

Vancouver Law School Fair 2019

*University of Alberta Faculty of Law, University of Calgary Faculty of Law, Peter Allard School of Law,
University of British Columbia*

Thursday, September 26th 1:00 pm-6:00 pm, MST

ORGANIZER

Contact information prior to event-

Courtney Wagner – law.recruiter@ualberta.ca, 492-6016

Contact information day of event –

Courtney Wagner, law.recruiter@ualberta.ca – 780 691 1782

REGISTRATION INFORMATION

Exhibitors Register Online Here: [Registration Link](#)

Cost of Registration is \$350.00 CAD per table, plus EventBrite processing fee.

EVENT LOCATION

The Arbutus Room – 3rd Floor

The Four Seasons Hotel

791 W Georgia St, Vancouver, BC V6C 2T4

Exhibitor registration includes snacks and meals for two representatives.

2018 had **423 attendees day of**, with 575 pre-registrations.

DRIVING INFORMATION

Both the Canada Line and Sky Train Stations are located directly beneath the Hotel, many will take one of these trains as it prevents sitting in traffic and having to pay for parking.

PARKING

There is a parking structure underneath the Hotel which can be accessed off of Howe St (one way North to South) just past Dunsmuir St and again just past Georgia St.

Drop Off Material Instructions:

FOUR SEASONS HOTEL Directions for Loading Bay

- Enter parking entrance on HOWE Street (south of Dunsmuir Street, east side of Howe Street), directly below the Sephora Cosmetics store.
- At bottom of ramp, you have two options: LEFT OR RIGHT? **RIGHT will take you to the Loading Dock and Receiving Area.** LEFT will take you to the Pacific Center Parkade.
- The immediate first bay on the left is for use for Four Seasons contractors. You may NOT park in our bay, however, you may stop to deliver your goods.
- The entrance doors to the hotel are located to the left of the bay. They are unlocked between the hours of 9am – 4pm Monday to Friday. If doors are locked, you must pick up the beige phone on the wall (right outside the doors) and dial “0”. Please state the company you are with and what you are dropping off. Our switchboard operator will then unlock the doors.

- Once entered, walk straight ahead and turn to the right down the hallway to the elevators. Take to the 2nd floor. When you reach the 2nd floor, exit the elevator to the **left** and proceed to the end of the hall. To the left side you will see our “Security Office”, where you can check in for future directions.

Please Note:

- Our loading dock has a maximum clearance of 12 feet.
- Our service elevator has the following dimensions: INSIDE height is 8'5", width is 7'11", and depth is 5'4". The actual entrance door to the elevator is 7' high by 5' wide. The maximum weight load for the elevator is 1820 kg, or 4000 lbs.

SHIPPING ITEMS TO THE FOUR SEASONS VANCOUVER

You can send all boxes to:

Main Contact (YOUR NAME) or Onsite Contact (+ phone number)

Four Seasons Hotel Vancouver
791 West Georgia Street
Vancouver, BC V6C 2T4

Kindly label all boxes with the following information:

Name of Group (Vancouver Law School Fair)

****if you are an exhibitor - please remember to label the box with the name of the conference AND name of YOUR company****

Date of the event

Name of meeting room where items are to be delivered to (if known)

A few helpful tips: *****IMPORTANT*****

- when sending packages via UPS or FedEx, please authorize them to be your broker (in the event that your package gets held up in customs). **Please note that the Hotel will NOT give customs clearance on your behalf and packages will be directed back to you.** This will cause delays in receiving your packages.
- please indicate on your shipping form that the sender will pay for outstanding charges, should there be any – ie. customs charges, taxes etc. -- as the Hotel **will not** accept any packages

HOTEL

A block rate will be held at the Four Seasons Hotel until Thursday, September 25th. Rooms are \$395.00 CAD a night and can be booked using this link:

[Four Seasons Vancouver](#)

Other hotels in the area include:

[The Kingston Hotel \(Budget\)](#)

[Hyatt Regency Vancouver](#)

[Fairmont Hotel Vancouver](#)

Other Recruitment Events in the Area:

Simon Fraser University The Big Fair Burnaby Campus - Wednesday, Sept 25th, 10:00AM-3:00PM

Vancouver Law School Fair: Thursday, Sept 26th. 1:00-6:00PM

UBC Graduate and Professional Studies Fair: Sept 27th 10:00-4:00 PM