Logistics for the 2016 Fall Career Expo

Please print these out for your team

The University of Notre Dame Career Center is excited to hear you are taking part in our 2016 Fall Career Expo (FCE)! Below you will see the events planned for September 7th. I have highlighted important details in red for your review. If you need further information, please do not hesitate to contact us.

Fall Career Expo - Wednesday, September 7, 2016:
Student Organization Reverse Fair: 12:30 pm – 2:30 pm EST (Joyce Center, Monogram Room)
Full-Time Night: 4:00 pm – 8:00 pm EST (Joyce Center, Fieldhouse)
REGISTRATION for ALL events – Gate 8 Joyce Center

Name Tags:
Representatives will receive a name tag when they check-in at the registration table. Please fill out the link below so that we can create name tags in advance for those who are attending.
Fall Career Expo: FCE Name Tag Link
NAME TAGS MUST BE SUBMITTED BY THURSDAY, SEPTEMBER 1st

Hotel Information:
The Morris Inn is providing a discount for our employers. Please see below for information:

Morris Inn:
Notre Dame Ave, Notre Dame, IN
1-800-280-7256
Special Rate: $129/ night
Code: Ask for the “CAREER” discounted rate

CAMPUS and PARKING Information:
Employer parking is designated as the C1 Parking Lot. See map attached to this email. PLEASE make note, C1 is the ONLY designated area for employers to park. If your car is towed, it is at your own expense.
**SHIPPING INFORMATION: (ship no later than Sept. 1st)**

When shipping packages from your office or your shippers make sure the event name and date is duly noted. MANY things are happening on-campus and we would hate for you not to have your resources.

Central Receiving North  
Attn: ND Fall Career Expo, Sept. 7  
100 Mason Services Building  
Notre Dame, IN 46556  
**Please be sure to have your computer generated shipping information filled out for return shipping at the end of the fair, and keep the tracking number. The carriers will not pick-up before 3 pm the next day. The Career Center will have tape for you to close your boxes.**

**DRESS:**  
Dress for Fall Career Expo is business casual, or whatever your employer deems appropriate. The students will be a mix of business professional, and business casual.

**WEATHER:**  
The career fair will only be canceled or rescheduled in the event that the county declares a weather-related emergency.

**CATERED AREA:**  
We will be furnishing a full buffet, drinks, and dessert from 3:00 p.m. - 8:00 p.m. (found in the NE corner of the Joyce Center Field House)

**OTHER FOOD SITES ON CAMPUS:**  
[http://food.nd.edu/places-to-eat/](http://food.nd.edu/places-to-eat/)

**BOOTH INFORMATION:**  
6 ft. table, white linen, and two folding chairs.  
Each area has a 2 ft. space between booth sites, so if your display is 10 ft. you should be fine.  
If you should have a special request, please get back to me right away and I will try to accommodate your needs.

**ELECTRICAL:**  
Each booth is equipped with an electrical outlet. Please make sure to bring your own extension cords (3 to 4)

**AV NEEDS: Please contact the person below.**  
Dennis Lindquist  
574-631-6423 phone  
574-631-8777 fax

*Attending the Fall Career Expo? Tweet along with us using #NDFCE16!*
Interview Day Logistics for the 2016 Fall Career Expo

INTERVIEW DAY EMPLOYER REGISTRATION:
Location: Flanner Hall, Interview Center

The Career Center will provide on-campus interview rooms for employers to schedule and interview students after the fair on Thursday, September 8th. Rooms are available from 8:30 a.m. to 5:00 p.m. Employers will receive a 30-minute interview schedule to aid in the scheduling process, which you can find on your fair table when you arrive. We can only offer one interview space per organization. Due to space constraints this year, we will not be able to accommodate any extra interview rooms.

See the attached map to find the Interview Center.

In an effort to answer all your questions, I will make myself available to you via email, ngoss@nd.edu, or phone, 574-631-5202, to assist you in your needs.

Sincerely,

Natalie Goss
Career Events Associate
The Career Center
University of Notre Dame
574.631.5202 • ngoss@nd.edu
Fall Career Expo
Campus Map and Directions for Employers
University of Notre Dame

From the North/East/West (Indiana Toll Road):
Take Exit 77 off the Toll Road.
After paying your toll, proceed to the stoplight (Indiana 933/31).
Proceed east on Douglas until you reach Wilson.
Turn right (south) on Wilson.
Continue on Wilson through stop signs and around the curve (turns into Bulla). After the curve turn right at the stop sign (Leahy Drive).
Proceed through the stop signs until you reach the Employer Parking Area (C1 Lot). Signs will be posted to direct you.
After parking your vehicle in C1 Employer Parking Area (the only parking area designated for the career fair) you will proceed to Gate 8 for registration.

From the South:
Follow US 31 north, which becomes US 933 just south of the South Bend area. Proceed through downtown and continue north.
Turn right (east) on Angela Blvd. (Notre Dame signand golf course will be on the far right corner). Angela turns into Edison Road.
After the second traffic light, turn left (north) into the Joyce Center Parking Lot (C1).
After parking your vehicle in C1 Employer Parking Area (the only parking area designated for the career fair) you will proceed to Gate 8 for registration.

Important Locations
JACC: Career Fair Hall
   C1 Parking Lot - Employer Parking (all other lots are subject to towing)
   Gate 8 - Employer Registration

Flanner Hall
Interview Center
East Gate
Check-in for visitors parking on interview days

The Career Center Offices
Flanner Hall
(574) 631-5200
careercenter.nd.edu

The Career Center
UNIVERSITY OF NOTRE DAME