



Engineering, Computing and Sciences Fair
September 24 & 25, 2019
Noon-4pm

Business, Healthcare and Communications Fair
September 26, 2019
Noon-4pm

**Littlejohn Coliseum:
219 Perimeter Rd., Clemson, SC 29634, USA**

Registration Information

Be sure to post your jobs on [ClemsonJobLink](#) as soon as you register!

Standard Registration:

- \$600.00 per day (\$200.00 Nonprofit) with up to 4 recruiters maximum per day
- Includes: 6ft table with a foot on each side and about 2 feet behind the table, 2 chairs, plastic tablecloth, lunch for 4, snacks, parking & electric access by request

Sponsorship Registration:

- \$1,800 for 2 days; \$2,400 for 3 days; including up to 5 recruiters maximum per day. (\$600 for Nonprofit 2 days; \$800 for 3 days \$1,200 for Corporate Partners for 2 days and \$1,800 for 3 days)
- Includes: 8ft table, 2 chairs, linen tablecloth, lunch for 5, access to the Sponsor VIP lounge, electric access by request, VIP parking for 2 vehicles as well as additional parking in other lot as needed

Registration will close when full OR August 23, whichever comes first

Day of Fair Timeline

9:00 am	Littlejohn Coliseum opens for Employer Display Set-Up
(10:00 am – 11:30 am)	Reverse Fair September 25 ONLY - Student Organization Networking Event-Open to all employers attending any fair event)
10:45 am – 1:30 pm	Lunch for Employers; Vegetarian and non-gluten options available, just ask servers
12:00 pm	Fair open to Students
1:30 pm – 3:45 pm	Drinks and snacks available for Employers
4:00 pm	Fair closes – PLEASE PLAN ON STAYING FOR THE ENTIRE FAIR; Leaving early will jeopardize further fair involvement

Reverse Fair and Under Represented Networking Event – September 25 ONLY

We are pleased to offer you of the following events occurring in conjunction with our fair.

- Reverse Fair with Student Groups - Wednesday, September 25 at Littlejohn from 10-11:30am.
 - o This is an opportunity to connect with various Student Groups on Campus.
- PROfessional Night - Wednesday, September 25, 4th floor of West End Zone 5:30-7:30pm.
 - o This is an opportunity to connect with student veterans, student-athletes, honor students and underrepresented students.

Shipping

- Shipped materials need to arrive no earlier than 9/16 and no later than **noon on September 23** to guarantee arrival
- **Please do not send shipments to Littlejohn, The Hendrix Center, or directly to the College. THEY WILL BE DENIED.**
- **NO SHIPMENTS WILL BE ACCEPTED BEFORE SEPTEMBER 16TH OR AFTER SEPTEMBER 23RD**
- PLEASE clearly label each box with your company name, the number of boxes TOTAL you will be sending, and the days you are attending
- Shipments will be denied if delivered after noon on September 23, please plan accordingly.

Shipping Address: **ATTENTION** - Michelin Career Center Fair
c/o PakMail Attending Day 1, 2, or 3
1085 Old Clemson Highway, Suite E
Seneca, SC 29672
864-654-1717

- Staff members will make sure that all shipped materials arrive at their designated tables before the fair.
- All materials will be at your table upon arrival.
- Please notify a staff member if you have a problem locating your shipping materials.

DISCLAIMER: The Michelin Career Center cannot be responsible for employer displays; we serve only as a holding location. Clemson University will not be responsible for lost, damaged, or misdirected mailings of displays. To confirm your display was received, please call your shipping company to track your package.

Return Shipping:

- At the end of the fair, bring all materials for shipping to the **designated shipping area**.
- Please ask a staff member if you need assistance with your items or directions to the shipping area.
- **DO NOT LEAVE SHIPPING AT YOUR TABLE!**

Parking and Shuttle Information

Unloading:

- Volunteers and Staff will help you unload materials from your vehicle and take them to your table.
 - You will not be allowed to leave your car during the unloading process.
 - The drop off area is located off Ravenel Road at the North entrance of Littlejohn Coliseum.

Parking

- Parking for the career fair will be located directly West of the Coliseum
 - Parking attendants and staff will direct you to this lot which is 3-minute walk to the employer entrance.
 - Please see the attached map for parking directions.

Shuttle

- A shuttle will be in full service from 9:00 am to 12:00 pm and 3:30pm to 5:00pm on 9/25 & 26. Those needing shuttle service on 9/24, please let parking attendant or staff know and a shuttle will be called and arrive within minutes.
- On 9/25 & 26 the shuttle will run on a limited schedule between 12:00 pm to 3:30 pm.
 - Due to traffic patterns, the shuttle ride is 8 to 10 minutes. It will be quicker for most to walk across the street directly to Littlejohn Coliseum.

All attendees will need a parking pass to park at Littlejohn Coliseum, these will be e-mailed to contact person on registration form 2 weeks prior to the fair.

Cancellation Policy

All registration assumes attendance unless I am informed of cancellation by email. Please be mindful of the following cancellation policies:

- Registrations cancelled before August 23rd will be charged \$50.00.
- Registrations cancelled after COB August 23rd^h cannot be refunded.

Electricity

- If you indicate on your registration that you would like electricity we will make every effort to accommodate you.
 - You are responsible for any additional extension cords, surge protectors, etc. that you may require aside from the provided outlet.

Colored Dot and Star System for Students and Employers

- Each student will have a colored dot on their nametag to indicate their college or specific major.
- We also will have flag stickers to represent the students in the military.

You are welcome to use this same dot/star system on your nametags-- Please see our staff on sight!

Food and Beverages Policy

- You are allowed to have food and beverages throughout Littlejohn Coliseum, so you may bring in whatever you wish.
- Seating for lunch will be limited and outside. You are encouraged to take your lunch back to your assigned table.

After Fair Interviews

- If you indicate that you would like “After Fair Interviews” (AFI) on your registration, **Lona Dunston will be in touch to confirm your request within three business days of fair registration confirmation.**
 - If you **no longer need AFI please let LONA DUNSTON know** so we can accommodate other employers.
- Interview schedules and AFI information packets will be delivered to your display table.
- Due to space restrictions, employers will be allowed only 1 interview room.
- Fair Sponsors and Corporate partners please contact **Lona Dunston** lonad@clemson.edu
- All AFI questions will be handled ONLY by Lona Dunston

Connect with the CCPD

- One of the best ways to gain student interest and participation in your visit on campus is to post your opportunities prior to the fair on ClemsonJobLink.
 - Go to Clemson-csm.symplicity.com/employers for more information.

Social Media

- Follow us on ClemsonCCPD



- We also have a Snapchat Geofilter on and the Tiger scheduled to visit during the fair.

Directions and Accommodations

Room blocks have been reserved at the Abernathy Hotel and the James F. Martin Inn. When making a reservation, be sure to mention the Career Fair in order to receive the special rate.

Accommodations :

James F. Martin Inn
120 Madren Center Drive
(888) 654-9020

The Abernathy
157 Old Greenville Hwy
(864) 654-5299

Career Fair Address:

Littlejohn Coliseum
219 Perimeter Rd., Clemson, SC 29634, USA

From I-85 North:

Take I-85 South toward Atlanta, GA
Take exit 19B to US-76 W to Clemson
Drive ~10 miles on US-76
Turn left onto HWY 93 1.5 miles to the 6th traffic light
Take a left onto Perimeter Rd.
Follow signs for Coliseum/ Career Fair Parking

From I-85 South

Take I-85 North toward Charlotte, NC
Take exit 19B to US-76 W to Clemson
Drive about 10 miles on US-76
Turn left onto HWY 93 1.5 miles to the 6th traffic light
Follow signs for Coliseum/Career Fair Parking