OSU CAREER FAIR INFORMATION
PRE ARRIVAL ARRANGEMENTS

Invoicing
Upon registration your primary contact received an invoice with an email acknowledgment. Your registration is confirmed upon received payment. Payment must be received at least 10 days prior to the fair. Please double check your records and if any discrepancies arise please contact: Mike Mays at 541-737-0520 or Mike.Mays@oregonstate.edu.

Accommodations:
Hilton Garden Inn: Career Services reserves a block of rooms adjacent to campus, one block from the fair.
2500 SW Western Boulevard Corvallis, OR 97333 Tel: 541-752-5000 Fax: 541-752-5001
Others:
• Holiday Inn Express on the river
• Corvallis Tourism, links to local lodging

Shipping
Please arrange to have your exhibits and materials arrive at CH2M Hill Alumni Center the day before the fair if needed. The address for the CH2M Hill Alumni Center is:

OSU Career Fair
Oregon State University
CH2M Hill Alumni Center
725 SW 26th Street
Corvallis, OR 97331

Please DO NOT send materials to the Career Services Office. Career Services will not be able to transport materials to the fair.

Exhibits & Materials at the Fair
Please use blue masking tape or a tape that will not remove paint for display items that are to be taped to a wall or surface.

A/V Equipment
If you have requested access to electricity, please bring a 12 foot or longer extension cord. We cannot guarantee that you will have access to electricity, but we will do our best.

Internet Access
Wireless internet access at the CH2M Hill Alumni Center is included in your registration fee.
ARRIVAL INFORMATION

Location, Check-in and Unloading Materials
The Career Fair is located in the CH2M Hill Alumni Center (directions) on the OSU campus. Please pull into the covered area on the north side of the CH2M Hill Alumni Center to unload and check in before you park. Parking permits will be distributed as you are greeted upon arriving at the Alumni Center for the career fair. If you are interviewing the following day, you will receive your schedule before the fair starts at 11am.

Parking
Parking is located in the parking garage on 26th and Washington, adjacent to the Alumni Center. Parking passes given at check-in are usable in student and visitor parking spots. You may park in levels 1, 2, 4, and 5 of the garage except where signed otherwise. Do not park on level 3, it is dedicated to Bookstore parking and you will be ticketed. Career Services will not be responsible for any parking citation you may receive.

For more information click here. A map of on campus parking can be found here. The passes only cover visitor and student parking areas.

Booth Set Up
You may unload your materials any time after 8:30 a.m. at the north entrance to the CH2M Hill Alumni Center. Greeters will be there to help you unload and find your table location. The Career Fair begins at 11:00 a.m. A 6-foot or 8-foot table, 2 chairs, and a tablecloth will be set up for you. Signs will be on your table for easy identification

CAREER FAIR DAY SCHEDULE
8:30 a.m. – 10:30 a.m. Participating organizations check-in and set-up  
Continental breakfast served
10:30 a.m. – 1:30 p.m. Buffet lunch for Organization Representatives
11:00 a.m. Career Fair opens to students
4:00 p.m. Career Fair concludes

POST FAIR ARRANGEMENTS

Return Shipping After the Fair
You will also need to prearrange for pick-up of your materials by calling your mailing service.
-If Reverse Air Shipment Billing is included
  • Call your mailing service (numbers listed below) to inform them to pick up the packaged display/exhibit early the following morning at the CH2M Hill Alumni Center

-If Reverse Air Shipment Billing is NOT included:
  • Call the toll free numbers listed below to contact your mailing service to arrange for pick-up early the following morning at the CH2M Hill Alumni Center with the carrier using your company billing number and shipment information.

Airborne Express: 1-800-247-2676  
FedEx: 1-800-238-5355  
UPS: 1-800-742-5877

The display exhibits have to be packed before you leave the CH2M Hill Alumni Center