Thank you for your interest in recruiting at the University of Cincinnati! We look forward to welcoming you here.

Please read below for important details regarding arrival, parking, shuttle, shipping and more. Please bring this with you to the fair and distribute it in advance to any representatives who will attend.

**Daily Schedule**

<table>
<thead>
<tr>
<th>Day</th>
<th>Professional Day, Tuesday, February 11</th>
<th>Technical Day One, Wednesday, February 12</th>
<th>Technical Day Two, Thursday, February 13</th>
<th>Interview Day, Friday, February 14</th>
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<tbody>
<tr>
<td>Employer Check-In Opens</td>
<td>8 a.m.</td>
<td>8 a.m.</td>
<td>8 a.m.</td>
<td>8 a.m.</td>
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<tr>
<td>Fair Opens</td>
<td>10 a.m.</td>
<td>10 a.m.</td>
<td>10 a.m.</td>
<td>9 a.m.</td>
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<tr>
<td>Fair Closes</td>
<td>3 p.m.</td>
<td>3 p.m.</td>
<td>3 p.m.</td>
<td>3 p.m.</td>
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</table>

**Location**

All companies will exhibit in the Campus Recreation Center (CRC) Gymnasium on the University of Cincinnati’s main campus. Friday’s interviews also take place here.
Parking
Park in the Cincinnati Zoo South Lot, a surface lot bounded by Vine Street, Louis Avenue, Euclid and Shields.
1. On GPS, use the address 11 Louis Ave, Cincinnati OH 45220
3. Cars may enter from 8 a.m. to 4 p.m. on Tuesday, Wednesday, Thursday and Friday.
4. Look for a “Career Fair Parking” sign at the entrance.
5. You do not need a ticket or voucher.
6. You may park in any available space. The lot has about 400 spaces.

Parking for Interview Day
Recruiters attending Interview Day on Friday should park in the Zoo South Lot as described above and take the shuttle.

If you try to park in a campus parking garage, be advised that campus garages are often full by 9 a.m. You can check the status of campus garages any time using the Visitor Parking Tracker at https://www.uc.edu/parking.html

Shuttle
Free shuttle service will be provided between the Zoo South Lot and campus from 8 a.m. to 4 p.m. on Tuesday, Wednesday, Thursday and Friday. The last shuttle each day will depart campus at 4 p.m.

Shuttles will run a continuous loop between the Zoo South Lot and the Shuttle Stop at Woodside and Campus Green Drive. From there, it is a short (about 800 feet) walk to the Campus Recreation Center. If you have mobility issues, let us know in advance so we can try to accommodate you.

Shuttle stops will be marked with signs.

Drop-Off Point
If you have packages or passengers to drop off before you park, you may drop them off near the Campus Recreation Center. Movers and volunteers will transport items to your booth for you. See campus map on last page.
Directions to the Drop-Off Point:
1. From Martin Luther King Drive, turn south on Woodside Drive.
2. Proceed with caution through the vehicle checkpoint to continue south.
3. Proceed slowly past the new Lindner College of Business building on your left.
4. When you see a large brick building on your right, bear right and look for signs saying “Career Fair Drop-Off.”
5. Follow instructions from volunteers.
6. After unloading, turn around and exit the way you came in.

Employer Check-In
Employer check-in will open at 8 a.m. each day. When you arrive, proceed to Employer Check-In on the lowest level of the Campus Recreation Center.

NEW: Booth Signs Pilot
At this fair, we will test a new way to improve the experience for job-seekers and recruiters alike by allowing recruiters to display a sign at their booth indicating what they are recruiting for at this fair. We hope this will save time and frustration on both sides.

Since it is a pilot, only twenty (20) booths will have the signs. Booths will be chosen at random. Instructions for how to use the sign will be provided on the day. Those who don't get a sign can request one of eighty (80) 9"x12" dry erase boards with marker and stand, while supplies last.

We appreciate your cooperation and look forward to hearing how this goes.

Interviews
Friday’s interviews will take place from 9 a.m. to 3 p.m. in the gymnasium of the Campus Recreation Center.

We will provide blank interview schedules at Employer Check-in. Each two-part form is pre-printed with 30-minute interview slots. Some recruiters like to fill in their interview schedule(s) as the day goes on; others prefer to contact their top candidates immediately following the fair to schedule interviews. Either way, it is your responsibility to contact candidates directly to schedule interviews with them. Remind them that the
interview will take place on the lower level of the Campus Recreation Center and to arrive at least 15 minutes early.

On Friday morning, give one copy of the interview schedule to our staff and keep the other copy for yourself. Students will remain in a waiting area until you call them over.

We ask that all interviews end by 3 p.m. Friday, as we start breaking down the room at that time.

If you are conducting interviews on any day other than Friday, please be clear with each of your interviewees where they should go for the interview.

Shipping
If you need to ship materials in advance of the fair, ship to:

Central Receiving
ATTN: UC Career Fair
University of Cincinnati
792 E McMillan St
Cincinnati, OH 45206

Ship your packages to arrive by **February 7, 2020**. Enclose return shipping labels. At the end of the fair, UC Central Receiving will pick up your sealed and labeled return packages and route them to the appropriate carrier. We do not assume responsibility for mishandled or misplaced packages.

Food & Beverage
Light continental breakfast, lunch, coffee, hot tea, soda and water will be provided for employer representatives each day. Lunch will be available from 11:30 to 2:00. A limited number of vegan or gluten-free lunches are available upon request; let a server know when you go in for lunch if you require one of these meals.

Internet Access
Visitors to campus may use the public UC_Guest wifi network. No password is required.
Weather and Refunds
In the event of a University closure, the Career Fair may still take place. Refunds will be issued ONLY if the University cancels the Career Fair specifically for that day. If the Career Fair is delayed or canceled on a given day, notice will be sent to the email address that is associated with your company registration at least two hours before the event is scheduled to open that day.

Day-Of Contact
If you have questions or need assistance on the day of the career fair or interview day, contact Patti Carroll at careereducation@uc.edu or (513) 556-3061.