For more information or questions contact Carolyn Sutphin at csutphin@radford.edu or 540.831.6528
Welcome

We are so glad that you will be joining us on September 24th for our 2018 Graduate & Professional School Fair. Please take a few minutes to review this packet. It contains all the information you will need for Monday the 24th of September.

As a checklist for the day:

Registration:

✔ Please make sure all attending recruiters are registered in Handshake before coming to the fair. Food orders are based upon the total # of recruiters attending.
✔ If you have over 4 recruiters attending, please purchase another table for your school. Only 4 recruiters per table.
✔ If you need electricity, please make sure to include in your registration. There are limited outlets in Muse Hall. Please do not bring your own electrical cords.
✔ Please note any special dietary needs by Monday, September 17th.

Parking:

✔ Please make sure you print the attached parking permit before arriving.
✔ Drop-off location will be provided at Muse Hall prior to parking. Due to liability, students and staff will not be carrying your materials to your tables.
✔ Lot E (see map) is reserved for our Graduate School Fair.
✔ Transportation will be provided from Lot E to Muse Hall and back to your vehicle.
AGENDA

Monday, September 24, 2018

_Muse Hall Banquet Room_

- **9:00 a.m. – 10:45 a.m.** Drop off prior to parking in front of Muse Hall Lot F (Location: side entrance to Muse)
- **9:00 a.m. – 11:00 a.m.** Shuttle will run from Lot E to Muse Hall
- **9:00 a.m. 11:00 a.m.** Recruiter Check-In/Career Fair Setup (Location: Foyer outside of Banquet Room)
- **10:00 a.m.** Coffee/Tea/Fruit (Location: Employer Lounge—behind check-in table)
- **11:00 a.m. – 2:00 p.m.** Career Fair Open to Students
- **11:30 a.m. – 1:00 p.m.** Lunch available for employers (Location: Muse Hall Faculty Lounge--sandwiches, chips, cookies, vegetables.)
- **2:00 p.m. – 3:00 p.m.** Employer take-down & clean up
- **1:45 p.m. – 3:30 p.m.** Shuttle will return our guests from Muse Hall to Lot E
## Lodging

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

<table>
<thead>
<tr>
<th>A. Comfort Inn &amp; Suites</th>
<th>2331 Tyler Rd, Christiansburg, VA</th>
<th>(540) 639-3333</th>
<th>4 reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Econo Lodge</td>
<td>2430 Roanoke St, Christiansburg, VA</td>
<td>(540) 382-6500</td>
<td>9 reviews</td>
</tr>
<tr>
<td>C. Holiday Inn Express &amp; Suites</td>
<td>2725 Roanoke St, Christiansburg, VA</td>
<td>(540) 639-3000</td>
<td>3.5 stars</td>
</tr>
<tr>
<td>D. Hampton Inn Christiansburg/Blacksburg</td>
<td>380 Arbor Dr, Christiansburg, VA</td>
<td>(540) 381-5874</td>
<td>4.3 stars</td>
</tr>
<tr>
<td>E. Best Western Radford Inn</td>
<td>1501 Tyler Ave, Radford, VA</td>
<td>(540) 381-9335</td>
<td>3.7 stars</td>
</tr>
<tr>
<td>F. Super 8 Radford</td>
<td>1600 Tyler Ave, Radford, VA</td>
<td>(540) 381-9335</td>
<td>4.4 stars</td>
</tr>
<tr>
<td>G. La Quinta Inn Radford</td>
<td>140 Tyler Ave, Radford, VA</td>
<td>(540) 639-6800</td>
<td>3.4 stars</td>
</tr>
<tr>
<td>H. Microlodge Inn and Suites by Wyndham Christiansburg/Blacksburg</td>
<td>135 Ponderosa Dr, Christiansburg, VA</td>
<td>(540) 381-3500</td>
<td>4.2 stars</td>
</tr>
<tr>
<td>I. Affordable Corporate Suites</td>
<td>1045 Peppers Ferry Rd, Christiansburg, VA</td>
<td>(540) 381-5464</td>
<td>1 review</td>
</tr>
<tr>
<td>J. Courtyard Blacksburg</td>
<td>105 Southpark Dr, Blacksburg, VA</td>
<td>(540) 552-5222</td>
<td>5 reviews</td>
</tr>
</tbody>
</table>
Our Graduate & Professional School Fair will be in Muse Hall Banquet Room located off of Tyler Avenue.

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

**Parking Permit:**
Parking permit is part of this packet--please 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 9:30 a.m. – 11:00 a.m. and resume again 2:45 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 Tyler Avenue to the red light. Turn right at the light. Follow East Main Street to the second red light and turn left. 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 pick you up to transport you to Muse Hall. A Radford University designated staff member will be located at the shuttle station to assist.
The Center for Career and Talent Development

Visitor Permit

Graduate & Professional School Fair

Monday
September 24, 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

Follow Tyler Avenue

Drop off location in Lot F

Muse Hall—location of Graduate Fair

Designated parking—Lot E (U if Lot E is filled). Across bridge on University Drive