



Dear Employer Partner:

Thank you for being a part of Sacramento State's Fall 2024 Job & Internship Career Fair. We are excited to collaborate with you to meet your recruitment needs and we are looking forward to working with you to make the event a great success.

Check-in time is 7:30AM-9:00AM. We recommend arriving early to allow sufficient time to get from Parking Structure 3 to the University Union, drop off materials, and set up. The Career Center is offering early access between 9AM to 10AM for students who require reasonable accommodations and may find crowded environments challenging, and to ensure inclusivity and equal opportunities for all participants. As part of our mission to provide equitable services, we highly encourage employers to arrive early and complete setup by 9AM. To request reasonable ADA accommodations, please contact us at least three days prior to the event at careercenter@csus.edu or (916) 278-6231.

Please share this packet with all representatives who will be staffing your booth, for it covers the following pertinent event details:

Here is an overview of the contents (click on line item to jump directly to section):

- **Directions to Campus and Designated Parking Structure**
- **Display and Materials Drop-off**
- **Parking**
- **Daily Schedule**
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- **Disclaimers**
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- **Hornet Partner Program**
- **Contacts**

At the conclusion of the Career Fair, we would like to get your feedback so that we can continue improving to meet your recruitment needs. We thank you for your participation and your interest in Hornet talent!

Sincerely,

Your Sacramento State Career Center Team

Directions to Campus and Designated Parking Structure

East Bound 50

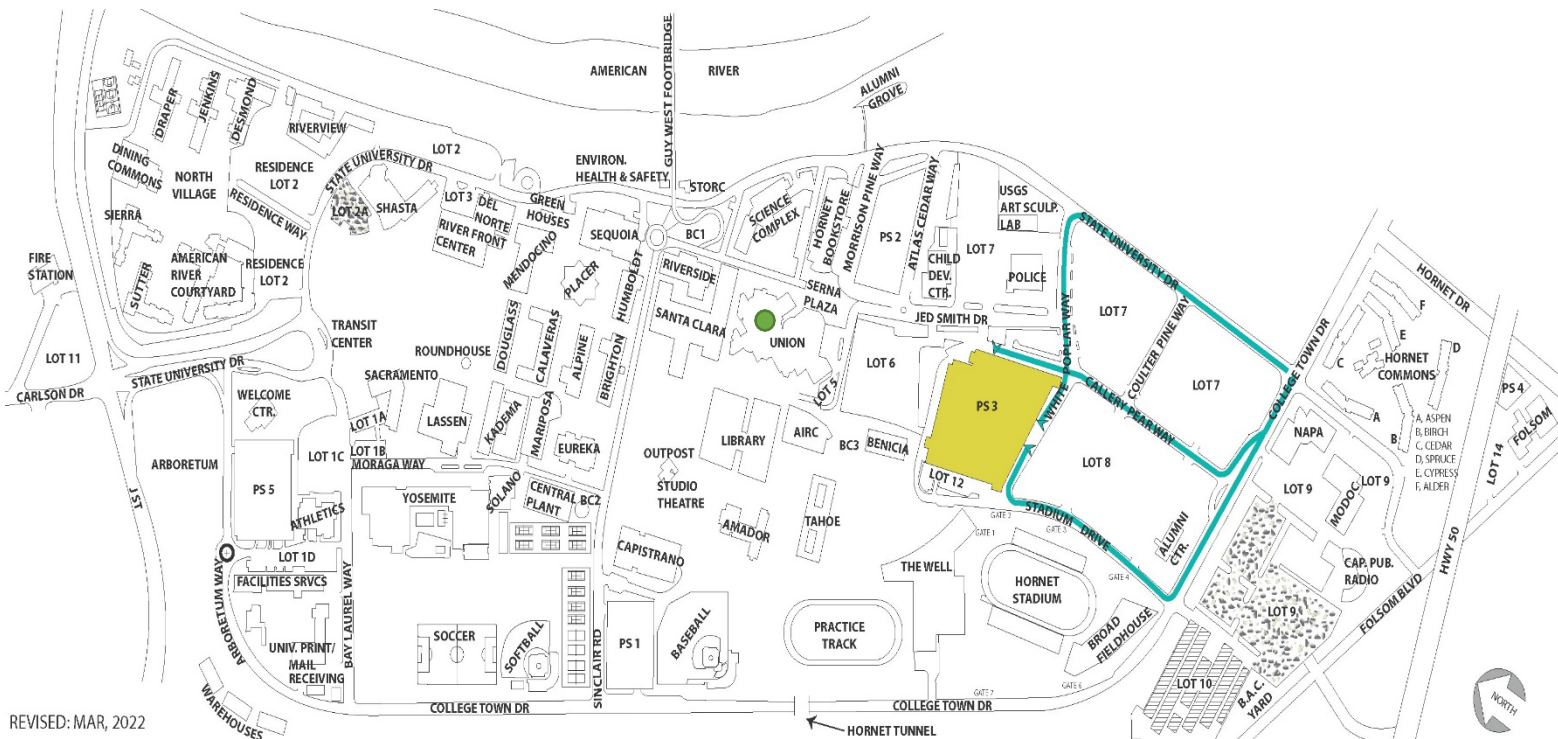
- Exit Power Inn/Howe Ave
- Keep to the right and take the loop and follow under highway
- Turn left on College Town Drive
- Turn right on State University Drive
- Turn left at White Poplar Way (1st stop sign) to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3

West Bound 50

- Exit Howe Ave
- Straight ahead to College Town Drive
- Turn left at White Poplar Way (1st stop sign) to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3

West Bound 80

- Exit J Street
- Turn left at the light onto J Street
- Follow J Street approximately 4 miles
- Turn right into campus
- Follow State University Drive and past the bus stop
- Turn right at White Poplar Way
- to park in PARKING STRUCTURE 3 or turn right onto Callery Pear Way to enter PARKING STRUCTURE 3



REVISED: MAR, 2022

Display and Materials Drop-off

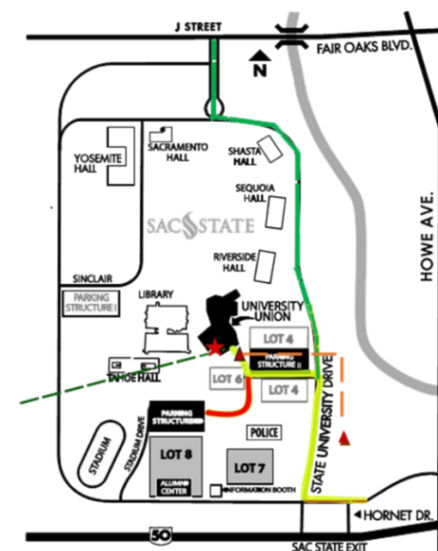
If needed, employers can unload materials at the loading dock in the back of the University Union. Staff will be available to assist you with your materials. It is highly recommended that you arrive early to unload and park in student parking spaces on floors 4, 5, or 6 (excluding carpool spaces) in Parking Structure 3 and walk to the University Union. ADA parking is located in Lot 5 (adjacent to University Union).

Directions to Loading Dock (from College Town Drive – highlighted yellow below):

- Turn right onto State University Drive, go straight then turn left at Atlas Cedar Way, continue past Parking Structure 2.

Directions to Loading Dock (from J Street- highlighted green below):

- Turn onto State University Drive and follow it towards the left, continue on State University Drive. Turn right at Atlas Cedar Way and continue past Parking Structure 2.

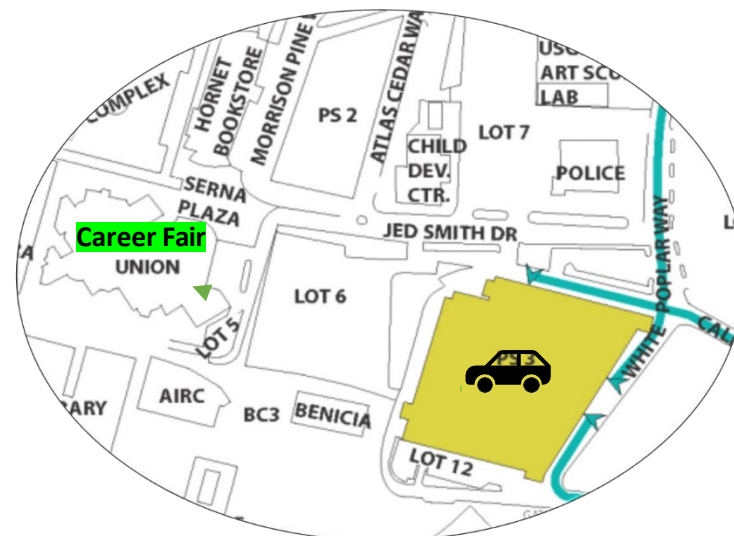


Parking

Parking is included in your registration fee. Floors 4, 5, and 6 of Parking Structure 3 are reserved for Career Fair participants (excluding carpool spaces). ADA parking is located in Lot 5 (adjacent to University Union). Please note, you could be subject to a fine if you park outside of the designated areas.

Career Fair staff and volunteers will be stationed at Parking Structure 3, who will direct participants to the University Union and can provide help, if needed. Please notify the Career Center at careercenter@csus.edu or (916) 278-6231 five (5) days prior to the event if ADA accommodations are needed.

Sacramento State and all of its campus entities accept no responsibility for damages or parking tickets that occur when on campus. We highly encourage you to park in the designated areas listed above. If you have an oversized vehicle, please reach out to us at least five (5) days in advance so we can make accommodations.



Daily Schedule

<i>Time</i>	<i>Activity</i>	<i>Location</i>
7:30am-9:00am	Check-In & Set up	University Union Ballroom, 1st floor
8:00am-11:00am	Breakfast	Cottonwood Suite, 2nd floor
10:00am-2:00pm	Career Fair	University Union Ballroom, 1st floor
11:45am-2:00pm	Lunch	Cottonwood Suite, 2nd floor
2:00pm-3:00pm	Check-Out & Exit	University Union Ballroom, 1st floor

Check-In Procedures

Employer check-in will take place from 7:30AM - 9:00AM at the Career Center table inside the University Union Ballroom. The Career Center table will be open all day to address questions or concerns. The Career Center is offering early access between 9AM to 10AM for students who require reasonable accommodations and may find crowded environments challenging, and to ensure inclusivity and equal opportunities for all participants. As part of our mission to provide equitable services, we highly encourage employers to arrive early and complete setup by 9AM.

Your organization is assigned a table based on your requests for electricity, large displays, and number of representatives. We have done our best to accommodate all requests and **CANNOT accommodate specific table locations or table sizes on the day of the event. PLEASE NOTE:** We strictly enforce the number of representatives per registration. Due to space restrictions, each organization is allowed 2 representatives, and **if paid for in advance**, up to 5 representatives maximum.

Upon checking in, employers will receive a booth map, daily schedule, fire marshal notice and evaluation QR code. If additional items are needed, such as tape, markers, clips, etc., please check to see if the Career Center table has the supplies you need. *Per new campus sustainability policies, we are unable to provide plastic bottled water. Water stations will be available at the Career Center Table and in the Cottonwood Suite, 2nd floor. In addition, there are several water fountains located within the University Union; therefore, we recommend your representatives bring their own refillable water bottles.*

Meals

Breakfast and lunch will be available to all participants. See the *Daily Schedule* for food service times and locations.

Check-Out Procedures

The Career Fair ends at 2:00PM. Students arrive at various times throughout the career fair; therefore, **we encourage employers not to check out before 2:00PM.** Staff will be available to assist with taking your materials back to the loading dock if needed. Please request assistance at the Career Center Table. **PLEASE NOTE:** instructions for shipping back displays and materials from the event have changed. Please visit the *Shipping Instructions* section for more information.

Evaluation

We value your partnership and feedback and encourage you to complete our Career Fair evaluation. An evaluation QR code will be provided on the day of the fair.

Disclaimers

LIABILITY WAIVER. In order to attend the Career Fair, each participating representative from your organization must sign a **Release of Liability Waiver** (available at employer check-in table). To expedite the check-in process, you can email careerfair@csus.edu to obtain waiver in advance.

COVID-19. Sacramento State recommends that all students, staff, faculty, and visitors be vaccinated for COVID-19. Large events pose a risk to those who are not vaccinated. While masks are no longer required indoors, masks and hand sanitizer will be made available to those who want it at the event. Visit the following site for the latest recommendations for Sacramento County: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.

Recruitment Practices. All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all [Federal Equal Employment Opportunity \(EEO\) Laws](#), [California State Labor Standards Enforcement \(DLSE\) Law](#), and the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#). The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose not to post a position if it does not appear to support the best interests of the students and/or Sacramento State.

Shipping Displays and Materials

Shipping to the Career Fair

Several campus policies related to shipping have changed which require additional steps for staff and employers. Materials and displays for the Career Fair must be shipped to Central Receiving, delivered to the Career Center for storage, and then transported by Career Center Staff and volunteers to the University Union. Please note:

- Retain your shipping tracking number(s), label packages clearly, and ship only what's necessary.
- Sacramento State and all of its campus entities accept no responsibility for lost or stolen materials and displays; **all items shipped are at the sender's risk**.

Shipping Arrival Dates

You can begin shipping your materials at any time, but you should **plan for them to arrive on or before Friday, September 20** to allow for sorting and transport. **NOTE:** If materials are not received by this date, we cannot guarantee that your materials will be present at the Career Fair.

Shipping Address:

Please address packages **EXACTLY** to:

Vicky Tan / Career Fair

Sacramento State Career Center, MS 6064

6000 J Street

Sacramento, CA 95819

Shipping from the Career Fair

- Vendors can take **ALL USPS AND UPS** materials to the HORNET BOOKSTORE to the cashier desk. All packages must be pre-labeled with a tracking number ready to be shipped out. **The Hornet Bookstore is not able to print any UPS labels.**
- **FedEx** materials will need to be taken to a FedEx location by the vendor. **The Hornet Bookstore does not manage FedEx shipping.**



HometPartnerProgram

Interested in a year-long, customized recruitment experience, that includes career fair fees, premium booth location, social media outreach, and targeted student engagement? Check out our [Hornet Partner Program](#) and ask us about it at the Career Center table.

Mark your calendars for the Spring 2025 All Majors Career Fair scheduled for March 3 and the Education, Youth & Family Services Career Fair scheduled for March 4!

Contacts

Main

Sacramento State Career Center
Lassen Hall 1013
6000 J Street
Sacramento, CA 95819-6064
P: (916) 278-6231
E: careercenter@csus.edu

<https://www.csus.edu/student-life/career-center/>

[@sacstatecareer](#)

Logistics, Billing, General Info

Vicky Tan, Administrative Coordinator
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Administration

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Employer Relations, Homet Partner Program, & Handshake Assistance

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