



Dear Recruiters,

The Utah Association of Colleges & Employers (UACE) is excited to have you attend the **Statewide New Grad & Alumni Fair** on **Thursday, May 16th from 3pm – 6pm** at the University of Utah. As you prepare for the Fair, we'd like to provide information to make the event as successful as possible.

Parking/Shuttle

Free parking is located at [Lot 39 Merrill Engineering Parking](#) with a complimentary shuttle to the Fair. Use this Google Maps link for directions: [Lot 39 Merrill Engineering Parking](#) or add the address 50 Central Campus Drive, Salt Lake City, UT to your navigation system. Our staff will be in the large white tent in the parking lot to assist you with accessing the free shuttle to the Fair.

Unloading/Loading

The Career Fair will be held in the **A. Ray Olpin Student Union Ballroom** located at 200 Central Campus Drive. If you plan to bring large displays, which may be difficult to carry on the shuttle, we recommend that you park in the Self-Pay Parking Lot in front of the Union. Once finished unloading, you may drive back to the Free Parking Lot and take the shuttle. You are welcome to stay in the Self-Pay Parking Lot, but we are unable to provide validation. Do not park in the accessible parking spots without proper authorization or in the shuttle/bus drop-off area to unload or load your vehicle. You may be ticketed or towed.

Agenda

- **1:30 - 2:00 pm**
 - Unload / Park / Take Shuttle to Student Union
- **1:30 - 2:45 pm**
 - Check-in at the registration table / Setup table
- **3:00 pm – 6:00 pm**
 - Career Fair / To help ensure a successful fair for alumni, please plan to stay until 6 pm
- **6:00 pm – 6:30 pm**
 - Take Shuttle to Parking Lot / Shuttle will stop operating exactly at 6:30 pm; however, we will have a golf cart available for transportation to the lot after 6:30 pm.

Best Practices

- Arrive early! Parking is limited on-campus, and the parking lot will fill up quickly
- Bring a name badge
- Post your current employment opportunities in Handshake so that alumni can review them beforehand. It is also helpful to have links to your careers page available for attendees.
- Veteran & International Student Populations
 - Companies that identify themselves as actively hiring these two populations will be identified on the event maps that students receive upon entry to the fairs, allowing students with those qualifications to locate and engage with your representatives more easily



Displays/Handouts

Registration includes one 6' table, table linens, and an electrical outlet at your table. You are welcome to bring signs/displays, but please ensure your sign/display is no wider than 6'.. We encourage sustainable practices on our campus and ask you minimize handouts and pre-packaged giveaways. Please do not bring food items for students other than small, individually wrapped treats.

Wi-Fi

Free Wi-Fi is available throughout the Union under the [UGuest network](#). If you have issues connecting to Wi-Fi, please contact University IT's Campus Help Desk at (801) 581-4000.

Food

Light refreshments will be provided for our employer partners during the Fair.

Shipping Materials

If needed, you may ship your company's packages in advance by using the "Ship To" address below. Please plan to have materials arrive by May 13th to allow adequate time for delivery. Please bring your tracking number with you to the Fair.

If you need packages shipped out after the Fair, please come prepared with your own account number and packing slip/label. See below for the "Ship From" address.

If shipping out with UPS, please drop off your packages in the Union Lobby at the UPS drop-off station. If shipping with FedEx, please leave with our U Career Success staff. We will take your packages to FedEx to be shipped out the next day.

Ship To:

University of Utah – U Career Success
Attn: UACE Fair
GARFF 1300
1731 E Campus Center Dr Salt Lake
City, UT 84112-8939

Ship From:

Union Building – Ballroom
200 South Central Campus Drive Salt Lake
City, UT 84112
801-581-5888

If you have any questions, please do not hesitate to reach out. We look forward to seeing you at the Fair!

Denise DeCoite

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U Career Success | The University of Utah
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[Lot 39 Merrill Engineering Parking](#) & Shuttle Pickup: 50 Central Campus Drive, Salt Lake City, UT

[A. Ray Olpin Student Union](#) Career Fair location: 200 Central Campus Drive, Salt Lake City, UT

