

FALL 2017 ~ CAREER EXPO

GENERAL INFORMATION

We are excited that you are planning to attend the FALL CAREER EXPO. The information provided below will assist you with ascertaining information regarding registering for the Expo, making hotel and transportation arrangements, and shipping materials to the Expo site. We sincerely appreciate your interest. Please call us if you have any questions or concerns.

REGISTRATION PROCESS

To register for the **FALL 2017 CAREER EXPO**, complete the registration form on-line at <https://www.myinterfase.com/famu/employer/> on or before **August 11, 2017**. Registrations received after **August 11, 2017** will be charged a **\$75.00** late fee. Booth(s) will be assigned based on completed registrations (on-line forms and fee payment). However, Career Center Sponsors will be given priority placement.

EARLY BIRD CHECK-IN

Plan to arrive at the Alfred Lawson Center on **Tuesday, September 26** between **3 p.m.** and **5 p.m.** for **early check-in**, and to prepare your booth(s). The registration booths will be located on the Gym Floor of the Alfred Lawson Center. By arriving early, you can complete all of the necessary preliminaries to prevent delays on the day of the Expo (i.e., *on-site registration or booth setup*). The Expo materials will be at your booth(s) the day of the Expo.

Shipping/Handling of Materials and/or Equipment

IN-BOUND SHIPPING

MATERIALS MUST BE SHIPPED TO:

Fall 2017 Career Expo
Student Service Center
1510 Wahnish Way RM 0002
Tallahassee, Florida 32307
850-599-3700

We will begin accepting shipped items 1 week prior to the expo. To be sure of proper and timely delivery, make sure all packages are labeled. If you are shipping more than one box please number each one accordingly. Be sure to allow enough time for your materials to arrive and to be handled timely. We cannot guarantee your materials will be available to you if they are not received timely (**no later than two days before the expo**). FAMU Career Services is not responsible for lost, stolen, or damaged materials.

OUT-BOUND SHIPPING

Company representatives are responsible for making arrangements with the freight company to pick your materials up by 5:00 pm EST on the day of the event.

UNLOADING AND PARKING AT THE ALFRED LAWSON CENTER

Expo participants may unload conference materials at the south end of the Alfred Lawson Center (located on Teaching Gym Service Drive) by the loading dock. After unloading your vehicle, you may park on the south side of the Alfred Lawson Center. The parking lot is next to the Football Stadium Lot (Bragg Memorial Stadium).

AIRLINE TRANSPORTATION

Air Transportation for your travel to Tallahassee for the FALL CAREER EXPO can be provided by our major carrier. Listed below is the reservation number for the carrier:

DELTA **1.800.221.1212**

TAXI SERVICES

City Taxi (850) 575.7575
Yellow Cab (850) 580.8080

RENTAL CARS

You may rent a car near the baggage claim area of the airport.

Enterprise	(850) 574.4321
Avis/Budget	(850) 576.0587

Allow for approximately 15-20 minutes to travel from the airport to the hotels and/or campus.

AUDIO VISUAL RENTAL

Please call American Audio-visual at **(850) 222.7019** for audio visual rental.

HOTEL AND SHUTTLE SERVICES

The following hotels are recommended. Please call the hotel directly to make arrangements for accommodations.

ALOFT (Tallahassee Downtown)	(850) 513.0313
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Hotel Duval	(850) 224.6000
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Residence Inn by Marriott-Tallahassee Universities at the Capital	(850) 329.9080
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Additional hotels recommended by The Career Center are:

Comfort Suites	(850) 224.3200
Doubletree Hotel	(850) 224.5000
Spring Hill Suites by Marriott	(850) 325.1103

If you need information on other hotels in the area that are not listed, or any other information, please call our office at (850) 599.3700. We will be happy to assist you.