



The Office of Career Services

2017 Fall Career & Graduate School Fair Event Details

Thank you for registering for the Fayetteville State University 2017 Fall Career and Graduate School Fair! The Fair will be held on Wednesday, November 1st, 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. Registrants with VIP parking spots will receive an additional permit after submission of their registration.

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 skirted table will be provided for your display. If you selected the Standard Registration and 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.

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Payment Policy

- Payment is due within 30 days of registering. If you register within 30 days of the Fair, payment is due at the time of registration.
- For Credit Card payments (Visa and MasterCard ONLY), 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; phone cancellations will not be accepted.
- Cancellations received after October 1st, 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 October 30th, 2017, to ensure delivery.
 - 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 complete the return shipping labels (including account numbers) and seal your cartons for return shipment.
 - Bring cartons to the employer registration table prior to leaving the Career Fair and items will be shipped as soon as possible.

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- **Overnight shipping back to you:**

- If you need your materials shipped overnight, you will be responsible for making those arrangements. We will be glad to call the appropriate mail service to pick up your materials for overnight shipping. We cannot be responsible for supplying or completing shipping labels or packaging.

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 October 11, 2017!**
- 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>

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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 Curtis Street, Career Services Director, at cstreet1@uncfsu.edu or 910-672-1100 if you would like to set up additional on-campus recruiting activities such as interviews or information sessions before or after the Career Fair. Rooms go quickly for the day after the fair, so please call as soon as possible to reserve yours.

Thank you for your participation in our 2017 Fall Career Fair. Let us know if there is anything we can do to assist you!



Temporary Parking Permit

Event/Program/Other Activity: Visitor

Dates Valid: Wednesday, November 1, 2017

Designated Lots: Y & 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: [Signature]
Associate Vice Chancellor of Police & Public Safety

FAYETTEVILLE STATE UNIVERSITY CAMPUS

