We look forward to welcoming you to the University of Cincinnati! Thank you for your interest in our students.

Please read below for important details regarding arrival, parking, shuttle, shipping and more. We recommend that you print this and bring it with you to the fair, and please distribute it in advance to any representatives who will be attending.

**Dates & Times**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Day</td>
<td>Wednesday, September 19</td>
<td>10am-3pm</td>
</tr>
<tr>
<td>Technical Day</td>
<td>Thursday, September 20</td>
<td>10am-3pm</td>
</tr>
<tr>
<td>Interview Day</td>
<td>Friday, September 21</td>
<td>9am-3pm</td>
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</tbody>
</table>

**Location**

**Main Hall: Wednesday, Thursday, and Friday**

The main exhibitor hall is on the lowest level of the Campus Recreation Center (CRC) on the main campus of the University of Cincinnati. Map showing Rec Center: [https://goo.gl/maps/KXpmzGuPuV12](https://goo.gl/maps/KXpmzGuPuV12)

**Overflow Area: Thursday**

On Thursday only, we will also operate an overflow area on Level 300 of the Tangeman University Center (TUC), next door to the Campus Recreation Center. Map showing TUC: [https://goo.gl/maps/Wza6XZm7coC2](https://goo.gl/maps/Wza6XZm7coC2)
Construction Alert
Construction on the new Linder College of Business building has restricted vehicle and pedestrian access to the center of campus, where the Career Fair is held.

This affects our parking, shuttle and drop-off locations.

Please read the following information carefully and give yourself extra time to load in and reach your destination.

See map on page 7.

Parking
We have arranged free parking for career fair attendees in TWO locations:

1. Old Group Health lot at 2915 Clifton Ave, at the southwest corner of Clifton Ave and Martin Luther King Dr.
   - This lot is within walking distance to TUC (0.4 mi, 8 min) and the Campus Recreation Center (0.4 mi, 9 min).
   - If you are in the overflow area in TUC on Thursday, we recommend you park in this lot, as the shuttle from this lot will drop you off closest to TUC, or you can walk.
   - Lot has about 100 spaces.
   - Map: [https://goo.gl/maps/ER8UNyGCXVE2](https://goo.gl/maps/ER8UNyGCXVE2)

2. Cincinnati Zoo South Lot at 31 Louis Ave, Cincinnati OH 45220.
   - Lot has about 400 spaces.
   - Map: [https://goo.gl/maps/PwDTDdcbEzu](https://goo.gl/maps/PwDTDdcbEzu)

For both lots:
1. You do not need a ticket or voucher.
2. You may park in any available space.
3. Lots will be open from 8:00 a.m. to 4:00 p.m. on Wednesday, September 19, and Thursday, September 20.
4. Look for a “Career Fair Parking” sign at the entrance.
Be aware that campus garages are mostly reserved for monthly parkers and may be full. You can check the status of campus garages at any time using the online Visitor Parking Tracker at [https://www.uc.edu/parking.html](https://www.uc.edu/parking.html)

**Parking for Interview Day**

Recruiters attending **Interview Day** on Friday should park in any **campus** parking garage. Be sure to ask Career Fair staff for a parking voucher before you leave that day.

NOTE: The old Deaconess Hospital parking garage on Straight Street is closed for structural repairs. No vehicles will be allowed to park there.

**Shuttle Service**

Free shuttle service will be provided between the parking lots and campus buildings from 8:00 a.m. to 4:00 p.m. on Wednesday, September 19, and Thursday, September 20.

Shuttles will run on two routes:

1. Between Zoo South Lot and CRC Drop-Off Point
2. Between Group Health Lot and TUC Drop-Off Point

Shuttle stops will be marked with signs.

Shuttle service is **NOT** provided on Friday, September 21. Recruiters attending Interview Day on Friday may park in any campus garage. Be sure to ask career fair staff for a parking voucher when you leave that day.

**Drop-Off Points**

If you have materials or passengers to drop off before you park, you may drop them off at one the locations below. Volunteers will help transport items to your booth or table for you.
1. Drop-Off Point for Campus Recreation Center:
   a. From Jefferson Avenue, turn west on West University Way
   b. Use for booths in main hall/Campus Recreation Center

2. Drop-Off Point for Tangeman University Center (Overflow):
   a. Top of McMicken Circle
   b. From Clifton Ave at Straight Street, enter the campus next to the University of Cincinnati guard shack
   c. Proceed (one way) up McMicken Circle to the Drop-Off Point
   d. Use if you are in the Overflow area in TUC (Tangeman University Center)

Employer Check-In
Main Hall
When you arrive, proceed to Employer Check-In on the lower level of the Campus Recreation Center. Volunteers will show you to your booth.

Overflow Area
When you arrive, proceed to Overflow Employer Check-In on Level 300 of the Tangeman University Center. Volunteers will show you to your table.

Interviews
Interviews take place on Friday, September 21, from 9:00 a.m. to 3:00 p.m. in the lower level of the Campus Recreation Center. This is true even if your expo table was in the Overflow area in TUC.

If you have reserved one or more interview tables, you will receive a two-part form when you arrive. The form is pre-printed with 30-minute interview slots. Some recruiters like to fill in their interview schedule(s) as the day goes on; others prefer to contact their top candidates after the fair to schedule interviews. Either way, it is your responsibility to contact your candidates directly to schedule interviews with them. Be sure to tell them that the
interview will take place on the lower level of the Campus Recreation Center (same location as the main fair). Advise them to arrive 15 minutes early.

On Friday morning, give one copy of the interview schedule to our staff and keep the other copy for yourself. Students who have an interview will wait in a waiting area until you call them over.

We ask that all interviews end by 3:00 p.m. as we start breaking down the room at that time.

Shipping
If you need to ship materials in advance of the fair, ship to:

ATTN: UC Career Week  
Central Receiving  
University of Cincinnati  
792 E. McMillan  
Cincinnati, OH 45206

Ship your packages to arrive September 4 through September 14.

Be sure to enclose return shipping labels. At the end of the fair, UC Central Receiving will pick up your sealed and labeled return packages and route them to the appropriate carrier.

We do not assume responsibility for mishandled or misplaced packages.

Food & Beverage
Main Hall
Light continental breakfast (muffins, fresh fruit, yogurt), lunch, coffee, hot tea, fruit juices, soda, and water will be provided for employer representatives in a hospitality room adjacent to the exhibition floor all three
days. A limited number of vegan or gluten-free lunches are available upon request; let the banquet server know when you go in for lunch.

**Overflow Area**

Light continental breakfast (muffins, fresh fruit, yogurt), lunch, coffee, hot tea, fruit juices, soda, and water will be provided for employer representatives in adjacent to the Overflow area on Thursday. If you require a vegan or gluten-free lunch, please let a banquet server know and we will do our best to accommodate you. A food court with a variety of fast food and salads is located one floor below the Overflow area, if you prefer to buy your own lunch.

**Internet Access**

Access to the UCGuest wifi network will be provided in the main hall and overflow area.

**Weather and Refunds**

In the unlikely event of a University closure, the Career Fair may still take place. Refunds will be issued ONLY if the University cancels the Career Fair specifically. If the Career Fair is delayed or canceled on a given day, notice will be sent to the email address that is associated with your company registration at least two hours before the event is scheduled to open that day.

**Contact**

If you have questions or need assistance, contact us at careereducation@uc.edu or (513) 556-3061 and ask for Patti Carroll. If you have an emergency on the day of the fair, you may call or text event manager Suzanne Schindler at (513) 314-2449 (cell).