**Arrival Logistics**

* Employer check-in is at Reser Stadium's Club Level Gate and begins at 8:30 a.m.
  + If you need assistance carrying your materials over to the stadium, please check in across the street (26th) at CH2M Hill Alumni Center, under the portico. One of our volunteers will help you carry your materials.

**Check-in**

* All employer representatives must check in at the Employer Services area on the 3rd floor or Reser Stadium prior to setting up booth materials.

**Nametags**

* In an effort to reduce waste, the Career Development Centerwill not be printing employer nametags for employer representatives. We encourage you to bring your company nametag. If you happen to forget yours, we will have peel and stick labels available.

**Parking Permits**

* Parking vouchers MUST be completed online prior to parking. Please contact: [Valerie.ferguson@oregonstate.edu](mailto:Valerie.ferguson@oregonstate.edu) if you have questions or need additional parking vouchers.

**Booth FAQs**

* Booths include a six-foot table, two chairs and a black tablecloth. Signs with your booth number, name and student check in QR code will be on your table for easy identification.

**Shipping**

* Please arrange to have your exhibits and materials arrive at CH2M HILL Alumni Center the **week prior to the fair**. The address is:

**OSU [insert career fair that you are attending]**  
CH2M Hill Alumni Center  
725 SW 26th Street  
Corvallis, OR 97331