



Clark Atlanta University Career Fair Friday, February 19, 2010 Participation and Information

Clark Atlanta University is proud to announce that our annual Career Fair will be held in the Bishop Cornelius L. Henderson Student Center Multipurpose Room on the third floor from 10:00 a.m. – 3:00 p.m. Registration and setup will be from 8:30 a.m. – 9:45 a.m., followed by a brief Welcoming/Opening Session. The registration fee is **\$375.00**, which covers two representatives (additional representatives are **\$85.00 each**), a covered table/chair(s), a light continental breakfast, lunch(es), and parking.

(ALL fees MUST be PAID in FULL prior to or ON the day of the fair!)

Other Important Notes:

- Please arrive at 8:30 a.m. for registration, setup and continental breakfast. The light continental breakfast will be served from 8:30 – 9:15 a.m. In addition, arriving at 8:30 a.m. will help ensure a parking space.
- Registrations will be taken via eRecruiting on a **first-come first-registered** basis ONLY! Once we have reached our maximum capacity, your organization will be placed on a waiting list. If an organization cancels or has not paid in full, we will contact those on our waiting list in the order in which they registered to take their slot.
- Students are **NOT** allowed to have lunch with the recruiters at the career fair.
- **Please eat within the designated area(s).** Because of institutional policies, please refrain from bringing food, and opened beverages into the front of the Multipurpose Room. However, bottled water is allowed.
- To unload large display items you may use the Student Center's loading dock, which is located directly in front of the parking deck. You may enter the building using the elevator located to the right and proceed to the third floor. Continue down the hallway until you reach the registration table.
- Please contact the following company for shipping **ALL** corporate materials and displays:
GES Exposition Services
Lee Fesby
770-372-1649
lfesby@ges.com
- GES Exposition Services will ensure your shipments are delivered to your designated table the morning of the fair for a nominal contracted cost. **Otherwise any packages sent to Clark Atlanta University's Post Office will be your corporate representative's responsibility to pick up.** PLEASE NOTE: Shipping forms will be available after December 15, 2009.
- **Unfortunately, internet access is not provided to check e-mail.** However, you may request electricity connection; it is only available **per your request** and for an **additional fee of \$100.00 (Please make this request on your registration form via eRecruiting).**
- **Unfortunately, telephones and copy machines are not accessible;** please bring ample materials for a minimum of 500 students.

THANK YOU FOR YOUR COOPERATION!