

Dear Alumni Career Fair Participants,

We are delighted that you have registered for the Alumni Career Fair on Tuesday, June 5, 2012 sponsored by the University of Georgia Career Center. The fair is open to UGA Alumni (including recent graduates) from 11:00 a.m. - 3:00 p.m. at the Gwinnett Center Ballroom.

Please forward this message to all of your representatives who will be recruiting on your organization's behalf.

Arrival & Set Up: Allow yourself time to unload, park, and set up your display. Check in begins at 9:30 a.m. outside the Gwinnett Center Ballroom. Parking is free. If you have large items to unload when you arrive, check at the ballroom and Career Center staff will be available to answer questions and direct you to the loading docks behind the building.

Brunch & Welcome: A brunch buffet will be served at 10:00 a.m. and refreshments will be provided throughout the day. During brunch, you will be welcomed by Career Center staff and hear announcements regarding Career Center programs, activities, and upcoming events.

Accommodations: A number of hotels/motels are located in the immediate vicinity of the Gwinnett Center. Holiday Inn Gwinnett Center is within walking distance.

<http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/atldu>

Directions to Gwinnett Center: The Gwinnett Center is conveniently located on Interstate 85, just 30 minutes from downtown Atlanta. Get detailed directions at:

<http://www.gwinnettcenter.com/Directions-Parking.29.0.html>

Shipping Info: Ship your display or materials for this event directly to the Convention Center. Any cost related to the handling and shipment in/out is your responsibility.

See attached instructions from the Gwinnett Center for information about shipping.

Questions? -If you have any questions, please feel free to call me at (404) 814-8812 or email nlechene@uga.edu.

We look forward to seeing you at the Alumni Career Fair!

Sincerely,

Nicole Lechene
Director of Alumni Career Services



Shipping Requirements

- Gwinnett Center will not accept items more than 48 hours in advance of the vendor move-in day.
- Must have the following information on the label:
 - Name of Show
 - Gwinnett Center contract number
 - Date of Show
 - Name of Vendor
 - Name of person within company that will be accepting/signing for the shipment upon their arrival.
- All shipments need to be picked up at our Security office on the back dock of the Convention Center. Items will not be delivered to a booth /vendor without proper signature from the exhibitor.

Shipping out at the end of a show

- Item must be completely packaged by the exhibitor.
- Shipment must be labeled with the appropriate shipping information and labels.
- Shipment must be called in by the exhibitor for pick-up.
- A Shipping Request Form must be filled out by the exhibitor and left with the shipment. *This form can be obtained from the security office.*
- Shipment must be brought (by the exhibitor) to the security office to store until picked up.
- All shipments must be picked up within 48 hours of the end of show.

Gwinnett Center Shipping Address:

6400 Sugarloaf Parkway
Duluth, GA 30096

Gwinnett Center Shipping & Receiving Department Contact Information:

(770) 813-7540 or (770) 813-7536
Geoffrey Simpson, *Shipping & Receiving Manager*
gsimpson@gwinnettcenter.com