March 10, 2009

To all NAHS Career Day Exhibitors and Presenters:

Thank you so much for answering our call for exhibitors and presenters at our 3rd Annual Career Day on Tuesday, March 31st, 2009. The following instructions should be helpful for your participation:

- School location: 9601 Zelzah Ave., Northridge, CA 91325. The main office number is (818) 700-2222. Please ask for Sharon Bernard or Karen Matsui on Career Day if you need to communicate with someone.
- Please arrive between 7:15 a.m. and 8:15 a.m. to set up since exhibits will be open to classes starting at 8:35 a.m. Please note that we have a fair amount of traffic between 7:30 and 8:00 a.m., as parents are dropping off students. The best way to enter the school is by coming south on Zelzah Ave. and turning in to the second driveway closest to the tennis courts.
- Limited parking is available in our underground parking structure for those who arrive early. Additional parking will be made available around the perimeter of the school against the right-hand curb, once underground parking is at capacity.
- Attached is a parking pass. Please display it on your dashboard.
- Register at the table in front of the main office, and receive a visitor’s pass plus information regarding your exhibitor’s table or presenter classroom location.
- A morning snack will be provided.
- Supplies you need to bring: extension cords, paper weights for flyers and brochures (in case of wind), sunblock and hat in case of hot weather, business cards, your own laptop (if needed). Please contact Sharon Bernard at (818) 700-2210 immediately if there is need of special equipment (subject to availability at the school). Please bring your own dollies or carts to transport your materials. We can provide student assistance if needed.
- Items not to bring: stickers, gum or any giveaways that may cause damage to the school such as permanent markers. All materials must be appropriate for school-age students.
- The focus should be on sharing information about careers, training and education. No sales or solicitations are permitted on campus.
- You will be provided a schedule for the day at the registration table. If you must leave prior to 1:00 p.m., and are parked in the underground garage, please notify the parking assistants upon entering in the morning, so you will be able to park in a single space.
- Please remember that schools are tobacco-free zones. No smoking on or near campus.

Additional information:

NAHS has approximately 980 students in grades 9-12.
We have three academies: Arts, Media and Communication, Health & Human Development and Careers in Education.
Northridge Academy HS
Career Day Parking Permit
Valid 03/31/09 only