

Career Fair Logistics

Table Layout:

Firms will receive their assigned table number upon arrival. Tables are assigned based upon the order in which firms registered online for the fair. Tables are 6' x 30". We will be in the two larger, adjoining rooms in the Conference Center. You should not count on having electrical power at your table. Space between each row is tight and oversized displays may not fit. Please take this into account or contact Mindy Walden (mbw0041@auburn.edu) to inquire about logistics.

Your table will have a linen covering and three chairs placed behind the table during the initial open session of the career fair. At 11:00 a.m., when the interviews start, the intent is to move one of the three chairs to the front of the table for the student who you will be interviewing. If your company has more than two people that will conduct interviews, we will provide additional chairs for you to use.

Requests for additional tables to conduct multiple interviews at the same time:

Due to limited space, we cannot provide additional tables for companies to conduct multiple interviews at the same time.

Unloading and Set-up:

We will have a limited number of students available on the morning of the Career Fair to assist with unloading and set-up. Students will be stationed in the entryway to assist with unloading. To request additional assistance, please come to the registration table in the Pre-Function Foyer.

Special Accommodations:

Please let us know as soon as possible if anyone needs special accommodations for the day of the fair. This includes provisions for nursing/pumping mothers.

Shipping Career Fair Supplies: Career fair supplies, signage, or displays can be shipped to the Career Services Office two weeks prior to the event. In addition to a mailing label, **please attach a sticker that has your company or firm name and the name of the contact person on the box.** This is so we can identify which firm the item is for and who to contact to confirm its arrival. This person should be the same person that you identified as your career fair contact on your registration. The address to ship career fair supplies is:

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