

## Veterans and Military Families Recruiting Night November 8, 2017

**Time:** 6:30pm - 9:00 pm

**Location:** Tutor Campus Center (TCC) Ballroom, USC University Park Campus (indoors)

Please note that a **MAXIMUM** of TWO (2) recruiters are allowed throughout the event due to space constraints.

Cancellations received in writing to [careers@usc.edu](mailto:careers@usc.edu) on or before **October 31, 2017** will be fully refunded. **Please note that cancellations made on or after November 1, 2017 are still responsible for their full registration fees.**

Dinner will be provided for all registered participants.

This is an indoor event. Each organization will be provided one cocktail table and tablecloth. Due to the configuration of the tables, there will not be space for pop-ups or additional signage. Feel free to bring handouts or brochures.

**We suggest arriving on campus by 5:30 pm** to allow for set-up time for your materials.

Parking is located in McCarthy Way Parking Structure (formerly known as *Parking Structure X*). Enter off Figueroa Blvd. at McCarthy Way Entrance (formerly known as Gate #3), across the street from the Galen Center.

When you arrive at McCarthy Way Parking Structure, simply provide your company name to the attendant, who will issue a parking pass. Only two (2) passes will be given per company. Let the attendant know you are there for the Veterans and Military Families Recruiting Night. Please note: You may receive a parking citation for parking over the lines, taking up more than one space, or parking in a reserved space. Detailed parking directions will be e-mailed to you the week before the fair.

**NOTE: We cannot accommodate electrical equipment.**

Brochures, job descriptions, and business cards are great tools for attendees to keep in contact with you and learn more about your organization.

**If you are using display materials, please label them according to the directions below and ship them in advance to the address below. USC is a pedestrian campus and there are no convenient drop-off locations.** If shipped ahead of time, we will deliver your materials to your table the day of the event. If you are unable to ship your materials, it is an approximate 10 minute walk from McCarthy Way Parking Structure to the Veterans and Military Families Recruiting Night location.

**Boxes, packages and display materials must ARRIVE at least THREE (3) business days before the Veterans and Military Families Recruiting Night.** If you want materials shipped back to you, please enclose a completed shipping label on each box or bring the completed labels to the Event. **Please send all materials to:**

**[Your Organization Name]  
Veterans and Military Families Recruiting Night  
USC Career Center  
3601 Trousdale Parkway, STU 110  
Los Angeles, CA 90089-4487**

**The Career Center must receive all shipments by November 3, 2017.** The USC Career Center will not be held liable for any damaged or missing displays and/or packages shipped for the Event.

Advertise your participation in the *Daily Trojan*, USC's student newspaper. This is an effective way to draw particular majors to your table at the Event. Contact the *Daily Trojan* at (213) 740-2707.

For questions, please contact **Lori Shreve-Blake** at [shrevebl@usc.edu](mailto:shrevebl@usc.edu) or (213) 821-1076.