

Fall 2017 Graduate Schools Fair

Date: October 19, 2017
Time: 11:00 am - 2:00 pm
Location: Outdoors along Trousdale Parkway on the main USC Campus (rain or shine)

- Please note that a **MAXIMUM** of TWO (2) recruiters are allowed throughout the day due to space constraints. TWO (2) recruiters are included in the standard registration price.
- Cancellations received on or before **October 12, 2017** will be fully refunded. **Please note that schools canceling on or after October 13, 2017 are still responsible for their registration fees.**
- Boxed lunches will be provided for all registered participants.
- This is an OUTDOOR EVENT, so we suggest you bring paperweights for your materials. The event will be held rain or shine!
- **We suggest arriving on campus between 9:00 am and 10:00 am** to allow plenty of set-up time for your materials. There will be a "Check-In" tent at the center of Trousdale Parkway, next to Tommy Trojan.
- Parking is located at the **Parking Center (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 Parking Center, simply give your University/Program name to the attendant, who will give you a parking pass. **Only two (2) passes will be given per University/Program, 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 Parking Center (UPX) to campus. Important: You will get off at the 2nd tram stop in front of the University Club. 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 Parking Center following the Fair. Return to the same tram stop you were dropped off at in front of the University Club. Only board the trams labeled "Special" or "The Parking Center".
- **NOTE: We cannot accommodate electrical equipment.**
- Brochures, program descriptions, and business cards are great tools for students to keep in contact with you and learn more about your program.
- **If you are using display materials, please ship them in advance. USC is a pedestrian campus and there are no convenient drop-off locations.** We will deliver your materials to your table the morning of the Fair. If you are unable to ship your materials, we would recommend attempting a drop-off at Jefferson and Hoover. From there, it is a short walk down Trousdale Parkway to the 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 in Parking Structure D (PSD).
- **Boxes, packages, and display materials must ARRIVE at least THREE (3) business days before the Fair. Please write, "USC Graduate Schools Fair, Your School/Dept./Program Name, Box # of total # of boxes" on all boxes.** 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 July 5, 2017, send all materials to:**

[Your Organization Name]
USC Graduate Schools Fair - Oct. 19, 2017
Box [x] of [x] in care of
Speedy's Moving Company
10736 Jefferson Blvd., #814
Culver City, CA 90230

(310) 447-2952

- Disclaimer: 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 Fair. **The newspaper will be publishing a Graduate Schools issue on October 18, 2017.** To participate, contact the *Daily Trojan* at (213) 740-2707.
- For questions, please contact us at recruit@usc.edu or (213) 740-9105.