Registering for the Purdue AG Fall 2021 Career Fair

ON CAMPUS

October 5, 2021, 9:30 AM TO 3:30 PM

GETTING REGISTERED:

- Registration opens on Monday, August 2, 2021, at 8:00 am EST. Registration will remain open until we reach capacity.
- Space is limited to 112 booths in the Gold and Black Gyms and the Feature Gym at the Cordova Recreational Sports Center, 355 N. Martin Jischke Drive, West Lafayette, IN 47907.
- A waiting list will be established for companies needing more than one table.
- TABLE ASSIGNMENT DETAILS: Table assignments are made according to your registration confirmation. There are set spots for electrical needs and these are taken into consideration when making placements as well.

CANCELLATION POLICY FOR REGISTRATION AND REFUND POLICY:

- Fee Refund Policy – A full refund will be given if cancellation is made by August 19, 2021. Cancellations after the 19th are non-refundable per your agreement marked on the registration form.
- A live feed of your planned attendance begins immediately after confirmation of your registration. Therefore, your attendance is promoted to students at the time of your registration confirmation.

REGISTRATION FEES FOR THE ON CAMPUS FAIR:

Large Company (more than 50 employees) - $300.00

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

Small Company (less than 50 employees) - $200.00

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

Non-profit Organization - $100.00

- Maximum of two company representative
- One table 6’ x 30”, two chairs
- Two lunches
- One parking permit
REGISTRATION FEE INCLUDES:

- Access and use of the Career Fair Plus* software.
- One 6’ x 30” skirted table and two chairs per table registration.
- Name badges will be in your packet located on your reserved table.
- Lunch – a maximum of two per table.
- One complimentary parking pass will be given per company per table. This will be handed to you in the Circle Drive at the Co-Rec. Any additional representatives may park in the Grant Street Parking Garage. Additional representatives will need to pay for their own parking. Please arrange transportation to the Co-Rec if you are not arriving in the same vehicle.
- Electricity (should be requested on your registration form): Electricity is 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 in your packet on your table.
- NOTE: Prior to parking, you may drop off your display or materials at the Circle Drive. Students will be waiting to assist you and take them to your table while you park.

*Updated August 26: Purdue AG is using Career Fair Plus for our virtual career fair. This platform is provided by the Center for Career Opportunities on Purdue’s campus.

- There are bi-weekly 60-minute webinars (on Tuesday mornings or Thursday afternoons) for employers or recruiters to attend to learn about this system. Use this link to sign up: Success Center: Recruiters | Career Fair Plus Help Center
- Learn about fair day processes: https://bit.ly/CFPFairDay

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

- All display or materials being sent in advance MUST be received by noon, on Thursday, September 23, 2021.
- 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 tracking or confirmation numbers from your carrier that is responsible for shipping your display items to the fair should you need to locate them.
- Your organization is responsible for preparing the labels and securing them on your display that you plan to ship after the fair.

SCHEDULING ON CAMPUS INTERVIEWS:
• You can reserve interview space for the day after the fair on your registration form. We will not be able to provide you space the evening of the fair. You will need to make your own arrangements if you choose not to wait until the following day to interview. As a courtesy, if you do not plan to use your reserved interview space, please notify us so we can may open the space for others to use.
• A parking pass in Grant Street Parking Garage will be provided for you for the interview day.
• To schedule an interview date outside of the career fair, please email the Agriculture Career Services Office at AgCareerFair@purdue.edu.

RECRUITMENT OPPORTUNITIES

• Posting employment opportunities may be done all year. Email your job and contact information description in a PDF format to AgJobs@purdue.edu. Jobs are posted for two months unless you request the posting be taken down sooner. Jobs are posted at: https://ag.purdue.edu/oap/career/pages/student_jobs_search_main.aspx.
• Sharing Information with our College of Agriculture Career Services Coordinators. Click here for contact information: https://ag.purdue.edu/oap/career/pages/contact_us.aspx.

General or Registration Questions can be directed to:
Lela Mixon, Assistant Director, Office of Academic Programs, Career Services Coordinator
Purdue University College of Agriculture
615 W. State Street, West Lafayette, IN 47907-2053
Phone: 765-494-8482, Email: agcareerfair@purdue.edu

Questions regarding payment should be directed to:
Erica Wilson, Purdue Conferences
128 Memorial Mall, West Lafayette, IN 47907
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