

Spring 2025 Career Fair

Parking Plan



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Parking Spaces:

Student Parking – 637 total including 4 spaces for disabled

Exhibitor Parking – 200 total including 5 spaces for disabled

Overflow Parking – 191 total including 8 spaces for disabled

Total Parking Spaces: 1,028

Parking Signage:

Exhibitor Loading/Unloading Zone

There will be a total of **2 signs** to direct exhibitors to their loading and unloading zones.

- **1 sign** on the right-side entrance from Universal Boulevard indicating exhibitors where to unload.
- **1 sign** on the right-side for loading and unloading zones for exhibitors.

Exhibitor Parking

There will be a total of **6 signs** to direct exhibitors to their designated parking lot.

The signs will be placed as follows:

- **1 sign** at the entrance from Universal Boulevard.
- **1 sign** per parking row entrance (**total of 4 signs**).
- **1 sign** when entering from the second entrance (Destination Parkway), past the Rosen dorms.

Additionally, there will be cones at the entrance of each designated exhibitor row.

Student Parking

There will be a total of **5 signs** to direct students to the designated parking area.

- **1 arrow sign** will be placed opposite of the exhibitor parking to ensure students keep driving further.
- **1 sign** placed at the first available row for student parking.
- **1 sign** placed in front of Rosen College Apartments
- **1 sign** placed at the last available row for student parking.
- **1 sign** placed at the entrance to the parking lot from Destination Parkway. (second entrance)

Overflow Student Parking

There will be a total of **7 signs** to direct students to the overflow parking lot.

- **1 sign** placed in front of the student dorms 905 to inform students coming from Universal Blvd. to keep driving
 - ****Needs to be set up when overflow parking opens immediately**
- **1 sign** placed at north end of parking lot
- **1 sign** placed at back gate entrance (Destination Pkwy)
- **1 sign** placed at east end of parking lot
- **1 sign** placed at west end of parking lot
- **1 sign** placed in front of office building
- **1 sign** placed on corner next to Rosen College Apartments

Bus Stop

There will be a total of **2 signs** to direct people to the bus stop.

- **1 sign** will say “Main Campus Shuttles” and be placed in front of the campus.
- **1 sign** will be placed at the bus stop.

Work Schedule:

Morning

Class Member 1: Signage

- Instructs volunteers where all signs need to be placed and cones to block off exhibitor (employer) and student parking areas.
- Ensure all signs are placed in their correct spots & visually accessible.
- Assist exhibitors at their designated unloading zone.

Class Member 2: Parking

- Instruct volunteers on proper parking procedures.
 - No back-in parking for anyone (exhibitors, students, alumni, & faculty).
- Directs the exhibitors who have parked their vehicles to the designated sign-in area.

Volunteer 1:

- Directing all exhibitors to their designated unloading zone.
- Directing the exhibitors to their designated exhibitor parking.

Volunteer 2:

- Directing all students to their designated student parking area.
- Ensure proper parking procedures are followed.
- Directs all students to the designated overflow lot.
 - When the overflow lot is open.

Volunteer 3:

- Ensures each row after the other is filled and vehicles follow all parking procedures.
- Inform us (Career Fair Class Member) when parking spots are almost at capacity so we can begin directing incoming vehicles to the designated overflow lot.

“Overflow Parking” signs will be placed in their designated spots along with “Student Parking, Exhibitor Parking, Loading/Unloading Zones, and Bus Stop” signs in the morning, **NOT** when the Overflow parking becomes open and available.

Afternoon

Class Member 1: Signage

Class Member 2: Parking

- Ensure procedures are followed through, the plan running smoothly.
- Double-checks all signs are collected at the end of the event.

Volunteer 1:

- Directing all students to the designated student parking area.
- Ensure proper parking procedures are followed.
- Directs all students to the designated overflow lot.
 - When the overflow lot is open.
- Once the Career Fair is officially over, all signs need to be collected.

Volunteer 2:

- Ensures each row after the other is filled and vehicles follow all parking procedures.

- Inform (Career Fair Class Students) when parking spots are almost at capacity so we can begin directing incoming vehicles to the designated overflow lot.
- Once the Career Fair is officially over, all signs need to be collected.

“Overflow Parking” signs will be placed in their designated spots along with “Student Parking, Exhibitor Parking, Loading/Unloading Zones, and Bus Stop” signs in the morning, **NOT** when the Overflow parking becomes open and available.

Additional:

- On Career Fair Day, no one has to pay a parking fee.
 - This includes exhibitors, students, volunteers, alumni, & faculty.
- Student parking and Exhibitor parking will be separated by cones with signs.
 - Placed by the Operations team
 - Map view of cone and sign placement:

Rosen College Shuttle

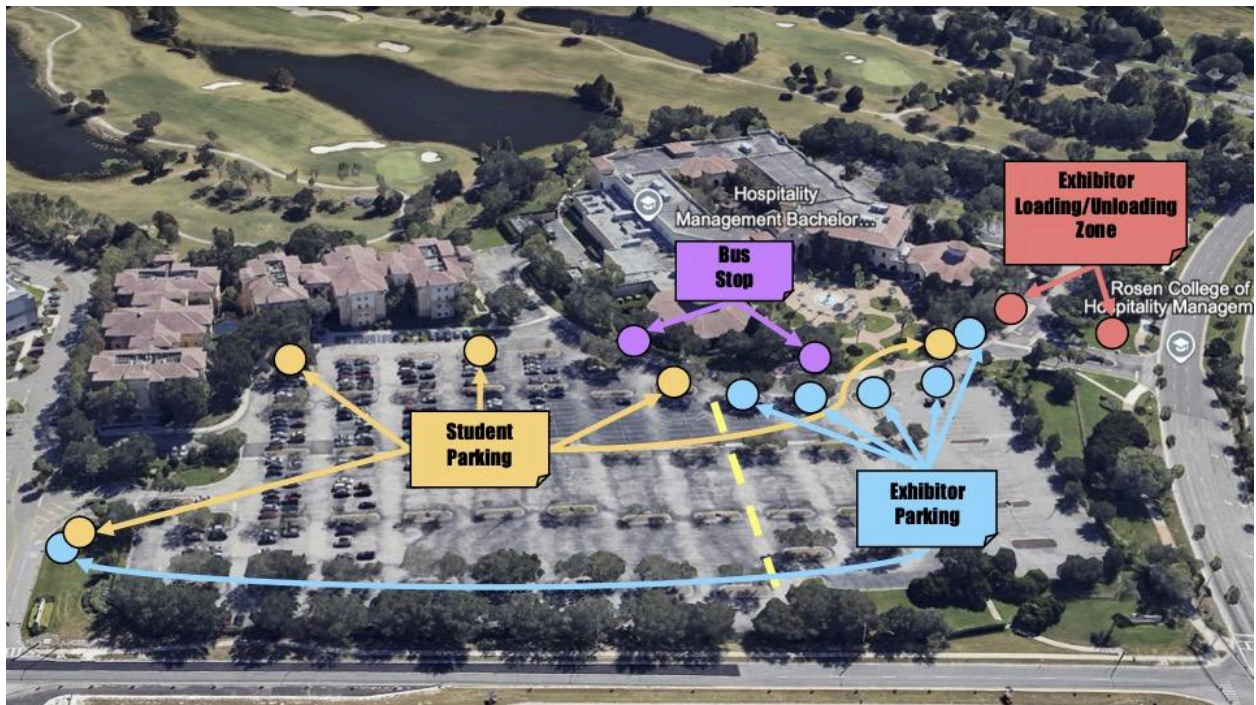
Fall and Spring Semester Schedule

Departs Rosen Campus	Departs UCF Main Campus
6:45 AM	
8:00 AM	8:00 AM
8:45 AM	9:00 AM
9:45 AM	9:45 AM
10:30 AM	11:15 AM
12:00 PM	12:45 PM
1:30 PM	2:15 PM
3:00 PM	3:45 PM
4:30 PM	5:15 PM

Parking Visuals:

(Circles = signs, Rectangles = parking areas, Vertical Dotted Line = cones separating student parking and exhibitor parking)

Exhibitor/Student/Loading and Unloading:



Overflow Parking:

