

Registering for the Purdue AG Spring 2018 Career Fair

FEBRUARY 14, 2018, 9:30 AM TO 3:00 PM

GETTING REGISTERED:

- Registration opens on Monday, November 27, 2017, at 8:00 am EST. Registration will close on Wednesday, January 24, 2018, at 5:00 pm EST.
- Space is limited to 200 booths in the Gold and Black Gyms and the Feature Gym at the Cordova Recreational Sports Center.
- TABLE ASSIGNMENT DETAILS: Table assignments are made according to the date of your registration. There are set spots for electrical needs and these are taken into consideration when making placements as well.

CANCELLATION POLICY FOR REGISTRATION AND REFUND POLICY:

- Fee Refund Policy – A full refund will be given if cancellation is made by January 24, 2018. Cancellations after the 24th are non-refundable per your agreement marked on the registration form.
- A live feed of your planned attendance begins immediately after confirmation of your registration. Thus advertising of your attendance is available to students at the time of your registration confirmation. Our booklet of your participation and location at the fair goes to print shortly after the close of registration on the 24th of January. This information is also publicized to the students on our webpage.

REGISTRATION FEE INCLUDES:

- One 6' x 30" skirted table and two chairs per table registration.
- Name badges will be in your packet located on your reserved table.
- Lunch – a maximum of three per table.
- One complimentary parking pass will be given per company per table. This will be handed to you in the Circle Drive at the Co-Rec. **Additional parking passes may be purchased for \$10 to park at the Co-Rec for the Spring 2018 Career Fair only. NO shuttle service is provided in the spring from the Grant Street Parking Garage.**
- Electricity (if requested on your registration form): Electricity is provided in the middle of the Gold and Black 1,2,3 Gym. All participants needing electricity will be placed in the center of the gym.
- Wireless Internet Connection – Companies must provide their own hardware (computers, wireless network cards). Directions and passwords to login to the campus wireless network will be in your packet on your table.

PARKING:

- Parking will be in the parking lot to the northwest of the Cordova Recreational Sports Center.
- One complimentary parking permit will be given per company per table. Please have representatives plan accordingly. This will be handed to you in the Circle Drive at the Co-Rec.
- **FOR THE SPRING FAIR ONLY: Additional parking passes will be available for \$10.00 to be purchased the day of the Career Fair. Cash only, and exact amount must be given. No change**

will available. Representative will need to come into the Co-Rec and purchase. Vehicles may be left in the Circle Drive while the purchase is being made.

- NOTE: Prior to parking, you may drop off your display or materials at the Circle Drive. Students will be waiting to assist you and take them to your table while you park.

DISPLAY ITEMS SHIPPED IN ADVANCE AND/OR RETURN SHIPPING INSTRUCTIONS:

- All display or materials being sent in advance MUST be received by noon, on Friday, February 9, 2018.
- Send all items marked HOLD FOR AGRICULTURE CAREER FAIR and indicate how many pieces (1/2, 2/2).
- Items should be shipped to:

Cordova Recreational Sports Center

HOLD for AGRICULTURE CAREER FAIR

Attn: Brian Smith

355 N. Martin Jischke Drive

West Lafayette, IN 47907

- Please be sure to bring tracking or confirmation numbers from your carrier that is responsible for shipping your display items to the fair should you need to locate them.
- Your organization is responsible for preparing the labels and securing them on your display that you plan to ship after the fair.

SCHEDULING ON CAMPUS INTERVIEWS:

- You can reserve interview space for the day after the fair on your registration form. We will not be able to provide you space the evening after the fair. You will need to make your own arrangements if you choose not to wait until the following day to interview.
- To schedule an interview date outside of the career fair, please email the Agriculture Career Services Office at AgCareerFair@purdue.edu.

RECRUITMENT OPPORTUNITIES

- Posting employment opportunities may be done all year. Email your job description and contact information to AgJobs@purdue.edu. Jobs are posted for two months unless you request the posting be taken down sooner. Jobs are posted at: https://ag.purdue.edu/oap/career/pages/student_jobs_search_main.aspx.
- Sharing Information with our College of Agriculture Career Services Coordinators. Click here for contact information: https://ag.purdue.edu/oap/career/pages/contact_us.aspx.

General or Registration Questions can be directed to:

Sherre Meyer, Assistant Director, Office of Academic Program, Career Services Coordinator

Purdue University College of Agriculture

615 W. State Street, West Lafayette, IN 47907-2053

Phone: 765-494-8482, Email: meyer10@purdue.edu

Questions regarding payment should be directed to:
Erica Wilson, Purdue Memorial Conferences
128 Memorial Mall, West Lafayette, IN 47907
Phone: 765-494-7221, Email: ericaw@purdue.edu

Questions regarding display shipping should be directed to:
Brian Smith, Assistant Director, Reservations, France Cordova Recreational Sports Center
355 N. Martin Jischke Dr., West Lafayette, IN 47907
Phone: 765-494-3116, Email: smithbm@purdue.edu