



SPRING 2025 CAREER FAIR

FEBRUARY 26 · 10:00 AM - 2:30 PM (EST)

[France Cordova Recreational Sports Center](#)

355 N. Martin Jischke Drive, West Lafayette, IN 47907

Purdue University's College of Agriculture hosts career fairs each fall and spring semester to connect students with employers, internships, and career opportunities. We invite employers from all sectors of agriculture to participate.

The career fairs are open to agriculture students from all majors, departments, and class levels. Employers can build connections with undergraduate students early on as students explore career paths. Alumni, students from other colleges at Purdue, and students from partner institutions are also invited to attend, expanding the networking potential for all involved. The career fair is an opportunity for students to engage in meaningful conversations with professionals working in their areas of interest, submit resumes, learn about careers, and interview for open positions.

Thank you for engaging with Purdue Agriculture. We look forward to providing you with a positive career fair experience!

Please review this document carefully before submitting your registration.

Registration closes Friday, January 31 at 12:00 PM (EST) or when capacity is reached.

REGISTRATION DETAILS

- ▶ The College of Agriculture partners with Purdue's Center for Career Opportunities (CCO) to implement registrations. Employers will use [myCCO Symplicity](#) to register.
- ▶ The college is able to host 170 employers in the Gold and Black Gyms in the Cordova Recreational Sports Center.
- ▶ Employers may register for a maximum of three tables. Each table registration fee includes two representatives. One additional rep can be added per table for an additional fee (See **Registration Packages and Fees**).
- ▶ **IMPORTANT NOTES FOR COMPLETING YOUR REGISTRATION:**
 - **Payment must be submitted online by credit/debit card.** Your invoice and event details can be found in your myCCO Symplicity account after your registration has been processed.
 - Payments will be submitted directly in myCCO. Your registration is not considered confirmed until payment has been processed.
 - New myCCO accounts will need to be approved by the CCO before their fair registration can be processed. It may take the College of Agriculture 3-5 business days to process fair registrations for new accounts.
- ▶ Employers should have a copy of their company's logo ready when completing their registration form. JPG or PNG formats only.
- ▶ Employers will indicate if electricity is needed on the registration form. Employers requesting electricity will likely be placed in the center of the room. Electrical spaces are limited and will be prioritized by registration dates. Booth assignments are made according to electrical needs, order of registration, and number of tables requested.
- ▶ Recruiters are asked to bring their official company name badges. Purdue alumni will be invited to wear an alumni ribbon. Registrants will indicate their alumni status on the fair registration form.
- ▶ Employers will have access to Resume Books in myCCO Symplicity two weeks prior to and 4 weeks after the fair. Resume Books can only be downloaded by the individual who submitted the registration. To watch a video tutorial about navigating Resume Books, [click here](#).

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REGISTRATION PACKAGES AND FEES

The amounts listed are a flat registration rate for tables and additional representatives.

- ▶ **Large Company** (50 or more employees) _____ \$500.00
- ▶ **Small Company** (fewer than 50 employees) _____ \$350.00
- ▶ **Non-Profit Organization** _____ \$200.00
- ▶ **Additional Representative Fee** _____ \$150.00

NOTE: An additional table is required if more than three representatives plan to attend.

COMPANY REGISTRATION FEE INCLUDES:

- One 6' x 30" skirted table and two chairs.
- Registration and lunch for a maximum of **two** company representatives.
- Electricity access if requested.
- Wireless Internet Connection – Companies must provide their own hardware (computers, wireless network cards). Instructions and passwords to login to the campus wireless network will be provided.
- One parking pass (See **Parking Pass Details**, pg. 4)
- Access to Resume Books

Additional Representative Fee Includes:

- One additional company representative
- One extra chair (No extra table)
- One lunch
- One additional parking pass

CANCELLATION AND LATE PAYMENT POLICY

Equipment, parking and hospitality are ordered based on the number of registrations. After confirming registration, your company's attendance is promoted to students immediately.

▶ **Late Payment Policy** – **Payment is required to complete registration.** If payment is not received by January 31, then requested booths will be cancelled or reassigned.

▶ **Fee Refund Policy** – A full refund will be given if cancellation is made by January 31 at 12:00 p.m. (EST). Cancellations after January 31 are non-refundable.

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PARKING PASS DETAILS

- ▶ **Employers must arrive between 8:00 AM and 9:45 AM EST to receive a parking pass.**

Your pass will be handed to you at the Circle Drive located behind the Cordova Recreational Sports Center (Co-Rec).

- ▶ Prior to parking, employers may drop off displays or materials at the Circle Drive and volunteers will assist employers with getting items to their booth.

- ▶ Employers will park in the lot accessible by N. Martin Jischke Drive, east of Rankin Track and Field Complex. This lot has 140 spaces. **Parking in the Rankin lot will be available on a first-come first serve basis. Please carpool.**

- ▶ **Grant Street Parking Garage** (located near Grant St. and Mitch Daniels Blvd.) will be available for overflow parking. Shuttle service between the Co-Rec and Grant Street Parking Garage will be available.

- ▶ Parking is limited to standard-size vehicles. Please inform the fair organizers in advance if you require special accommodation at least one week prior to the fair.

SHIPPING DISPLAY ITEMS

- ▶ You may choose to ship display items in advance. All display or materials **MUST** be received by 4:00 PM EST, Thursday, February 20. The university does not receive deliveries over the weekend.

Ship items to:

ATTN: ERICA WILSON, FOR AGRICULTURE CAREER FAIR
Purdue Conferences
128 Memorial Mall, Stewart Center Room G32
West Lafayette, IN 47907

- ▶ Mark all items: HOLD FOR AGRICULTURE CAREER FAIR and indicate the number of pieces (for example: 1/2, 2/2, etc.). Bring the carrier tracking number(s) to the fair in case it is needed.
- ▶ At the end of the fair, your organization is responsible for providing the shipping labels, re-packaging your display items, and securing your packages with tape and the appropriate labels to be shipped back to you. Packaging materials are not provided.

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NETWORKING/RECRUITING OPPORTUNITIES

Additional networking and recruiting opportunities are available to employers. These events are optional. Please indicate your attendance on the registration form. Confirmation emails will be sent with your final schedule and relevant details.

► **ON-CAMPUS INTERVIEW DAY**

Thursday, February 27, 2025

Location: Purdue CCO, 2nd Floor of Young Hall

Employers will have an opportunity to interview students on campus the day after the fair. Students will schedule interview times with employers during the fair. Interview space is limited.

For communications now and throughout the year, email Agriculture Career Services at AgCareerFair@purdue.edu. Please email by January 31 if you need to cancel your reserved interview space.

► **POSTING JOB AND INTERNSHIP OPPORTUNITIES**

Posting employment opportunities to the [College of Ag job board](#) may increase student engagement at the career fair. If your jobs are associated with your career fair attendance, include a statement in your description that you'll be attending the College of Agriculture Career Fair.

- Email a PDF or link of your job description with contact information and application deadlines to AgJobs@purdue.edu.
- Employers may also post job opportunities at the university level using their myCCO account. The CCO jobs site is visible to Purdue students and alumni who have myCCO accounts.

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QUESTIONS?

Payment and Shipping Questions:

Erica Wilson
Purdue University, Conferences
Stewart Center Room G32
128 Memorial Mall
West Lafayette, IN 47907
Phone: 765-494-7221
Email: ericaw@purdue.edu

General Registration Questions:

Charlotte Owings
Assistant Director for Career Services
Purdue University, College of Agriculture
Phone: 765-494-8470
Email: agcareerfair@purdue.edu

[CLICK HERE TO REGISTER](#)