Spring 2019 Career Fair
February 7, 2019

Time: 10:00 am - 2:00 pm
Location: Trousdale Parkway, USC University Park Campus (outdoors, RAIN or SHINE)

- TWO (2) recruiters are included in the registration base price. Please note that a MAXIMUM of FOUR (4) recruiters per table are allowed due to space constraints. You must purchase another table if you will bring more than four recruiters.

- Cancellations received in writing to Erin Jebavy at erinwill@usc.edu on or before January 31, 2019 will be fully refunded. Cancellations made on or after February 1, 2019 are still responsible for their full registration fees. Cancellations by phone are not accepted.

- 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, 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 organization name to the attendant, who will give you a parking pass. Only two (2) passes will be given per organization, 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 to campus. Important: You will get off at the 2nd tram stop in front of the JEP House. 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 in front of the JEP House. Only board the trams labeled "Special" or "Parking Center."

- NOTE: We cannot accommodate electrical equipment.

- Brochures, 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 Grand Avenue Structure and take the shuttle to campus.

- Boxes, packages, and display materials MUST ARRIVE by February 4, 2019. 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 December 1, 2018, send all materials to:

  [Your Organization Name]
  USC Career Fair - February 7, 2019
  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 February 4, 2019. 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.