Greetings from the University of Kentucky! This is a confirmation of your organization’s registration for the hire blue Engineering and Computer Science career fair. Please review the important information below and let us know if you have any questions.

Please share this confirmation information with the representatives who will be attending the events. If you did not submit your representatives’ names, please send us those as soon as they are confirmed (you can edit the registration form in handshake to add them, or email the names and email addresses to ilka.balk@uky.edu)

Your organization is confirmed for the Engineering and Computer Science Career Fair on September 26, 2017 from 11:30 am - 4 pm at UK’s Memorial Coliseum

If we have not received your payment, your invoice will be re-sent to you in the next few days. The attached document contains the University’s current W-9 form for your records.

AGENDA:
10:00 am – 12:30 pm: Employer check-in open
9:30 am – 5:00 pm: Shuttle buses running from Rupp Arena Parking Lot to career fair site and back
11:30 am: Engineering and Computer Science Career Fair opens for VIP students only (VIP students have completed special prep work to obtain VIP status)
12:00 noon – 4:00 pm: Engineering and Computer Science Career Fair
11:00 am – 1:30 pm: Lunch is available for employers at Memorial Coliseum’s Mezzanine Level
4:00 pm End of Fair
5:00 pm Last shuttle bus from Memorial Coliseum to Rupp Arena Parking

PARKING AND DIRECTIONS (SEE ATTACHED MAP):
Parking for this event is being reserved at Rupp Arena (Gate 2) and shuttles will run continuously throughout the day to take participants from the lot to the career fair. Please see attached Rupp Arena Parking map for more specifics on this location.
Shuttles will start running from Rupp Arena Parking to Memorial Coliseum at 9:30 am and will run continuously during the setup, fair, and tear down until 5 pm

DROP-OFF:
If you have shipped your materials in advance, they will be waiting for you at your table.

You can also take your materials on the shuttle with you from the Rupp Arena parking lot. If you feel that this is not practical, you can also drop off your materials at the Lexington Avenue side of Memorial Coliseum starting at 9:30 am. There is a loading-zone in the northbound lane of Lexington Avenue besides the Coliseum, and we will have volunteers with dollies and carts to take your materials to your table. You must stay with your vehicle while in that lane. Please be aware that there is a lot of...
Construction around campus, and roads are very congested during the day. Especially Avenue of Champions (on the south side of Memorial Coliseum) tends to be backed up and extremely congested, so driving near Memorial Coliseum might take some time!
After unloading, you can park at Rupp Arena, Gate 2 (which is less than 1 mile from Memorial Coliseum), and board the shuttle back to Memorial Coliseum.

Shipping:
Receipt of shipped materials can begin Monday, September 18 through Friday, September 22.
Boxes MUST prominently list your company name.

Materials should be sent to the following address:
University of Kentucky – College of Engineering
Engineering Career Development
355 F. Paul Anderson Tower
Lexington, KY 40506-0046

We will have FedEx and UPS pick up after the fair. If you plan to ship materials back after the fair, please bring your own labels or have your carrier’s account number with you, if at all possible.
For organizations attending the Business Internship and Career Fair on September 27, we will transfer your materials to the Gatton College of Business, where they will be waiting for you when you arrive on Wednesday.

We look forward to welcoming you to this exciting event! Please contact us if you have any questions or need any clarification.

If you have any questions or concerns, please contact: ilka.balk@uky.edu or 859-257-4178
CAREER FAIR PARKING

Parking is available to all exhibitors at Rupp Arena downtown Lexington. The reserved parking is accessible from Gate 2 (High Street Entrance) and from Gate 3 (Maxwell Street Entrance), see map below. The shuttle pick up spot is also marked on the map below.

To mark the entrances to the lot on Google maps, please enter 506 W. High Street, Lexington, KY or 601 W. Maxwell Street, Lexington, KY as the address. A map of all relevant venues can be found here (https://goo.gl/DQVnB8)

We will have shuttles running continuous loops between Rupp Arena parking and Memorial Coliseum. There are 5 shuttles/vans running during the main arrival and departure times (9:30 am to 11:30 am; 3:30 pm to 5:00 pm), and 1-2 during the day (11:30 am-3:30 pm).

Volunteers will meet you at the Lexington Avenue entrance of Memorial Coliseum to help you with your career fair materials (if you have not shipped them in advance). If you prefer to drop these off before parking your car, you can do so starting at 9:30 am. We will take your materials to your table, and you can check in to the fair after you park your car and return to Memorial Coliseum.

You will not need any sign for the dashboard or any kind of permit to park at Gate 2 of Rupp Arena, as long as you park in the area designated on the map.