



Thursday, January 25th, 2018

Please read all of the following information carefully and note the new time and location of the fair!

Registration Information

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

Standard Registration: 6ft table, 2 chairs, plastic tablecloth, lunch for 4, snacks and parking -\$200.00

Please keep in mind that each additional recruiter is an extra \$25.00 each.

Event Timeline

9:00 am	Littlejohn Coliseum opens for Employer Display Set-Up
10:45 am-1:30 pm	Lunch for Employers available (Food allowed everywhere in Littlejohn)
12:00 pm	Fair open to Students
1:30 pm-4:00 pm	Drinks and snacks available for Employers
5:00 pm	Fair closes –PLEASE PLAN ON STAYING FOR THE ENTIRE FAIR

Shipping

If you need to ship materials, they need to arrive no later than noon on **January 22nd**! Staff members will make sure that all shipped materials arrive at their designated tables before the fair. Please notify a staff member if you have a problem locating your shipping materials.

Shipping Address:

ATTENTION – Michelin Career Center Fair
c/o PakMail
1085 Old Clemson Highway, Suite E
Seneca, SC 29672
864-654-1717

- Do not send shipments to Littlejohn or Hendrix Center. **THEY WILL BE DENIED.**
- **NO SHIPMENTS WILL BE ACCEPTED BEFORE JANUARY 15 OR AFTER COB JANUARY 22.** Please note January 15 is Martin Luther King Jr. Day and some businesses may be closed.
- **PLEASE** clearly label each box with your company name and the number of boxes **TOTAL** you will be sending.
- Please ensure that your vendors have your company name on the outside of the box as well.
- Again, note this is the shipping address **NOT** the address of the fair. Shipments will be denied if delivered after 4:30 pm on January 22nd, please plan accordingly.

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 bring them to your table. You will not be allowed to leave your car during the unloading process. The drop off area is located on the North side of Littlejohn Coliseum.

- Parking – Parking for the career fair will be located directly West of the Coliseum, across Perimeter Road in the parking lot. **You DO NOT need a parking pass to park in this lot.** 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 both days from 9:15 am to 12:00 pm and 3:30 pm to 6:00 pm. 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 so it will be quicker for most to walk across the street directly to Littlejohn Coliseum.

Electricity

If you indicate on your registration that you would like electricity we will make every effort to accommodate you. Electricity is very limited at Littlejohn Coliseum so please ensure that you let us know if you would like electricity. 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. A color system will also be in place to indicate if you are hiring for internships or full-time jobs. We also will have flags 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

You are allowed to have food and beverages throughout Littlejohn Coliseum so you may bring in whatever you wish. Seating for lunch will be in a limited area outside. We encourage you to take your lunch back to your assigned display 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 us know** so we can accommodate as many employers as possible. Interview schedules and AFI information packets will be delivered to your display table. The After Fair Interviews are scheduled for **Friday, January 26th from 8:30 am - 4:00 pm**. The location of the interviews are still TBD but will be provided in your AFI packet. Please also note that lunch will be provided on the day of the fair but **not** on the day of the After Fair Interviews.

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 Instagram and Twitter @ClemsonCCPD and use the hashtag #CUCareerFair. We also have a Snapchat Geofilter on and the Tiger scheduled to visit during the fair.

Accommodations and Directions

Room blocks have been reserved at the following hotels. When making a reservation, be sure to mention you will be staying for the Career Fair in order to receive the special rate.

Clemson Area Hotels and Inns:

- **James F. Martin Inn** – Host Hotel
120 Madren Center Drive (on campus)
(888) 654-9020
Mention Career Fair for group rate
- **The Abernathy**
157 Old Greenville Hwy
Clemson, SC 29631
info@theabernathy.com
(864) 654-5299