**Arrival Logistics**

* Employer check-in is at [CH2M Hill Alumni Center](https://blogs.oregonstate.edu/alumnicenter2/) at 8:30 a.m.Employers are able to drive through the portico and drop off supplies prior to parking.

**Check-in**

* All employer representatives must check in at the Employer Services area, located just inside the portico doors of CH2M Hill Alumni Center 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 table, two chairs and 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