Texas Job Fair 2020

Employer Additional Parking & Unloading Details, Set-Up, Meals, and Shipping Information

Your registration includes:
·         A six foot, draped table with two chairs and signage. Please keep your booth size to less than six feet in width.
·         Lunch & parking for two participants, unless additional tickets were purchased at time of registration.

**THE DAY OF THE TEXAS JOB FAIR**

**TUESDAY APRIL 7, 2020**

**Arrive and Unload**
You may begin arriving and unloading at 9:00am. There will be signs on Fondren between Entrance 1 and 2, as well as around the campus to guide you to the venue and unloading areas. You may unload at the designated area Lot 1C, then park in the same lot. Volunteers will be available to assist you with unloading.
[DIRECTIONS TO CAMPUS>>](https://hbu.edu/about-hbu/the-campus/campus-map/) or [CAMPUS MAP >>](https://hbu-files.wpmucdn.com/uploads/sites/26/2019/08/8.5x11_CampusMap2019.pdf)

**Park and Sign In**
Parking is available in Lot 1C, using entrance 1 (stop light on Fondren). There will be signs directing you to the parking area. A parking attendant will greet you at the entrance of the lot. Be sure to let them know you are attending the Texas Job Fair as an employer.[CAMPUS MAP >>](https://hbu-files.wpmucdn.com/uploads/sites/26/2019/08/8.5x11_CampusMap2019.pdf) or [PARKING DIRECTIONS >>](https://hbu.edu/about-hbu/the-campus/campus-map/)

Once you arrive at Sharp Gym, check in at the employer registration table located just inside the entrance to receive your meal and parking vouchers, and be escorted to your booth.

**Layout and Swag**
Booths are 6 feet in size and ordered alphabetically. Please be mindful of space and do not bring displays that won't fit in your designated area. You are welcome to ship your company swag to us in advance -- shipping information is below. We will put your boxes on your booth before your arrival. Electricity is NOT available for booths.

**Enjoy a Complimentary Employer Welcome Breakfast**
Please join us in Glasscock Center (adjacent to registration and the job fair) from 9am-11am for breakfast and coffee to fuel up before the event begins.

**Join Us for Lunch and Breaks**
Use your meal voucher to cash in on lunch in MCAC / McNair Hall between Noon and 1:30pm. Snacks, water, and sodas will be provided throughout the day. New this year, you will have an opportunity to chat with representatives from Houston Area Consortium of Career Center Schools during lunch if you’d like to learn more about recruiting at individual universities.

**LAST MINUTE PREPARATIONS**

**Shipping Your Materials**
Send your materials to us starting March 27; 2020:

Houston Baptist University, Career & Calling
7502 Fondren Rd, Houston, TX 77074
ATTN: Texas Job Fair

Clearly mark all displays and boxes with “Texas Job Fair” and your company name. All materials mailed to this address will be at your booth the morning of the fair. In planning your materials, please note that your booth contains one six-foot table and two chairs. All displays must be freestanding and cannot be wider than six feet. Space is limited; please be mindful of your neighbors and keep displays within your booth area. Any materials must be delivered by 3 p.m. on Friday, April 3 to ensure their delivery to the event venue.

**Cancellation Policy**
If you need to cancel your registration, please email haccc@haccc.org by March 22, 2020.

No refunds after this date.
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We look forward to seeing you on April 7!