Employer Information Packet

September 26, 2018, 12 noon – 4 p.m.
Recreation and Wellness Center

For more information or questions contact csutphin@radford.edu
Welcome

We are so glad that you will be joining us on September 26, 2018 for our 2018 Fall Career & Internship Fair. Please take a few minutes to review this packet. It contains all the information you will need for Wednesday the 26th.

As a checklist for the day:

**Registration:**

☑ Please make sure all attending recruiters are registered in Handshake before coming to the fair. It makes it easier for the recruiters when they arrive to check-in. For lunch, meal cards will be given to each registered recruiter. Meal cards are ordered from Food Services 1 week before the fair, so we need to have an accurate count prior to the fair. So please make sure all attending recruiters are registered—we don’t want anyone leaving hungry.

☑ If you have over 4 recruiters attending, please purchase another table for your organization. Only 4 recruiters per table.

☑ If you need electricity, please make sure to include in your registration. There are limited outlets in the gym. Please do not bring your own cords.

**Parking:**

☑ Please make sure you print the attached parking permit before arriving.

☑ Drop-off location will be provided at the Recreation & Wellness Center prior to parking.

☑ Lot E (see map) is reserved for our Fall Career Fair.

☑ Transportation will be provided from Lot E to the Recreation and Wellness Center.
AGENDA

Wednesday, September 26, 2018

Location: Recreation and Wellness Center (200 Jefferson Street, Radford, VA)

10:00 a.m. – 11:45 a.m. Drop off prior to parking. (Location: Back side of Recreation Center--signs will be posted)

10:00 a.m. – 12:00 p.m. Shuttle will run from Lot E to Recreation & Wellness Center

10:00 a.m. – 12:00 p.m. Employer Check-In/Setup (Location: front entrance to gym on main floor)

11:00 a.m. Coffee/Tea/Water/Fruit (Location: Employers Lounge—hallway next to gym)

12:00 p.m. - 4:00 p.m. Career Fair Open to Students

Lunch Each registered recruiter will receive a meal card when checking in. Cards can be used at any location on campus until 5 p.m. that day

1:30 p.m. – 3:30 p.m. Vegetables/Cookies/Drinks (Location: Employers Lounge—hallway next to gym)

4:00 p.m. – 5:00 p.m. Employer take-down & clean up

4:00 p.m. – 5:00 p.m. Shuttle will return our guests from Wellness Center to Lot E
Lodging

Area Lodging near Radford, VA and Christiansburg, VA (these are only a few—Christiansburg and Blacksburg, VA have numerous lodging)

A. Comfort Inn & Suites
   2331 Tyler Rd, Christiansburg, VA
   (540) 639-3333
   4 reviews

B. Econo Lodge
   2430 Roanoke St, Christiansburg, VA
   (540) 362-6161
   4 reviews

C. Holiday Inn Express & Suites
   2725 Roanoke St, Christiansburg, VA
   (540) 382-5600
   3.5 ★★★★★ 9 reviews

D. Hampton Inn Christiansburg/Blacksburg
   380 Arbor Dr, Christiansburg, VA
   (540) 361-6874
   4.3 ★★★★★ 6 reviews

E. Best Western Radford Inn
   1501 Tyler Ave, Radford, VA
   (540) 639-3000
   3.7 ★★★★★ 9 reviews

F. Super 8 Radford
   1600 Tyler Ave, Radford, VA
   (540) 731-9355
   4.4 ★★★★★ 5 reviews

G. La Quinta Inn Radford
   1450 Tyler Ave, Radford, VA
   (540) 633-6800
   3.4 ★★★★★ 6 reviews

H. Microtel Inn and Suites by Wyndham
   Christiansburg/Blacksburg
   135 Ponderosa Dr, Christiansburg, VA
   (540) 381-0300
   4 reviews

I. Affordable Corporate Suites
   1045 Peppers Ferry Rd, Christiansburg, VA
   (540) 391-5464
   1 review

J. Courtyard Blacksburg
   105 Southpark Dr, Blacksburg, VA
   (540) 552-5222
   4.2 ★★★★★ 5 reviews
Our Fall Career & Internship Fair will be in the Recreation & Wellness Center located off of Jefferson Street.

**Drop-Off:**
Employers can drop off their materials prior to parking. Staff/students are not allowed to carry your items, but will guard them until you return from parking.

**Parking Permit:**
The parking permit is part of this packet--please print before leaving for the fair. Make sure all recruiters attending have a parking permit for each vehicle. Place on dash of vehicle the day of the event.

**Parking:**
Once you have dropped off your materials proceed to Lot E. Lot E will have a designated shuttle (indicated by “Event Shuttle” on the vehicle). The shuttle will transport you to the event and return you back to your vehicle after the fair. The shuttle will only run between 10:00 a.m. – 12:00 p.m. and resume again 3:45 p.m. NOTE: You parking permit does not allow you to park on City streets as these are not maintained by the University.

**Directions To Lot E:**
Proceed down Jefferson Street to the red light. Turn left at light. Follow East Main Street to the first red light and turn right. Go across the bridge and take the first left—to Lot E. If Lot E is full, park in Lot U (behind E). Walk to the shuttle station located in Lot E, the shuttle will be there (or on its way) to transport you to the Wellness Center. A Radford University designated staff/student member will be located at the shuttle station to assist.

From I-81 follow Tyler Avenue to red light at entrance of Radford University campus. At the red light take a right and follow Jefferson to the Recreation and Wellness Center.
Center for Career & Talent Development

Visitor Permit

2018 Fall Career & Internship Fair
September 26, 2018

Please display this permit on your dash.

Authorized by Donna Alley, RU Express/Parking Services

Parking Permit is not valid for Parking in
Reserved Spaces, on Yellow Lines, or
in Handicapped zones, without valid DMV HC Permit.
Vehicles parked in the above mentioned areas
will be subject to being ticketed and/or towed
at the owners expense.
Changes made to this parking pass are not authorized and will render it invalid

Contact: Carolyn Sutphin 540-831-6528

Please enjoy your time with us and we look forward to seeing you again soon.
Welcome
2018 Fall Career & Internship Fair

Follow Jefferson Street

Drop off — circle beside Rec Center

Designated parking — Lot E (U if Lot E is filled). Across bridge on University Drive
Dine On Campus at Radford University

https://www.dineoncampus.com/radford/hours-of-operation

Upcoming Events
Check back soon for more events!