

Fall 2017 Career Fair September 14, 2017

Time: 10:00 am - 2:00 pm

Location: Trousdale Parkway, USC University Park Campus (outdoors, RAIN or SHINE)

- Please note that a **MAXIMUM** of FOUR (4) recruiters are allowed throughout the day due to space constraints. Up to TWO (2) recruiters are included in the standard Cardinal and Gold price, and up to FOUR (4) recruiters are included in the Cardinal and Gold PLUS price.
- Cancellations received in writing to careers@usc.edu on or before **September 7, 2017** will be fully refunded. **Please note that cancellations made on or after September 8, 2017 are still responsible for their full registration fees.**
- Continental breakfast and boxed lunches are provided for all registered participants.
- Since this is a rain or shine OUTDOOR EVENT, we suggest you bring paperweights for your materials.
- **We suggest arriving on campus between 8:00 am and 9:00 am** to allow plenty of set-up time for your materials. There will be a check-in table near the shuttle drop-off by the University Club at the corner of Trousdale Parkway and West 34th Street.
- Parking is located at the **Grand Avenue Structure (formerly UPX)**, just off campus at 3401 S. Grand Avenue. The entrance to the structure is located off W. 35th Street between S. Hope Street and S. Grand Avenue. When you arrive at the Grand Avenue Structure, simply give your company name to the attendant, who will give you a parking pass. **Only two (2) passes will be given per company, regardless of the number of recruiters attending.** Let the attendant know you are there for the Career Fair. 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 emailed to you the week before the fair.
- USC Transportation trams will be provided from the Grand Avenue Structure (formerly UPX) to campus. Trams run about every 12 minutes. We have paid for a dedicated tram to ensure shorter wait times. Trams will also be available to go back to the Grand Avenue Structure following the Fair. Return to the same tram stop you were dropped off at corner of Jefferson and Hoover. Only board the trams labeled "Special" or "Grand Avenue Structure".
- **NOTE: We cannot accommodate electrical equipment.**
- Brochure, job descriptions, and business cards are great tools for students 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 morning of the Fair. If you are unable to ship your materials, we recommend attempting a drop-off at the corner of Jefferson Blvd. and Hoover St. From there it is a short walk down Trousdale Parkway to the Career Fair.
- Please be aware that if you plan to utilize a drop-off, you will need a member of your team to stay with your items and transport them to the check-in tent. We will not have staff available to watch or transport your items for you. You will still have to park your vehicle at the Parking Center and take the shuttle to campus.
- **Boxes, packages and display materials must ARRIVE at least THREE (3) business days before the Fair.** If you want materials shipped back to you, please enclose a completed shipping label on each box or bring the completed labels to the Fair. **After June 26, 2017, send all materials to:**

[Your Organization Name]
USC Career Fair - September 14, 2017
Box [x] of [x] in care of
Speedy's Moving Company
10736 Jefferson Blvd., #814
Culver City, CA 90230
(310) 447-2952
- **Speedy's must receive all materials by September 11, 2017.** The USC Career Center will not be held liable for any damaged or missing displays and/or packages shipped for the Fair.
- 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 Career Fair. Contact the *Daily Trojan* at (213) 740-2707.
- For questions, please contact us at recruit@usc.edu or (213) 740-9105.

Follow-up the **Career Fair** with
On-Campus Interviews!

Allow us to make interviewing with
our talented students easier.
For further details, please contact us at
(213) 740-9105.