Wednesday, April 17 & Thursday, April 18, 2019

Online registration begins: February 20, 2019
Event date: Wednesday, April 17 & Thursday, April 18
Event location: Recreation Center, Building 43
Time: Network with students: 9:30 a.m.-2:30 p.m. | Interviews by Invitation (Optional): 2:30 p.m.- 5:30 p.m.
Registration fees: $900 per table/day | Non-profit (501(c)(3) required): $300 per table/day

The Spring Career Fair is one of our largest university-wide event that brings together highly motivated students from all majors and colleges, who are seeking internships, co-ops and/or full-time career positions. Attending the Spring Career Fair is one of the most effective ways for you educate students about your company, advertise and discuss career, co-op, and internship positions and conduct interviews with our talented students and alumni. List of Cal Poly Majors

New this Year:
Cal Poly Career Services is collecting donations for our permanent Clothing Closet, which is accessible for any student to take home free interview clothes throughout the year. If you or your colleagues are attending the Spring Career Fair, please bring new or gently used professional attire to campus and donation bins will be at the Career Fair shuttle pick up location from 8-10 a.m. for your convenience. Items are tax deductible and more information on the Clothing Closet can be found here.

Attending the Spring Career Fair? Check out the comprehensive checklist (.pdf) for your visit!

Career Fair registration fee:
- Corporate (for-profit employers): $900 per table/day
- Non-profit (501(c)(3) required): $300 per table/day
Basic registration fee includes:

- One 6-foot rectangular table with linen
- Registration for three representatives
- Event advertising
- Job posting: Opportunities are submitted to Career Services during the registration process and will be advertised on MustangJOBS, powered by Handshake.
- Day-of interviewing space provided at event table and next-day interview space at the Career Services office, Student Services, Building 124.
- Breakfast and lunch - A light breakfast and lunch buffet will be served daily and is included with your registration fee. Please let us know if you have any food allergies or dietary restriction that we need to be aware when you register. We can only accommodate these requests if we know in advance.
- On-campus parking
- Shuttle service to event location

Optional Fees:

- Extra representatives (limit five per table) - $50 each
- Extra table (additional tables are approved based on space availability): $900 per table/day
- 2019 Spring Career Fair Opt-In Resume Book: $300 per company/organization
  - The 2019 Spring Career Fair Opt-In Resume Book features resumes from Cal Poly students and alumni who are seeking internship and full-time opportunities and will connect you with additional Cal Poly students and alumni who may be strong candidates for your open positions. Our students will be given the option to provide their resume to our 2019 Spring Career Fair employers beginning April 3, 2019 with a final submission deadline of May 2, 2019. You will be granted access to Opt-In Resume Book for a period of seven (7) days by May 16, 2019. The fee of $300 is waived for Career Services Career Partners platinum level sponsors. Please note: Third-party recruiters will not have access to the online resume books.

Publicity/Event Advertising

The Career Fair will be advertised on the campus electronic bulletin boards, in presentations to classes, posters, flyers, ads in Mustang News (our campus newspaper), and on the Cal Poly Career Services Home Page. All job opportunities submitted to us during the registration process will be advertised to students in the ever-popular MustangJOBS, powered by Handshake.

*Please note that any registrations submitted after March 13, 2019 are not guaranteed publicity in event advertising and collateral.

Additional Publicity/Event Advertising

If you would like additional publicity, please advertise your organization’s attendance at this special event by calling the Mustang News directly at (805) 756-1143 for display ads. This widely read publication produces an “event issue” in conjunction with each of Career Services’ Career Fairs.
Schedule of Events

Wednesday and Thursday, April 17 and 18, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8:00 a.m. - 9:30 a.m.</td>
<td>Check-in, display set-up, and breakfast</td>
</tr>
<tr>
<td>9:30 a.m. - 2:30 p.m.</td>
<td>Networking with students</td>
</tr>
<tr>
<td>12:00 p.m. - 2:00 p.m.</td>
<td>Employer luncheon (Career Fair will remain open)</td>
</tr>
<tr>
<td>2:30 p.m. - 5:30 p.m.</td>
<td>Student interviews - Candidates selected by employers during networking*</td>
</tr>
</tbody>
</table>

*Employers will have the option of creating your own interview schedule and conducting interviews at your event table from 2:30 p.m. - 5:30 p.m. Please use our blank interview sheet (available at the career fair) with schedules for 30 minute interviews slots to schedule students you have an interest in.

Display Set Up Guidelines

The event will be held in the Recreation Center, Building 43. A small table sign will be provided but companies are encouraged to bring their own signage to identify your organization to students. Please do not re-arrange your table(s), occupy an adjacent vacant table, or move to another location without Career Services staff approval.

Table Size:
6' Rectangle Table

Space Limitation
Space is extremely limited between tables, so in consideration of your neighbors, please limit display size to 6-foot tabletop or 7-foot freestanding. Your display needs to fit within the space provided by the table you will have at the event.

Electricity
You will be provided access to electrical power, but you must bring your own 25-50 foot power cord, audio visual, and computer equipment if it is needed for your display.

**Network Connections**
The Recreation Center is a wireless internet zone and connectivity is available but not guaranteed. If you require a dedicated connection we recommend bringing a hotspot device.

**Shipping Instructions**

**Before the Career Fair**

**Materials –Shipping To the Event**
Participating employers may choose to ship displays and supplies before the career fair. We will deliver your materials to your table at the career fair. If you are planning to ship before the career fair, please follow these instructions:

1. Displays and supplies must arrive April 9 - April 15, 2019. We will not be accepting materials before April 9, 2019 due to limited space. We cannot guarantee delivery of your materials to your table if they arrive after April 15, 2019.

2. Send career fair materials, displays, etc., to:
   **Spring Career Fair – Day 1 and/or Day 2**
   Building 82
   California Polytechnic State University
   1 Grand Avenue
   San Luis Obispo, CA 93407-0122

   All displays and materials must be *clearly marked* with the following:
   1. Your **company name**
   2. Total number of boxes you are shipping (i.e. 1 of 3)
   3. Event name (**Spring Career Fair- Day 1 and/or Day 2**)

   We will use the information you mark on the outside of your package to ensure that it gets to the correct table.

3. To ensure that your packages were successfully delivered, please check your tracking number and confirm that your materials arrived at Cal Poly.
Shipping Instructions after the Career Fair
Materials – After the Event

If you wish to ship your career fair materials and displays via UPS or Fed-Ex, after the career fair, please follow these steps:

1. Complete all of your shipping forms in advance. All packages must have a complete pre-printed shipping label along with your company’s account number.
2. Attach the completed shipping forms to your display cases, boxes, etc.
3. After the career fair, your representatives should deliver your display cases, boxes of materials, etc. to the Recreation Center Loading Dock for your shipping provider to pick up by 4:00 p.m. All packages will ship the next business day.
4. Before sending your return package, make sure you write down your tracking number to track the status of return shipments already in progress.

We are sorry that no other carriers will be available for pick-up and we will not be responsible for shipping or holding displays with other shipping services.

If you do not ship your materials in advance:
You may bring your materials and supplies with you to the career fair. All participants must park in the H-1 parking lot upon entering the campus. Parking and loading/unloading is prohibited in front of the Recreation Center. All materials and supplies brought with you on the day of the event must be transported on the shuttle. There will be students in the H-1 parking lot and at the Recreation Center to assist you with the loading and unloading.

Important Notice:
Cal Poly Career Services assumes no responsibility for damaged or undelivered parcels. We will make every effort to deliver your materials to your table, however we cannot be held responsible for undelivered items, damaged containers, or any other issues which may arise in the shipping of your materials to the career fair. In choosing to ship your materials, you are agreeing to the above terms.
Parking Instructions

All participants must park in the H-1 parking lot upon entering the campus. All materials and supplies brought with you on the day of the event must be transported on the shuttle. Parking and loading/unloading is prohibited in front of the Recreation Center.

The H-1 parking lot indicated on the campus map is reserved for participants. There will be signs to direct and assist you. Campus permits will be required and be issued by University Police officials at the H-1 parking lot between the hours of 7:30 a.m. - 11:00 a.m. only.

Directions to H-1 Parking Lot

To enter campus at Highland Drive, take the Highway 1 exit from the 101 Freeway
- Head North toward Morro Bay.
- Highland Drive is an intersection with a signal and is clearly marked as the entrance to Cal Poly.

If you have entered campus on Highland Drive, follow the directions below:
- Turn left on Mt. Bishop Road
- The parking lot will be on your left

If you have entered campus on Grand Avenue, follow the directions below:
- Head straight down Grand Avenue
- Turn right on North Perimeter Road
- Turn right on University Drive
- Turn left on Highland Drive
- Turn right on Mt. Bishop Road
- The parking lot will be on your left

Shuttle and Transportation Service

Shuttle service will be provided for you and your materials and supplies during the following times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 a.m. - 11:00 a.m.</td>
<td>Shuttle service available to Recreation Center</td>
<td>H-1 parking lot</td>
</tr>
<tr>
<td>12:00 p.m. - 6:00 p.m.</td>
<td>Shuttle service available to H-1 parking lot</td>
<td>Recreation Center</td>
</tr>
</tbody>
</table>
Travel Information and Planning Your Campus Visit

Getting to San Luis Obispo
Cal Poly is located in San Luis Obispo along the Central Coast of California, midway between San Francisco and Los Angeles on scenic Highway 101. The San Luis Obispo regional airport and Amtrak serve residents and visitors. View more information on how to get here from the SLO Visitors & Conference Bureau.

San Luis Obispo Regional Airport
The SLO Regional Airport has daily service to and from Los Angeles, San Francisco, and Phoenix, Arizona. US Airways and United Express provide air service. View a map of the airport.

Getting around Cal Poly Campus
Directions and getting around Cal Poly may found here: Cal Poly ViewBook

Cal Poly Campus Map
A searchable, interactive map of our campus is available here.

Hotel and Restaurant Information
San Luis Obispo hotels and restaurants may be found here: Visit SLO
For those employers who would like information on accommodations in the San Luis Obispo area, the Visit SLO CAL site includes a comprehensive list of options.

Accommodations
Career Services does not make hotel arrangements or set aside blocks of rooms for events. You may want to check this page for properties offering discounts to Cal Poly alumni and supporters. Hotels in Pismo Beach, Avila Beach or Morro Bay are a nice option if you would like to stay oceanside-about 20 minutes from campus.
Interviewing Candidates

Would you like to interview students you met at the Career Fair? We offer two options:

**Same-Day Career Fair Interview**
Please indicate your interest in conducting same-career fair interviews on your Career Fair registration by selecting the appropriate box.

- Create your own schedule at the Career Fair and invite students back for same-day interviews.
- Interview candidates immediately following the Career Fair from 2:30 p.m. - 5:30 p.m. at your event table.
- Each representative planning to interview students during the afternoon session of the Career Fair may occupy any empty table in the Recreation Center. We will have plenty of tables available for your use.

**Next-Day Career Fair Interview Option**
Please indicate your interest in conducting next-career fair interviews on your Career Fair registration by selecting the appropriate box. All reservation requests are processed on a first-come, first-served basis and subject to capacity.

- Interview space will be assigned at the Career Fair throughout the day. Once your request has been confirmed, the company representative will receive a verbal confirmation and further information at the Career Fair. Please inquire with Melinda McCann, Senior Recruiting Lead and Employer Relations at the event.
- Create your own schedule at the Career Fair and invite students for next-day interviews.
- Please note: Interviews will take place at the Career Services office, Student Services, Building 124 beginning at 8:30 a.m. and concluding by 4:30 p.m. on Thursday, April 18, 2019 and/or Friday, April 19, 2019.

**Interview later in Spring Quarter through our On Campus Interview Program**
Reserve interview space through our on campus interview program today. Please plan to hold interviews on campus soon after a career fair and be sure to review the recruiting calendar to plan when you will set-up your interview schedule. This option offers you the convenience of using our private interview rooms while allowing students to stay on campus. Login to MustangJOBS, powered by Handshake and request your interview schedule today for our Spring quarter. Complete information can be found here: On Campus Interview Program. For more information, please contact senior recruiting lead and employer relations, Melinda McCann at mmmccann@calpoly.edu or 805-756-2107.
Cancellation, Refund and Non-Payment Policy

In the event that a company chooses to withdraw completely from the career fair, the following refund will apply. Once you have been notified that your registration has been approved, our cancellation policy is in effect. Please submit all cancellation requests via email to the Cal Poly Career Services Events Teams at csevents@calpoly.edu.

Cancellation requests received two weeks before the event will receive a full refund and be subjected to a $100.00 cancellation fee. No refunds will be issued for any cancellations received less than two weeks before the event.

Employers with outstanding fees will be invoiced by Career Services. We will attempt to collect your outstanding balance three times before handing it over to the University Collector for collection. Failure to respond to the final third notice will result in the outstanding balance being sent to a collection agency. Organizations will be held liable for all associated collection agency fees.

Organizations whose account is not paid in full will be required to pay for all past outstanding fees and pre-pay for the current fair they wish to attend. Employers with any outstanding fees will not be permitted to attend the fair until their account is paid in full.

No Show Policy

Organizations that do not check-in by 10:30 a.m. on the day of the event will be considered a “no show.” The table may be reassigned and the organization will be billed for the event. We cannot “roll over” the registration to another event or refund the fee.
Disability-Related Accommodations

Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. If you need a disability-related accommodation or wheelchair access information, please contact: Career Services Events Team at cs-events@calpoly.edu. Requests can be served more effectively if notice is provided at least 10 days before the event.