throughout ATLAS Workbase.

**Use of ATLAS Workbase:** ATLAS Workbase will be open and operating with clients while we are guests in their space. Please be courteous to their staff and members while on-site. If you have questions, please come to the Registration desk on-site. If your staff are looking for a place to work for the day, they are welcome to utilize ATLAS Workbase via their day pass program. Should you desire this option, please contact [chris@chaleurcreative.com](mailto:chris@chaleurcreative.com) to coordinate your day pass.

**On-Site Setup and Map:** Below is a map of the on-site setup. Your booth assignment will be available from the registration desk upon arrival. **Premier sponsors will be in The Concourse area marked with an orange box.** **Silver, bronze and community sponsors will be in the purple area.** **The interview rooms are located within the green box area.**



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Premier Space Layout Example (from 2018)

Bronze/Silver/Community Partner Layout Example (from 2018)

