



Cornell University

Cornell Career Services
Employer Relations

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Dear Career Fair Attendee:

We look forward to seeing you at Cornell University's Career Fair Days on Wednesday, September 5 (Engineering and Technical Employers) and/or Thursday, September 6 (Employers from All Industries). Following are some last-minute details. You can find more information, including maps, driving and parking instructions, accommodations, etc. at career.cornell.edu...Events...University Career Fair Days.

Event Location and Hours

Barton Hall, Cornell University
Corner of Garden Avenue and Campus Road
(Entrance on Garden Avenue)
10:00 am—3:00 pm

Barton Hall is a large, on-campus facility that houses the school's indoor track facilities, Campus Police, and ROTC offices and classes.

Campus Information Booths

The information booths closest to Barton Hall are located on Hoy Road and Campus Road. *For GPS, use: 165 Hoy Road; 311 Campus Road.*

Setting up Booths

Plan to arrive at Barton Hall by 9:00 am to set up your booth and unpack give-aways. Large displays can be set up the evening prior to your event, from 5:00—7:00 pm. You can also pick up your parking permit for the next day at this time.

Transportation to Event and Parking

Due to parking constraints, we encourage employers to take advantage of hotel shuttle services whenever possible. Request transportation to the Garden Avenue entrance to Barton Hall.

Representatives who need to unload materials for the event should drive to the Garden Avenue entrance to Barton Hall, where staff will be on hand to help with unloading boxes and transporting materials to tables. Do not leave a car unattended. After unloading materials, get directions to B Lot parking. A shuttle service will operate between the parking lot and Barton Hall from 8:00 am—11:00 am.

Representatives arriving by automobile whose materials are already onsite should proceed directly to the parking area rather than to Barton Hall. A shuttle service will operate between the parking lot and Barton Hall from 8:00 am—11:00 am.

Event parking will be in B Lot on Campus Road. Do not use visitor parking. This is the only space on campus that is designated for career fair parking. Registration includes one parking permit per table purchased. Permits are not mailed in advance. *Cars parked*

anywhere on the Cornell campus must display a parking permit at all times (exception: pay-by-cell Parkmobile spaces). Cars may not be left unattended, in the parking garage or other location, without a permit. Cornell Career Services and Cornell University are not responsible for parking or towing fines incurred for any reason.

Cornell Career Services staff will distribute parking permits at B Lot from 8:00 am—11:00 am on the day of the event. Those arriving after 11:00 am will need to purchase a parking permit at a Campus Information Booth (see above) and get directions to available parking areas.

For directions to B Lot, use: intersection Campus Road and Tower Road and follow signs; or link to <http://bit.ly/2Ed2XqK>

Check-in

Upon arrival at Barton Hall, a staff member will direct you to your table, where there will be registration materials for you to complete. You will not wait in line to check in. After setting up your table, you may obtain nametags (if needed) from Career Services staff at computer stations at either end of the facility.

Lunch and Refreshments

- Light refreshments are provided from 9:00 am—10:00 am.
- A buffet lunch is provided between the hours of 11:00 am—2:00 pm. Vegetarian, vegan, and gluten-free options are available.
- A box lunch is available if there is only one employer representative staffing the event.
- There will be one bottle of water for each registered attendee at your table. Please ask your staff to mark their bottles and re-fill from the coolers in the refreshment areas.

Number of Representatives in Attendance

There is a strict limit of three employer representatives—including interns and student ambassadors—allowed on the floor at any one time, regardless of the volume of student traffic at the table, due to space constraints and Health and Safety regulations. The registration fee includes attendance/participation/lunch for three persons per table; the fee for additional representatives is \$100/person, up to two additional representatives, for a total of five persons per table. If over five representatives are in attendance/participating in the event, an additional \$650 fee will be assessed.

Shipping Materials

If you have not already shipped materials, ship to arrive at the warehouse by Friday, August 31. Clearly mark the outside of all boxes with employer name and date of attendance at the career fair.

Send boxes to:

CORNELL CAREER FAIR 2018 • [Employer Name] • [Date of participation]
Attn: George Wood
21 Dutch Mill Road
Ithaca, NY 14850

Materials received by August 31 will be delivered to booths, ready for you to set up.

Return Shipments

- FedEx has been scheduled to pick up in Barton Hall on September 5 and 6 at 4:00 pm.
- UPS requires that you call (800/742-5877) in advance to arrange a pick-up at Barton Hall.

What to Bring

- Business cards and nametags.
- A heavy-duty electrical cord if your display requires electricity.
- Pre-addressed shipping forms for returning display materials with account number, contact information, and weight of boxes.
- If available, bags with your company logo for students to collect materials.
- Business casual attire is encouraged for comfort.
- *Optional:* flier or quarter card with information session and campus recruiting dates.

Transportation

Taxi service in Ithaca: 607/277-CABS and 607/588-8888.

Uber/Lyft service is available in Ithaca.

Travel to Syracuse airport:

With advance notice, [Ithaca Airline Limousine](#) (607/273-3030) will provide service to Syracuse Airport.

Travel to/from New York City:

There are two express bus services to/from New York City: Campus-to-Campus at [c2cbus.com](#), and the Big Red Bullet at [bigredbullet.com](#). ShortLine bus makes several round trips daily; see [coachusa.com/shortline](#).

Thank you for your participation and support!

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