

## Fall 2019 Graduate Schools Fair

**Date:** October 10, 2019

**Time:** 11:00 am - 2:00 pm

**Location:** Outdoors along Trousdale Parkway on the main USC Campus (rain or shine)

- **TWO (2) representatives** are included in the registration base price. Please note that a **MAXIMUM** of FOUR (4) representatives per table are allowed due to space constraints. You must purchase another table if you will bring more than four representatives.
- **Cancellations** received in writing to Erin Jebavy at erinwill@usc.edu on or before **October 3, 2019** will be fully refunded. **Cancellations made on or after October 4, 2019 are still responsible for their full registration fees. Cancellations by phone are not accepted.**
- **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 encourage 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 table at the center of Trousdale Parkway, next to Tommy Trojan.
- **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 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 Graduate Schools 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.
- **Follow signs** from the Grand Avenue Structure lobby to the tram loading area. Trams will then transport you from the Grand Avenue Structure to the corner of Jefferson Blvd. and Hoover St. From there, it is a short walk to the check-in table on Trousdale Parkway. We have paid for dedicated trams to ensure shorter wait times. Board the trams marked “**Nada Bus,**” “**Special,**” or “**Parking Center.**” On your way back to the parking structure at the end of the Fair, you will board the trams at the same place as where you were dropped off in the morning. There will be staff on hand at the tram stops to answer any questions you may have.
- **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, 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 would recommend attempting a drop-off at Jefferson Blvd. and Hoover St. 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 table. We will not have staff available to watch or transport your items for you. You will still have to park your vehicle in the Grand Avenue Structure and take the shuttle to campus.
- **Boxes, packages, and display materials MUST ARRIVE by October 7, 2019.** If you want materials shipped back to you, enclose a completed shipping label on each box or bring the completed labels to the Fair. **After June 1, 2019, send all materials to:**

**[Your Organization Name]**  
**USC Graduate Schools Fair - Oct. 10, 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 packages by October 7, 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 Fair. Contact the *Daily Trojan* at (213) 740-2707.
- **Contact Erin Jebavy** at erinwill@usc.edu or (213) 740-9112 with questions.