

# Auburn University

## Part-Time Job Fair FALL 2012

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Auburn University Career Center • 303 Martin Hall • Auburn, AL 36849-5139 • 334-844-4744 • FAX: 334-844- 3878 • [www.auburn.edu/career](http://www.auburn.edu/career) • [hire.auburn.edu](mailto:hire.auburn.edu)

### **CANCELLATION POLICY**

Please understand that we are reserving a space for you and should you have to cancel, please call the Auburn University Career Center as soon as possible at (334) 844-3862 and ask to speak with Diane Thorne, Special Events Registration Manager. An e-mail must be sent to Diane Thorne at [thornde@auburn.edu](mailto:thornde@auburn.edu) explaining that you are officially canceling your organization's participation in the event. Diane will send you an e-mail confirming your cancellation. It is important to keep a copy of this communication as documentation for future reference. We appreciate your cooperation and support in our programs!

### **Event Location and Information**

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**Part-Time Job Fair**  
**Wednesday, August 22, 2012**  
**10:00 am - 1:00 pm**

**Auburn University**  
**Auburn University Student Center – 3<sup>rd</sup> Floor Ballroom**  
**255 Heisman Drive**  
**Auburn, AL 36849-5129**  
**[www.auburn.edu/studentcenter](http://www.auburn.edu/studentcenter)**

**AU Student Center Operations Office: (TEL) 334-844-1300; (FAX) 334-844-2354**

### **Schedule**

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***\*Please arrive on time and be ready to see students at the start of the event (10:00 am). If not present by 10:30 am, you will be considered a “NO SHOW.” Your space can be assigned to another organization.***

8:00 am - 10:00 am	Representative Registration, Breakfast, and Space Setup
10:00 am - 1:00 pm	Part-Time Job Fair open to Students
11:30 am - 12:00 pm	Representative Lunch (one box per representative)
1:00 pm	Part-Time Job Fair ends

***\*Please plan to stay until 1:00 pm. The time has been publicized and students expect department representatives to be available up until this time.***

### **Space and Equipment**

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One 3x6 foot table and one chair will be provided per organization. Your display needs to fit within space provided!

***\*Electricity will be available! Please bring your own extension cords and power strips.***

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### Display Guidelines

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- Space is limited. **No additional space can be provided.**
- Do not bring huge displays, furniture, or equipment.
- Do not rearrange your table, occupy an adjacent vacant table or move to another location without approval from Melvin K. Smith, Special Events Coordinator. Staff will be available to help you relocate and move your materials, if needed.

### Shipping and Exhibitor Guidelines

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#### **SHIPPING TO THE STUDENT CENTER:**

- Shipments of exhibit displays, materials or anything pertaining to the exhibit may be shipped no sooner than **three (3) days prior** to function date. Accommodations for packages needing to arrive earlier must contact Melvin K. Smith, Special Events Coordinator, (334) 844-4744 or [mks@auburn.edu](mailto:mks@auburn.edu) for approval! Storage space is very limited. We will do our very best to work with you!
- Please use our **Preferred Carriers (Fedex and UPS)** to ship materials! See the example of how each box or display should be addressed for shipping to The Auburn University Student Center (AUSC). **Your organization's name is required on the outside of all materials. Print off multiple pre-made labels for your convenience (one (1) per box or container to be shipped).**
- **Make sure the representative(s) attending the event have ALL tracking numbers of packages that have been shipped to HAUDCC prior to arriving at the event. We highly recommend you insure ALL of your materials shipped!**
- **On the day of the event, beginning at 8:00 am, representative(s) of your organization may go to the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC to pick-up your shipped materials. To receive the items from an Auburn University Career Center staff member, a signature will be required from your representative(s).**

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### SHIPPING LABEL EXAMPLE:

✂️ ----- Cut on dotted line for use with shipping -----

**Auburn University Student Center  
ATTN: Part Time Job Fair Fall '12  
Andrea Conti-Elkins  
Student Center Reservations  
255 Heisman Drive  
Auburn, AL 36849-5129**

**HOLD FOR:**

**Organization's Name**

**Representative's Name**

✂️ ----- Cut on dotted line for use with shipping -----

### SHIPPING FROM THE STUDENT CENTER:

- Patrons must make their own shipping arrangements, to include billing arrangements with the **Preferred Carriers (Fedex and UPS)**. The AUSC cannot provide billing arrangements, proper packing and labeling. The form must be filled out completely with the organization's account number!
- After the Part Time Job Fair: ALL boxes must be appropriately labeled and taped! Please take packages to the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC where a member of the Auburn University Career Center will be available to check-in your materials for shipping out. AUSC will make one call to each preferred carrier for pick-up!
- Carriers used other than the **Preferred Carriers (Fedex and UPS)** should arrive by 1:00 pm no later than 2:00 pm to pick-up materials at the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC the day of the event. The representative(s) attending the event for the organization are responsible for making sure the connection is made.
- Auburn University will not hold packages awaiting pick-up. If the organization's representative(s) do not attend the event, the organization is responsible for making arrangements to get their packages.

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### Shipping and Exhibitor Guidelines (continued)

#### **EXHIBITOR:**

- Decorations, signs, and posters must be coordinated with AUSC staff prior to displaying in the Student Center. No tacks, nails, staples, tape or other fasteners are allowed. Exhibitors are liable for any defacement of the facility as a result of their display!
- The exhibitor is entirely responsible for the space leased by him/her and is responsible for keeping space free from any conditions which would be dangerous to persons coming upon the premises.
- The management of the AUSC reserves the right to restrict the operation of any exhibit, which in its opinion detracts from the general character of the facility. This includes, but is not limited to, exhibits, which because of noise, flashing light, methods of operation or display of unsuitable material are determined by management as objectionable.
- The Auburn University Career Center and Student Center will not be responsible for any injury that may arise to exhibitors or their employees or for loss of or any damage to any good from any cause whatsoever while in transit to or from or while in the AUSC.

*We request your full cooperation in observing these guidelines. Anything not included in the rules and regulation will be subject to the discretion of Auburn University management.*

### Travel Directions

#### **From US Highway 280:**

**Traveling from Birmingham:** travel east on **US Highway 280**. Turn right on Alabama Highway 147\* South. This road will take you into Auburn and becomes US Highway 29\* South.

#### **Auburn City Directions from Highway 280 (follow these directions after following the above directions):**

**\*Directions from 147 South (29) (College Street):** turn West (right) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

**\*\*If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.**

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### Travel Directions (continued)

#### **From Interstate 65 or Interstate 85:**

**Traveling from Atlanta:** travel south toward Montgomery on I-85 to exit # 51. Turn right on to US Highway 29\* north.

**Traveling from Birmingham:** travel south on I-65 to Montgomery. Take I-85 north toward Atlanta to exit #51. Turn left on to US Highway 29\* north;

**Traveling from Columbus:** travel north on I-85. Take US Highway 80/Phenix City exit to US Highway 280. Turn right (west) on Highway 280 and proceed to I-85, at Opelika. Travel south on I-85, 10 miles to exit #51. Turn right on to US Highway 29\* north.

**Traveling from Mobile:** travel north on I-65 to Montgomery. Take the I-85 north/Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29\* north.

**Traveling from Montgomery:** take the I-85 north/ Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29\* north.

#### **Auburn City Directions from Interstate 85 (follow these directions after following the above directions):**

**\*Directions from 29 North (I47) (College Street):** turn West (left) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

***\*\*If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.***

***\* US Highway 29 from I-85 becomes South College Street as well as Alabama 147 from US Highway 280 becomes North College Street.***

***NOTE: When making travel arrangements through Atlanta or Columbus, GA, please remember that Auburn University is on Central Time and Georgia is on Eastern Time.***

### Parking

Please park in the Stadium Parking Deck located at the end of Duncan Drive. This is the **ONLY** place to park without a parking permit. The Parking Services Department has agreed not to ticket the cars in the lot the entire day. Make sure you park between two (2) white lines! **Arrive EARLY because parking spaces fill quickly!**

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## Parking (continued)

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Guest parking permits are available for the other campus lots through the Auburn University (AU) Parking Service Department at no cost. You need to make arrangements to arrive early (the day before) to get a permit. The Parking Department is open 7:15 am until 4:15 pm, Monday through Friday, and can be contacted at 334-844-4143 with questions. Their office is in the South Quad Parking Deck on the corner of Duncan and Lem Morrison Drive.

***-Our best recommendation is to take advantage of the parking we have available in the Stadium Parking Deck!***

You must follow all parking rules and regulations set forth by the AU Parking Service. The Auburn University Career Center cannot be responsible for tickets that are received while parked on campus, nor wheel-locks and towing fees as a result of parking.

## Site Map

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The Auburn University Interactive Campus Map includes the Auburn University Student Center. Below is the link to a website with the interactive map as well as a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

**Go to the following url:**

**<https://oitapps.auburn.edu/campusmap/>**

## Site Contact(s)

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Matthew Anspach, Special Events - Graduate Assistant, Auburn University Career Center, Auburn University, 303 Martin Hall, Auburn, AL 36849-5139, **(TEL)** 334-844-3876; **(FAX)** 334-844-3878; **E-mail:** [anspama@auburn.edu](mailto:anspama@auburn.edu)

Melvin K. Smith, Special Events Coordinator, Auburn University Career Center, 303 Martin Hall, Auburn, AL 36849-5139, **(TEL)** 334-844-4744; **(FAX)** 334-844-3878; **E-mail:** [mks@auburn.edu](mailto:mks@auburn.edu)

In case of an emergency or if assistance is needed on the day of the event, please call the Auburn University Career Center at 334-844-4744 or the Auburn University Student Center at 334-844-1300. You can also reach Melvin K. Smith directly during the event at 334-742-6769.