Dear Employer Partner:

Thank you for being a part of Sacramento State’s Fall 2023 Job & Internship Career Fair! We are excited to collaborate with you to meet your recruitment needs, and we are looking forward to working with you to make the event a great success.

Check-in time is 7:30am-9:30am. We recommend arriving early to allow sufficient time to get from Parking Structure 3 to the University Union, drop off materials, and set up. To request reasonable ADA accommodations, please contact us at least three days prior to the event at careercenter@csus.edu or (916) 278-6231.

Please share this packet with all representatives who will be staffing your booth, for it covers the following pertinent event details:

Here is an overview of the contents: (click on line item to jump directly to the section)

- Directions to Campus and Designated Parking Structure
- Display and Materials Drop-off
- Parking
- Daily Schedule
- Check-in Procedures
- Check-out Procedures
- Disclaimers
- Shipping Displays and Materials
- Hornet Partner Program
- Contacts

At the conclusion of the Career Fair, we would like to get your feedback so that we can continue improving to meet your recruitment needs. We thank you for your participation and your interest in Hornet talent!

Sincerely,

Your Sacramento State Career Center Team
Directions to Campus and Designated Parking Structure

**East Bound 50**
- Exit Power Inn/Howe Ave
- Keep to the right and take the loop and follow under highway
- Turn left on College Town Drive
- Turn right on State University Drive
- Turn left at White Poplar Way (1st stop sign) to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3

**West Bound 50**
- Exit Howe Ave
- Straight ahead to College Town Drive
- Turn left at White Poplar Way (1st stop sign) to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3

**West Bound 80**
- Exit J Street
- Turn left at the light onto J Street
- Follow J Street approximately 4 miles
- Turn right into campus
- Follow State University Drive and past the bus stop
- Turn right at White Poplar Way
- to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3
Display and Materials Drop-off

If needed, employers can unload materials at the loading dock in the back of the University Union. Staff will be available to assist you with your materials. It is highly recommended that you arrive early to unload and park in student parking spaces on floors 4, 5, or 6 (excluding carpool spaces) in Parking Structure 3 and walk to the University Union. ADA parking is located in Lot 5 (adjacent to University Union).

Directions to Loading Dock (from College Town Drive) – highlighted yellow below
• Turn right onto State University Drive, go straight then turn left at Atlas Cedar Way, continue past Parking Structure 2.

Directions to Loading Dock (from J Street) - highlighted green below
• Turn onto State University Drive and follow it towards the left, continue on State University Drive. Turn right at Atlas Cedar Way and continue past Parking Structure 2.

Parking

Parking is included in your registration fee. Floors 4, 5, and 6 of Parking Structure 3 are reserved for Career Fair participants (excluding carpool spaces). ADA parking is located in Lot 5 (adjacent to University Union). Please note, you could be subject to a fine if you park outside of the designated areas.

Career Fair staff and volunteers will be stationed at Parking Structure 3, who will direct participants to the University Union and can provide help, if needed. Please notify the Career Center at careercenter@csus.edu or (916) 278-6231 five (5) days prior to the event if ADA accommodations are needed.
**Daily Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am-9:30am</td>
<td>Check-In &amp; Set up</td>
<td>University Union Ballroom, 1st floor</td>
</tr>
<tr>
<td>8:00am-11:00am</td>
<td>Breakfast</td>
<td>Forest &amp; Orchard Suite, 2nd floor</td>
</tr>
<tr>
<td>10:00am-2:00pm</td>
<td>Career Fair</td>
<td>University Union Ballroom, 1st floor</td>
</tr>
<tr>
<td>11:45am-2:00pm</td>
<td>Lunch</td>
<td>Forest &amp; Orchard Suite, 2nd floor</td>
</tr>
<tr>
<td>2:00pm-3:00pm</td>
<td>Check-Out &amp; Exit</td>
<td>University Union Ballroom, 1st floor</td>
</tr>
</tbody>
</table>

**Check-In Procedures**

Employer check-in will take place from 7:30am-9:30am at the Career Center table inside the University Union Ballroom. The Career Center table will be open all day to address questions or concerns.

Your organization is assigned a table based on your requests for electricity, large displays, and number of representatives. We have done our best to accommodate all requests and cannot accommodate specific table locations on the day of the event. **PLEASE NOTE:** We strictly enforce the number of representatives per registration. Due to space restrictions, each organization is allowed 2 representatives, and **if paid for in advance**, up to 5 representatives maximum.

Upon checking in, employers will receive a booth map, daily schedule, and evaluation QR code. If additional items are needed, such as tape, markers, clips, etc., please check to see if the Career Center table has the supplies you need. **Per new campus sustainability policies, we are unable to provide plastic bottled water. Water stations will be available in the Forest & Orchard Suite, 2nd floor. In addition, there are several water fountains located within the University Union; therefore, we recommend your representatives bring their own refillable water bottles.**

**Meals**

Breakfast and lunch will be available to all participants. A light continental breakfast will be available featuring bagels, assorted danishes, fresh fruit, coffee, and tea and water will be available. Lunch will feature fresh green salad and your choice of proteins, meats, and vegetables. These meals are designed to enable participants to choose any combination of meat, gluten free, vegetarian, and vegan options. See the **Daily Schedule** for food service times and locations.
Check-Out Procedures

The Career Fair ends at 2:00pm. Staff will be available to assist with taking your materials back to the loading dock if needed. Please request assistance at the Career Fair table. PLEASE NOTE: instructions for shipping back displays and materials from the event have changed. Please visit the Shipping Instructions section for more information.

Evaluation

We value your partnership and feedback and encourage you to complete our Career Fair evaluation. Participants who complete and turn in the evaluation at the end of the fair can be entered into a drawing to receive a $40 gift card to the Hornet Bookstore.

Disclaimers

COVID-19. Sacramento State recommends that all students, staff, faculty, and visitors be vaccinated for COVID-19. Large events pose a risk to those who are not vaccinated. While masks are no longer required indoors, masks and hand sanitizer will be made available to those who want it at the event. Visit the following site for the latest recommendations for Sacramento County: https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html.

Recruitment Practices. All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all Federal Equal Employment Opportunity (EEO) Laws, California State Labor Standards Enforcement (DLSE) Law, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice. The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose not to post a position if it does not appear to support the best interests of the students and/or Sacramento State.

Shipping Displays and Materials

Shipping to the Career Fair

Several campus policies related to shipping have changed which require additional steps for staff and employers. The University Union no longer receives shipments, so materials and displays for the Career Fair must be shipped to Central Receiving, delivered to the Career Center for storage, and then transported by Career Center Staff and volunteers to the University Union on the evening of Monday, October 2. Please note:

- Retain your shipping tracking number(s), label packages clearly, and ship only what’s necessary.
- Sacramento State and all of its campus entities accept no responsibility for lost or stolen materials and displays; all items shipped are at the sender’s risk.

Shipping Arrival Dates

You can begin shipping your materials at any time, but you should plan for them to arrive on or before Tuesday, September 26 to allow for sorting and transport.
Shipping Address:
Please address packages **EXACTLY** to:
  Vicky Tan / Career Fair
  Sacramento State Career Center, MS 6064
  6000 J Street
  Sacramento, CA 95819

Shipping from the Career Fair

- Vendors can take **ALL USPS AND UPS** materials can be taken to the HORNET BOOKSTORE to the cashier desk. All packages must be prelabeled with a tracking number ready to be shipped out. **The Hornet Bookstore is not able to print any UPS labels.**
- **FedEx** materials will need to be taken to a FedEx location by the vendor. **The Hornet Bookstore does not manage FedEx shipping.**
Hornet Partner Program

Interested in a year-long, customized recruitment experience, that includes career fair fees, premium booth location, social media outreach, and targeted student engagement? Check out our Hornet Partner Program and ask us about it at the Career Center table.

Mark your calendars for the Spring 2024 All Majors Career Fair and Education, Youth & Family Services Fair scheduled for March 5 and March 6!

Contacts

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Alumni Association Event

Want to help students practice the important art of professional networking? Sign up to participate in the Student Alumni Association’s Mocktail Party! Come enjoy delicious mocktails while interacting with current Hornets who want to hone their networking skills. Join us on October 4, 5:30 – 7:30 pm at the Harper Alumni Center for this fun and meaningful event.