TIGER TALENT MEETS OPPORTUNITY!

FALL CAREER FAIR

September 13 | 10 am–2 pm
University Center Ballroom

Get ready to recruit Tiger Talent for future career and internship opportunities!

901.678.2239
memphis.edu/careerfair
Get ready to recruit Tiger Talent! We look forward to welcoming you to campus! To ensure successful participation in this year's event, please review the information below. Contact Tammy Haley at tlhaley@memphis.edu or (901) 678-5571 for questions and information.

- **Refunds /Cancellations / No Shows.** A full refund will be honored if cancellation is made by August 30, 2017. Cancellations after this date are non-refundable. Additionally, no-shows are non-refundable/non-transferable. Please let us know immediately if you need to cancel. We appreciate your consideration.

- **Next Day On-Campus Interviews.** Capitalize on recruiting Tiger Talent and host next day on-campus interviews. Contact Tammy to reserve interview space. Space is extremely limited and is first come, first served.

- **Shipping of Displays.** Prior to the event, employers may ship exhibit materials. See the information enclosed in this packet.

- **Check-In.** Recruiter check-in begins at 9:00 am. We advise you arrive early to park, check-in, setup, and grab continental breakfast before students arrive. A limited number of volunteers will be available to assist with load-in on the third floor of the Parking Garage, 505 Zach H Curlin St. View interactive campus map at [https://umwa.memphis.edu/campusmap/](https://umwa.memphis.edu/campusmap/)

- **Employer Hospitality Room.** Continental breakfast and lunch will be available for registered attendees in the Bluff Room. Lunch will be served beginning at 11:30 a.m.

- **Electricity.** Electricity will be available. Please plan to bring additional extension cords and power strips as supply is limited.

- **Wireless Internet Access.** Wireless internet service is available throughout the Ballroom. SSID: uofm-guest

- **Copying.** Self-service copiers are available at Tiger Copy & Graphics located at 210 Rawlins Service Court. Hours are 8:00 a.m. – 4:30 p.m. Cost per copy is $.07/black & white and $.35/color. Career Services cannot make copies.

- **Feedback.** Your registration packet will include an evaluation. We encourage all registered attendees to complete the evaluation and return to the employer registration desk OR leave at your table upon departure. We value your feedback.

- **End of the Day.** Recruiters, please be mindful that class hours for students vary. Many students who wish to attend the event may not be able to do so until later in the day. We ask all attendees to remain for the duration of the event.

- **Prohibited Items.** Please note that helium balloons, glitter, or open flames are NOT allowed in the University Center.
There are several hotels within a five mile radius of the University of Memphis including the Holiday Inn Memphis – University of Memphis conveniently located on campus. Click the hyperlink to visit the hotel's website.

**Holiday Inn Memphis - University of Memphis**  
3700 Central Avenue  
Memphis, TN 38111  
(901) 678-8200

**Four Points by Sheraton Memphis East**  
5877 Poplar Avenue  
Memphis, TN 38117  
(901) 767-6300

**DoubleTree by Hilton Hotel Memphis**  
5069 Sanderlin Avenue  
Memphis, TN 38117  
(901) 767-6666

**Hilton Memphis**  
939 Ridge Lake Blvd  
Memphis, TN 38120  
(901) 684-6664

**Hampton Inn Memphis – Poplar**  
5320 Poplar Avenue  
Memphis, TN 38119  
(901) 683-8500

**Staybridge Suites Memphis Poplar Avenue East**  
1070 Ridge Lake Blvd  
Memphis, TN 38120  
(901) 682-1722

**Memphis Marriott East**  
5795 Poplar Avenue  
Memphis, TN 38119  
(901) 682-0800

**Courtyard Marriott Memphis Park Avenue**  
6015 Park Ave  
Memphis, TN 38119  
(901) 761-0330

**Homewood Suites by Hilton Memphis East**  
5811 Poplar Avenue  
Memphis, TN 38119  
(901) 763-0500

**Hyatt Place Memphis/Primacy Parkway**  
1220 Primacy Parkway  
Memphis, TN 38119  
(901) 680-9700
CAREER FAIR DIRECTIONS AND PARKING

Below are directions to campus and the University Center. Parking for the University Center (UC) is in the Parking Garage located at 505 Zach H Curlin Street, Memphis, TN 38111.

Click Here for Directions from Your Location | Click Here for Interactive Campus Map.

From the Airport:
1. Exit the airport towards I-240 East
2. Turn right for I-240 exit to Nashville
3. Take the Getwell North exit (exit 20B)
4. Follow Getwell north until it ends at Park
5. Turn right onto Park
6. Turn left onto Goodlett
7. Cross the railroad tracks to Central
8. Turn left on Central
9. Turn left on Zach H Curlin*

From the East on I-40:
1. Follow the Sam Cooper signs
2. Take the Highland St. exit and turn left onto Highland
3. Turn left on Central
4. Turn right on Zach H Curlin*

From the West on I-40/North on I-55:
1. Follow I-40 E signs
2. Take the Riverside Dr. exit and turn right onto Riverside Dr.
3. Turn left on Union Ave. (Union will change names to Walnut Grove)
4. Turn right on Highland
5. Turn left on Central
6. Turn right on Zach H Curlin*

From the South on I-55:
1. Take the I-240 E exit to Nashville
2. Take the Getwell North exit (exit 20B)
3. Follow Getwell north until it ends at Park
4. Turn right onto Park
5. Turn left onto Goodlett
6. Cross the railroad tracks to Central
7. Turn left on Central
8. Turn left on Zach H Curlin*

* Directions to the Parking Garage

1. From Zach H Curlin, turn right at the 2nd driveway past Desoto Avenue into the Parking Garage.
2. At the entry gate of the garage, push the button for a ticket.
3. Park on any floor of the garage.
4. Take the elevator to the 3rd floor to access the pedestrian walkway to the UC.
5. Once inside the UC, take the elevator or stairs to the ballroom on the third floor.
6. To exit the garage, scan the code on your complimentary parking pass provided by Career Services. Do NOT insert your parking ticket.
FREIGHT, MATERIAL HANDLING AND DRAYAGE ORDER FORM

Terms

• All inbound and outbound shipping notification is to be pre-arranged, with billing paid by the shippers. Material handling and drayage service charges will be applied to the shipper’s credit card account along with any special handling service charges. IMPORTANT: The exhibitor is responsible for providing and filling out and attaching the shipping forms.
Client Initials: ____

• Freight arrival and departure dates. Arrange to have inbound freight arrive to M&M Event Rentals no later than two business days before the exhibitor/vendor set up date. Arrange to have outbound freight picked up from M&M Event Rentals no sooner than one business day after the show dismantle date. Contact M&M Event Rentals if you’re uncertain of these dates.
Client Initials: ____

• Material handling and drayage refer to receiving and secure storage of freight by M&M Event Rentals at their warehouse facility and delivery to the show/expo booth site or other specified location on the date requested. Outbound/return material handling is additional and charged at the same rate:
  $30.00 PER 100 lbs. WITH A $60.00 MINIMUM CHARGE (rounded up to nearest 100)
Client Initials: ____

• Additional Manual Labor Service is available for the installation, assembly, dismantle, and packing of exhibit displays and materials at the rate of:
  $35.00 PER MAN HOUR, WITH A $35.00 MINIMUM CHARGE
Specific description of tasks to be performed, instructions and when necessary diagrams are to be provided to M&M Event Rentals 7 days in advance of the show date. This service will be charge to the exhibitors credit card account.
Client Initial: ____

• Labeling of each inbound package or crate must include the show name, show date and facility name. Inbound and Outbound shipments of multiple cartons must also have indicated the carton number and total number of cartons: 1 of 6, 2 of 6, 3 of 6, etc.... All return way billing documents, bills of lading, freight bills and air bills must be completed and attached by the client, M&M Event Rentals is not responsible for the consequences freight being mislabeled or lack of required documentation.
Client Initials: ____

• Packaging of outbound freight is not included in the material handling and drayage charge. The exhibitor is responsible for packing their own carton for outbound shipment; this includes labeling and providing all packing supplies to prevent damage and breakage. Packing and labeling of outbound freight by M&M Event Rentals is available, however, at the manual labor rate, as stated above, plus cost of packing materials.
Client Initials: ____
INBOUND MATERIAL HANDLING AND DRAYAGE FORM
COMPLETE AND FAX TO: (901) 367-0707 (include terms page)
MAILING AND SHIPPING ADDRESS:
3347 Pearson Road
Memphis, TN 38118

Show: The University of Memphis Career Fair
Show Date: September 13, 2017

Shipper/Exhibitor Information
Company: __________________________
Name: ___________________________
Address: __________________________
City: _____________________________
State: __________
Zip: ______
Phn: ___________________________
Fax: ___________________________
Email: ___________________________
Mobile: __________________________

Billing Information
Credit Card Type: ___________________
Credit Card Number: ___________________
Expiration Date: ______
Card Security Code: ______
*if card info is different from shipping info*
Name on Card: ______________________
Billing Address: ______________________
City: _____________________________
State: ___________________________
Zip: ___________________________

Signature: _________________________

Inbound Freight Information
Total Weight: _______________ Number of Pieces: ______
Name of Incoming Freight Company: _______________________
Expected Delivery Date to M&M Event Rentals: _______________
Deliver to Show Date: ___________ Delivery by
Exhibitor/Vendor Contact Name: __________________________
Booth#: __________________________
Time: ___________
Deliver to location other than booth: _______________________
Special Handling
or
Special Instructions: __________________________

Check, if no return freight handling is required. ☐
Will you have cartons and packing materials that will need to be discarded? Yes ☐ No ☐