GETTING REGISTERED:

- Ag Fair registration will open in late July. Ag Fair registration will close Thursday, September 8 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.
- Employers needing more than one booth may register for two additional booths beginning August 12 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 Ag Fair.
- A payment link will be emailed after the employer’s fair registration has been confirmed. It may take the College of Agriculture 2-3 business days to confirm the fair registration if the employer has created a new account. The CCO must first approve the new account.
- Employers will also use Career Fair Plus to create interview schedules. The employer’s recruiting team representative will be emailed a link inviting them to create their company’s interview schedules. Please establish effective communication channels within your organization to ensure a smooth implementation of this process.
  - Career Fair Plus is part of a precautional plan that we will implement if the Ag Career Fair has to move to a virtual format.
  - Employers may create a group and/or 1:1 interview schedules.
  - Learn about fair day processes: https://bit.ly/CFPFairDay
- Booth assignments are made according to registration confirmations and number of booths. There are set spots for electrical needs and these are also considered when arranging placements.
- 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.

CANCELLATION AND REFUND POLICIES:

Equipment, parking and hospitality are ordered and company attendance is promoted to students at the time of registration confirmations.

- Fee Refund Policy – A full refund will be given if cancellation is made by September 6 at 5:00 p.m. ET. Cancellations after September 6, 2022 are non-refundable.
• **Registration Cancellation Policy** – Payment is expected at registration. If payment is not received by September 6 at 5:00 p.m. ET, then fair registrations will be cancelled and booths will be reassigned.

**REGISTRATION FEES FOR THE IN-PERSON CAMPUS FAIR:**

**Large Company (50 or more employees) - $450.00**

- **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**

- **Maximum of two** company representatives
- One table 6’ x 30”, two chairs
- Two lunches
- **One parking permit**

**Non-profit Organization - $150.00**

- **Maximum of two** company representative
- One table 6’ x 30”, two chairs
- Two lunches
- **One parking permit**

**REGISTRATION FEE INCLUDES:**

- One 6’ x 30” skirted table and two chairs.
- Two name badges.
- Lunch for a maximum of two.
- 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 parking pass.** Employers will park off Stadium Avenue in the ABC parking lot on this map. Your parking passes will be handed to you at the Circle Drive located behind the Cordova Recreational Sports Center (Co-Rec). Representatives who drive separately will need to pay for their own parking at the Grant Street Parking Garage (located near Grant and State Streets). Please arrange for transportation to the Co-Rec if you are not arriving in the same vehicle.
  - NOTE: Prior to parking, representatives may drop off displays or materials at the Circle Drive. Volunteers will be waiting to assist representatives and take the items to their booth.
SHIPPING DISPLAY ITEMS IN ADVANCE AND/OR RETURN SHIPPING INSTRUCTIONS:

- All display or materials being sent in advance MUST be received by noon ET, on Thursday, September 29, 2022.
- Send all items marked HOLD FOR AGRICULTURE CAREER FAIR and indicate how many pieces (for example: 1/2, 2/2).
- Items should be shipped to: Cordova Recreational Sports Center
  Attn: Kimberly Jamriska, HOLD for AGRICULTURE CAREER FAIR
  355 N. Martin Jischke Drive, West Lafayette, IN 47907
- 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 to locate the items.
- The organization is responsible for preparing the labels and securing them on displays that will be shipped after the fair.

OPTIONAL NETWORKING AND RECRUITING OPPORTUNITY

A student resume critique will be held the day prior to the Career Fair on Monday, October 3, 2022 from 11:00 a.m. - 3:00 p.m. (EST) in AGAD 121. Employers and students will have this opportunity to interact in a casual setting. If you would like to serve as an industry reviewer, indicate your time preference on the registration form. Employers will be contacted when finalize the schedule.

Resume Critique Time Selections

- 11:00 AM - 1:00 PM (EST)
- 1:00 PM - 3:00 PM (EST)

SCHEDULING ON-CAMPUS INTERVIEWS:

- The College of Agriculture is providing limited interview space for the day after the fair, Wednesday, October 5, 2022. Interview space will be provided by the CCO and will be on the 2nd floor of Young Hall.
- Employers will reserve interview space using the event registration form. They will create the start and end times of their interview schedules. Please indicate the number of recruiters who will interview and the number of desired rooms. Interview confirmations will come from the CCO.
- A parking pass 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 September 20 at 5:00 p.m. ET.
- To schedule an interview date throughout the year, please email Agriculture Career Services at AgCareerFair@purdue.edu.
- The Animal Science Department has offered four small conference rooms (holding 4-5 people) for interview space after the fair on Tuesday, October 4, 2022. These rooms are in Creighton Hall and will be available between 3:30 p.m. and 6:30 p.m. ET after the fair.
  - Ag employers in the animal science sector have priority and may reserve these rooms until 4:00 p.m. ET on September 1. Starting 9:00 a.m. ET on September 2, Ag employers from any sector may reserve this space.
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 October 4, 2022.

- Email a PDF of your job description with contact information and 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: https://ag.purdue.edu/department/oap/career/students.html. 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 at www.cco.purdue.edu uploading them using myCCO. The CCO job postings website is visible to Purdue students or alumni who have CCO accounts.

Questions regarding general registration can be directed to:
Lela Mixon, Assistant Director for Career Services
Purdue University, College of Agriculture
Phone: 765-494-8470, Email: agcareefair@purdue.edu

Questions regarding payment should be directed to:
Erica Wilson, Purdue Conferences
Phone: 765-494-7221, Email: ericaw@purdue.edu

Questions regarding display shipping should be directed to:
Kimberly Jamriska, Assistant Director, Reservations
France Cordova Recreational Sports Center
355 N. Martin Jischke Dr., West Lafayette, IN 47907
Phone: 765-496-1796, Email: kjamrisk@purdue.edu