

**Fall 2019 Career Fair  
September 26, 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 **September 19, 2019** will be fully refunded. **Cancellations made on or after September 20, 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 encourage 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.
- **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 Employer Check-In. 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, 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, 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 September 23, 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:**

Follow up on 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.

**[Your Organization Name]  
USC Career Fair - September 26, 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 September 23, 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.
- **Contact Erin Jebavy** at erinwill@usc.edu or (213) 740-9112 with questions.