Dear Employer,

Thank you for your Career Fair registration. Here’s what you need to know:

**Accommodations**
The University Inn is conveniently located on the USU campus right next door to the fair venue. Let them know you will be attending the fair to receive a hotel room discount. You can also stay off campus at your choice of local hotels.

**Parking**
Free parking will be provided in the lot located at: The Big Blue Terrace, on the north side of the street. If you type the following address into your GPS app on your phone it will take you right to where you need to go: Big Blue Terrace, Logan, UT 84321 This lot is the designated free parking for this event; other parking will not be validated.

**Fair Check-in**
Check-in will be from 7:30 AM to 8:45 AM on the 2nd floor of the Taggart Student Center (TSC) just outside the ballroom. To locate the check-in location follow the signs in the TSC. The students will arrive at 9:00 AM.

**Food**
The hospitality suite will be open from 7:30 – 11:30AM with a continental breakfast and lunch will be served from 11:30AM – 1:30PM.

**Displays**
To let the students know about your organization, bring brochures, business cards, samples, or any other materials you feel would be of interest. Career Services recommends that you display majors, job openings, and internship/full positions at your booth. Freestanding floor displays, will need to fit on or behind your table. Provided:

- An 8’ by 3’ table, white tablecloth, and company name tent is provided.
- Wireless internet connection: Instructions will be provided in your welcome packet.
- Electrical outlets but you will need to provide your own extension cord.

Please be aware that Utah State is a Pepsi campus and we request that if you are bringing soda for distribution that you only bring Pepsi products

**Shipping**
You can ship your display items to us in advance. We will store them and have them at your booth the day of the event. Use the following address:

Career Services
Utah State University
Room 102, University Inn
4305 Old Main Hill
Logan Utah, 84322-4305
If you need materials shipped after the fair, please bring a prepaid return label and affix it to the item(s) being shipped. Leave any items needing shipping at your table at the end of the event. **Preferred method of shipping is FedEx.**

**Make the most of your Career Fair visit:**

**Interview the talented students that you meet at the fair!**
Have students sign-up for an interview at the time you meet with them at your booth. We can arrange for interview tables/rooms for the day after, or the day of, the fair or at a future date. To schedule interviews reach out to Jan Lyons, Employer Relations & Recruiting Coordinator, 435-797-1746, or you can do so through AGGIE Handshake.

**Partnership Opportunities**
Want to increase your visibility at the fair? Become a Career Aggie Partner. Your organization will receive additional advertising, by placing your logo prominently on all fair and web listings. In addition, your booth will be placed in high traffic areas. For opportunities to partner with Utah State Career Services visit Career Services’ web page.

**Job and internship postings**
Post your open positions on AGGIE Handshake for students that are interested in your company.