The College of Agriculture hosts career fairs in the fall and spring semesters. More than 250 companies attend annually. Students and alumni have the opportunity to learn about these organizations, submit resumes, and interview for permanent or internship positions.

Freshmen and sophomore students are welcome to join upper-level students at the career fairs to learn about careers and develop the art of professional conversations very early.

\textbf{GETTING REGISTERED:}

- The career fair’s registration will open mid-November and close Tuesday, January 17 at 5:00 p.m. ET or when capacity is reached.
- The college is able to host 170 employers in the two Gold and Black Gyms in the Cordova Recreational Sports Center, 355 N. Martin Jischke Drive, West Lafayette, IN 47907.
- There is a flat registration rate for booths and additional representatives. The flat rate is used to manage costs and capacity for parking and the venue.
  - Employers may register for two booths immediately. Those who need more than two booths may register for additional booths beginning January 4, 2023 at 9:00 a.m. ET.
- The College of Agriculture partners with Purdue’s Center for Career Opportunities (CCO) to implement career fair registrations. Employers will use myCCO Symplicity Manager to register for the Career Fair.
  - New employer or representative accounts in Symplicity will need to be approved by the CCO before their fair registrations are confirmed.
  - It may take the College of Agriculture 2-3 business days to confirm fair registrations if employers have created new accounts.
  - \textbf{A payment link will be emailed} in the confirmation email.
  - Employers should upload their company’s logo in Symplicity, when completing their registration form. Logos will appear with the employer’s information in Career Fair Plus. Submit JPG or PNG formats, only.
- Purdue will use the Career Fair Plus (CFP) software. CFP allows students to search for employers, filter employers by majors and positions, and to drop their resumes with employers.
  - To see the student-view of the list of employers who attended the Fall 2022 fair, click here.
  - The CFP team will automatically create resume drop schedules in Career Fair Plus. Employers will have the option to create group interview schedules in Career Fair Plus.
  - The registration representative will be emailed a link inviting them to create an employer’s group schedule in CFP, if they opt-in for this service. \textbf{Please establish effective communication channels between your fair registration and recruiting teams. The contact attendee’s email will be used for Career Fair Plus and all follow up communications.}
This is the login link for Career Fair Plus
Learn about pre-fair account and group schedule setup: https://bit.ly/CFPAccountSetup
Learn about fair day processes: https://bit.ly/CFPFairDay

- 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 registration confirmations, number of booths and electrical needs.
- 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.

REGISTRATION PACKAGE AND REPRESENTATIVE FEES:
There is a flat registration rate for booths and additional representatives.

**Large Company (50 or more employees) - $450.00 Flat Package Rate**
- Maximum of two company representatives
- One table 6’ x 30”, two chairs
- Two lunches
- One parking permit

**Small Company (less than 50 employees) - $300.00 Flat Package Rate**
- Maximum of two company representatives
- One table 6’ x 30”, two chairs
- Two lunches
- One parking permit

**Non-profit Organization - $150.00 Flat Package Rate**
- Maximum of two company representatives
- One table 6’ x 30”, two chairs
- Two lunches
- One parking permit

**An Additional Representative - $150.00 Flat Rate**
- One additional company representative
- No extra table
- An extra table and flat package registration rate will be required if more than three representatives plan to attend
- One lunch
- One parking permit

**COMPANY REGISTRATION FEE INCLUDES:**
- One 6’ x 30” skirted table and two chairs.
• Lunch for a maximum of two company representatives.
• Electricity should be requested on your registration form and will be provided in the middle of both gyms, and on the west side of the 1, 2, and 3 Gold Black Gym.
• Wireless Internet Connection – Companies must provide their own hardware (computers, wireless network cards). Directions and passwords to login to the campus wireless network will be provided.
• **One complimentary A-level parking pass.** Employers will near Stadium Avenue in the **ABC parking lot**.
  
  o Your parking pass will be handed to you at the Circle Drive located behind the **Cordova Recreational Sports Center** (Co-Rec).
  
  o 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.
  
  o **Harrison Street Parking Garage** (located near Harrison Street and Clinic Drive) will be available for overflow parking and for those who choose to drive separately.

**CANCELLATION AND REFUND POLICIES:**

Equipment, parking and hospitality are ordered based on registrations and company attendance is promoted to students.

• **Fee Refund Policy** – A full refund will be given if cancellation is made by January 17 at 5:00 p.m. ET. Cancellations after January 17, 2023 are non-refundable.

• **Registration Cancellation Policy** – Payment is expected at registration confirmation. If payment is not received by January 31 at 5:00 p.m. ET, then fair registrations may be cancelled and booths may be reassigned.

**SHIPPING DISPLAY ITEMS IN ADVANCE AND/OR RETURN SHIPPING INSTRUCTIONS:**

• All display or materials MUST be received by **4:00 PM ET, on Thursday, February 16, 2023. (The university does not receive deliveries over the weekend).**

• Mark all items: HOLD FOR AGRICULTURE CAREER FAIR and indicate the number of pieces (for example: 1/2, 2/2, etc.).

• Ship items to:  
  **Attn: ERICA WILSON, FOR AGRICULTURE CAREER FAIR**
  Purdue Conferences
  128 Memorial Mall Drive, Stewart Center Room G32
  West Lafayette, IN 47906

• Please be sure to bring the tracking or confirmation numbers from the carrier that is responsible for shipping the display items to the fair in case it is needed.

• The organization is responsible for preparing the labels and securing them on displays that will be shipped after the fair.

**SCHEDULING ON-CAMPUS INTERVIEWS:**

• The College of Agriculture is providing limited interview space for the day after the fair, Thursday, February 23, 2023. Interview space will be provided by the CCO and will be on the 2\textsuperscript{nd} floor of **Young Hall**.
• Employers will request interview space on the event registration form. Confirmation emails will be sent with number of available rooms and location.
  o Please indicate the number of recruiters who will interview and the number of desired rooms.
  o Employers will create the start and end times of their interview schedules and schedule individual interviews with students during the fair.
• Parking passes for the nearby Grant Street Parking Garage will be provided for those who have reserved interview spaces in Young Hall.
• If you need to cancel your reserved interview space in Young Hall, please email the college (AgCareerFair@purdue.edu) by January 17 at 5:00 p.m. ET.
• To schedule an interview date throughout the year, please email Agriculture Career Services at AgCareerFair@purdue.edu.

POSTING JOB and INTERNSHIP OPPORTUNITIES:
Posting employment opportunities 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 on February 22, 2023.

• Email a PDF or link of your job description with contact information and application deadlines to AgJobs@purdue.edu. Jobs will be posted for two months.
• View the web page for job postings and contact information for Ag career coordinators on this site: Purdue.ag/careers. The Agriculture Career Services job website is accessible to everyone. This would include all Purdue students and alumni. No account is required.
• Employers may also post job opportunities at the university level using their myCCO account: www.cco.purdue.edu. The CCO job postings website is visible to Purdue students or alumni who have CCO accounts.

Payment and Shipping Questions:
Erica Wilson, Purdue Conferences
Purdue Conferences
128 Memorial Mall Drive, Stewart Center Room G32
West Lafayette, IN 47906
Phone: 765-494-7221, Email: ericaw@purdue.edu

General Registration Questions:
Lela Mixon, Assistant Director for Career Services
Purdue University, College of Agriculture
Phone: 765-494-8470, Email: agcareerfair@purdue.edu

REGISTRATION CONFIRMATION MESSAGE:
Thank you for registering for the Purdue College of Agriculture Career Fair on February 22, 2023. Your registration has been confirmed. This email includes an invoice (attached) and payment instructions. A detailed confirmation email will be sent two or three weeks prior to the event.
The invoice indicates the amount owed. Please contact Purdue Extended Campus at (866) 515-0023 or email confreg@purdue.edu if you have questions. If you need to cancel or modify your registration, then email your requests to AgCareerFair@purdue.edu by January 17, 2023 at 5:00PM ET. After that date, all registrations will be final and non-refundable.

**Payment Instructions** - Billing questions should be directed to (866) 515-0023 or email confreg@purdue.edu. Please reference INVOICE REFERENCE #23FY – 43946-EDW regarding payment.

THE PAYMENT PROCESSOR (CVENT) IS NOT LINKED TO THE COLLEGE OF AG’S CAREER FAIR REGISTRATION. GO TO [http://www.purdue.edu/conferences/AGSpring23](http://www.purdue.edu/conferences/AGSpring23) (if necessary, copy and paste designated link) for payment.

1. SELECT NEW REGISTRATION.

2. FILL OUT THE INFORMATION OF THE PERSON WHO WILL BE PAYING ON BEHALF OF YOUR COMPANY OR ORGANIZATION.

3. SELECT THE SAME REGISTRATION PACKAGE AS YOU SELECTED ON THE COLLEGE OF AG'S CAREER FAIR REGISTRATION FORM.

4. COMPLETE ADDITIONAL REGISTRATION QUESTIONS AS PROMPTED.

5. BEFORE YOU PAY, ENSURE YOUR TOTAL BALANCE MATCHES THE INVOICE YOU RECEIVED WITH YOUR REGISTRATION CONFIRMATION.

6. ENTER THE CREDIT CARD INFORMATION. IF CHOOSING TO PAY BY CHECK, PRINT A COPY OF THE INVOICE AND MAIL YOUR CHECK TO THE ADDRESS ON THE INVOICE.

Your registration payment is complete if the contact you entered has received a confirmation email from CVENT. For questions or help, please contact confreg@purdue.edu or call 1-866-515-0023, M-F 8:30 am to 4:30 pm.

Regards,

Lela Mixon, M.A.
Assistant Director for Career Services and Scholarship Coordinator
Office of Academic Programs
Purdue University | College of Agriculture
765-494-8470 | AgCareerFair@purdue.edu