

CAREER FAIR

RESOURCE FAIR

ART FAIR

October 28, 2015 - Ramsey County Conference Center
Metro Square Building - 121 E. 7th Place, St. Paul MN 55101

VENDOR/RECRUITER INFORMATION SHEET

www.msco25ada.com | 651.361.7800

LOAD IN/LOAD OUT

- Tuesday, October 27: Noon to 5:45 p.m.
- Wednesday, October 28: 7:00 – 8:30 a.m.

Please be ready to go by 9:00 a.m. on Wednesday, October 28. The vendor/recruiter tables are located in the lower level and the 1st floor, the Art Fair is located on the 2nd floor.

PARKING DURING LOAD IN/OUT: You are welcome to unload and load at the following entrances, however your vehicle must be moved as soon as loading/unloading is complete.

There are two entrances available for load in/load out at The Metro Square Building. The Metro Square Building is located between Robert and Jackson Streets in St. Paul, at the cross streets of 7th *Place* and 7th **STREET**.

- 7th *Place* and Robert **STREET**: 7th *Place* will be available for temporary parking for entry at the 7th *Place* entrance.
- A second entrance will be available for temporary parking at 7th **STREET** (different than 7th *Place*) and Jackson Street.

The building is secure with 24 hour security personnel on duty. Ramsey County Sheriff is providing additional security.

PARKING: Please see the event website at www.msco25ada.com for parking options. Those options include a free shuttle service and 2 covered parking ramps (both on 7th **STREET**) less than a block away, and a surface parking lot across the street (Jackson Street). Parking is under \$15 for the ramps and \$6 at the surface lot.

IMPORTANT NOTE ABOUT LUNCH: Lunch is served at 11:30 a.m. in the Auditorium. All participants are encouraged to settle in by noon for the Employment Dialogue. Please ensure we know the names of each person that will be eating lunch from your organization. CONTACT David Shaw at david.a.shaw@state.mn.us to confirm lunch reservations for everyone from your organization.

If you are unable to get a lunch registration to us, food is available to purchase in the Skyway adjacent to the Metro Square Building, Ramsey County Conference Center.

ATMs are available in the skyway.

SCENT FREE: This event is scent free.

IMPORTANT NOTE: LAST CALL FOR LOGOs. If you have not yet shared your logo to be shown during the event, send your logo to David Shaw, david.a.shaw@state.mn.us no later than Friday at 4:00 p.m.

