



Center for Career Development

TENNESSEE TECH

Thank you for attending our STEM Career Fair on **Tuesday, September 24, 2019**. The STEM Fair will take place in the **Hooper Eblen Center** on both the **Arena Level** and **Concourse Level**. Students will arrive between 10 a.m. and 2 p.m. (CST).

- You may set up your display on Tuesday, September 24, between 8:00 a.m. – 9:30 a.m. (CST). *No setup* will be available the day before the fair. A lite breakfast will be provided between 8:00 and 10:00, then a buffet lunch will be provided.
- **PARKING** – You may drop off your display prior to parking. Staff will assist you at the Arena and Concourse Level entrances. Display the parking permit (available on the next page) on your vehicle dashboard. **This permit entitles you to park ONLY in the PURPLE Lots.** Shuttles will be available before and after the fair to transport you. The attached map shows our designated event parking area. Unless you are a Gold Sponsor, **you must park in the designated PURPLE Lots.**
- **Hotel, Driving Directions and Campus Map:** <https://www.tntech.edu/career/employers/local-hotels>.

- **Shipping Your Display *Before* the Fair:**

If you are shipping your display *prior* to the fair, please send to:

Tennessee Technological University
Center for Career Development
Roaden University Center Room 328
1000 N. Dixie Avenue - Cookeville, TN 38505
ATTN: Kristy Cunningham

- **Shipping Your Display *After* the Fair:**

Awesome Mail and Print will have a satellite drop off area in the Hooper Eblen Center. They will FedEx or UPS your display for you. **You must have prepaid labels to use at the satellite drop off.** Otherwise, you will have to deliver your packages to **Awesome Mail and Print** on the Ground Floor of the Roaden University Center.

- **Cancellation Policy:** There will be **NO** refunds after the registration deadline of Monday, September 16. Organizations that do not attend or do not cancel before this date will be responsible for the full amount. All cancellations received will be acknowledged. **Payment is expected within 7 days after the event.**

If you have any questions, please contact me at (931) 372-3266 or kcunningham@tntech.edu. I look forward to seeing you!

Kristy Cunningham, Assistant Director





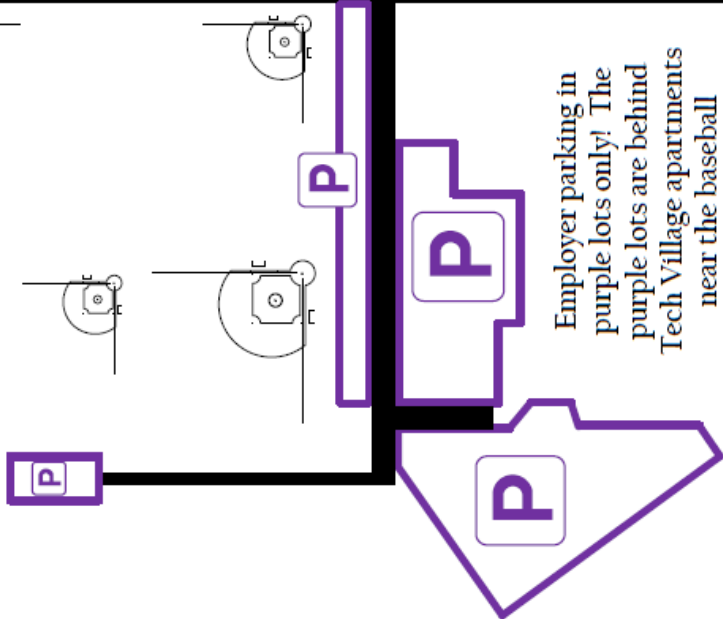
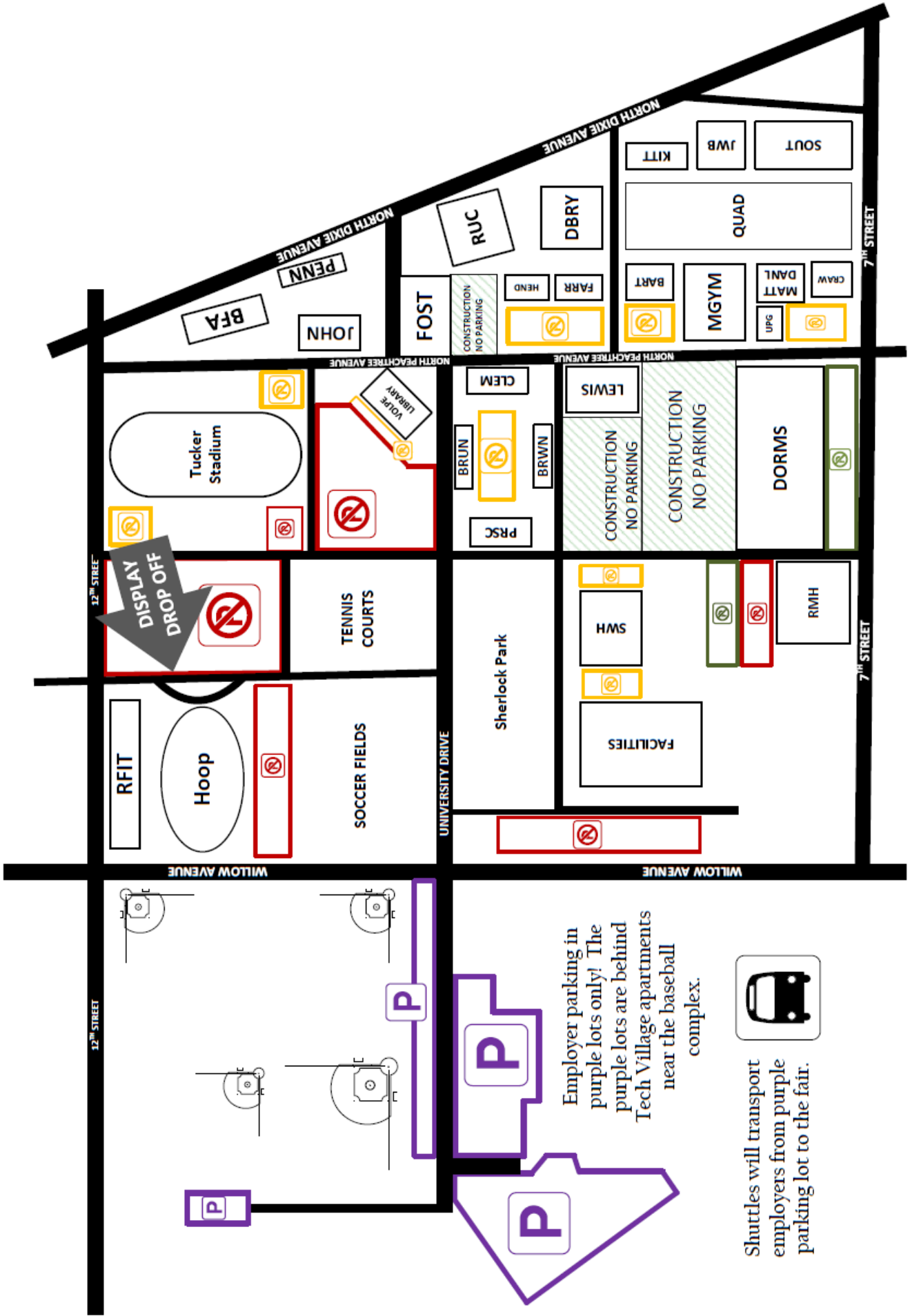
TEMPORARY PARKING PERMIT

Place this permit on your dashboard so that it is completely visible from outside of your vehicle.

Your Temporary Permit Number is: **TEMP009941**

Permit valid from: **September 24, 2019** to **September 25, 2019**

Purple Zone ONLY



Employer parking in purple lots only! The purple lots are behind Tech Village apartments near the baseball complex.



Shuttles will transport employers from purple parking lot to the fair.