



The Office of Career Services

## 2018 Spring Graduate School & Job Fair Event Details

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Thank you for registering for the Fayetteville State University 2018 Spring Career and Graduate School Fair! The Fair will be held on Thursday, February 22<sup>nd</sup>, from 1:00 p.m. until 4:00 p.m. at the University's Rudolph Jones Student Center. We look forward to welcoming you!

### Schedule of Events

#### **11:15 – 11:30 a.m. – Arrival and On-Site Parking**

Representatives and student volunteers will be available to help you unload displays and materials. They will also direct you to free parking. Please make sure to display your parking permit (which is the last page of this document) on the dashboard of your vehicle.

#### **11:30 a.m. – 1:00 p.m. – Registration, Set Up, and Lunch**

Upon arrival, please check in at the employer registration table. Lunch will be provided during this time.

- **Volunteers** – For your convenience, a team of volunteers will be available to assist you with setting up your table and display, and answer your questions. They will check in with you throughout the Fair for any needs you may have. If you are by yourself and need a break at any time during the Fair, please ask anyone with a “VOLUNTEER” badge for assistance.
- **Booth** – A 6ft table will be provided for your display. If you need electricity, please be sure that you made this selection in your online registration. If you need to make changes to your registration, please contact Career Services immediately at 910-672-1098.

#### **1:00 p.m. – Fair Begins**

#### **4:00 p.m. – Fair Ends**

When the Career Fair ends, volunteers will be available to assist you with breaking down your display and taking materials to your vehicle.

## Payment Policy

- Payment is due when registering. Booths are not reserved unless the registration is paid, or if arrangements have been made (call 910-672-1098.)
- Payments by check may be mailed to the address on the label under “Shipping Displays and Materials” below.

## Cancellation Policy

- All cancellations MUST be made in writing to [avanelso@uncfsu.edu](mailto:avanelso@uncfsu.edu); phone cancellations will not be accepted.
- Cancellations received after January 31<sup>st</sup>, 2017 will be non-refundable.

## Shipping Displays and Materials

- **Shipping to Fayetteville State University Career Services:**
  - Displays and materials for the Career Fair may be shipped to our office in advance. If you would like to ship those to our office, please be sure to clearly mark the outside of the cartons with your company’s name so that it can be delivered to your table prior to the event. Displays and materials must be received by 5:00 p.m. on February 19<sup>th</sup>, 2018, to ensure delivery. Please ensure all boxes are labeled.
  - Displays and materials should be shipped to:

Fayetteville State University  
Attn: Career Services  
Rudolph Jones Student Center  
1200 Murchison Road  
Fayetteville, NC 28301

- **Shipping back to you:**
  - Please have return shipping labels (including account numbers) attached to your sealed cartons/boxes for return shipment.
  - Bring cartons to the employer registration table prior to leaving the Fair and items will be shipped as soon as possible.

## Lodging Information

- Partial Listing of Local Hotels:
  - Marriott Fairfield Inn & Suites Fayetteville North – 4249 Ramsey Street, Fayetteville, NC 28311 – (910) 223-7867
    - ❖ **For a special FSU rate of only \$99 per night, please mention that you are booking a room to attend the Fayetteville State University Fall Career and Graduate School Fair. Please book by February 1, 2018!**

- Fairfield Inn (Cross Creek) 562 Cross Creek Mall Fayetteville, NC 28303 – (910) 487-1400
  - Embassy Suites 4760 Lake Valley Drive Fayetteville, NC 28303 – (910) 826-3600
  - Hilton Garden Inn 4025 Sycamore Dairy Road Fayetteville, NC 28303 – (910) 860-3600
  - TownePlace Suites 1464 Skibo Road Fayetteville, NC 28303 – (910) 764-1100
  - Residence Inn 1468 Skibo Road Fayetteville, NC 28303 – (910) 868-9005
  - Home2 Suites 4035 Sycamore Dairy Road Fayetteville, NC 28303 – (910) 223-1170
  - Courtyard by Marriott 4192 Sycamore Dairy Road Fayetteville, NC 28303 – (910) 487-5557
  - Wingate by Wyndham 4182 Sycamore Dairy Road Fayetteville, NC 28303 – (910) 826-9200
  - Doubletree Hotel 1965 Cedar Creek Road Fayetteville, NC 28312 – (910) 323-8282
- Most national chains are represented in the area, so if you do not see the hotel you prefer, please call their nationwide reservations desk. Most hotels in the area are within a 15 minute drive of Fayetteville State University.

## Driving Directions

The Rudolph Jones Student Center’s GPS address is 1200 Mary T Eldridge Street. Driving directions may be found below or on the website by clicking the following (Ctrl + click to follow the link):

<http://www.unctsu.edu/career-services/students/directions-to-career-services>

## Maps

Please visit the following link for a detailed view of Fayetteville State University and its surrounding areas:

<https://www.google.com/maps/place/Fayetteville+State+University/@35.0764794,-78.8939057,17z/data=!3m1!4b1!4m5!3m4!1s0x89ab6cdce1db451f:0x8b543dcd41a3a823!8m2!3d35.076475!4d-78.891717>

## Make the most of your visit

Contact us at [avanelu@unctsu.edu](mailto:avanelu@unctsu.edu) or 910-672-1098 if you would like to set up additional on-campus recruiting activities such as interviews or information sessions before or after the Career Fair.

Thank you for your participation in our 2018 Spring Graduate School and Job Fair. Let us know if there is anything we can do to assist you!



# Temporary Parking Permit

Event/Program/Other Activity: 2018 Career Fair

Dates Valid: Thursday, February 22, 2018

Designated Lots: Y, N and Z

Good only for the date and time of use noted above. Display on driver's side dashboard and park only in designated location/lots noted above. This temporary permit **IS NOT** valid for gated lots, which require key access or reserved parking spaces. Use at other times or parked in undesignated lots and/or parking spaces may result in fines, booting, and/or towing.

Authorized by: Renee D. Carl / mmp  
Associate Vice Chancellor of Police & Public Safety

## FAYETTEVILLE STATE UNIVERSITY CAMPUS

