CAREER FAIR GENERAL INFORMATION

Please read the following carefully as some items are time-sensitive.

✓ **Refund/Cancellations and No Show Policy.** A full refund will be honored if cancellation is made by October 24, 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 Haley at (901) 678-5571 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. Please contact Tammy Haley at (901) 678-5571 for shipping information.

After the event, employers are responsible for return shipping. Please have your materials properly packaged with a prepaid shipping label. You must call your preferred shipping carrier to schedule a pick up from the University Center. The address for the University Center is 499 University, Memphis, TN 38152. Please DO NOT ship materials to this address.

✓ **Check-In/Registration.** Registration opens at 3:00 pm. Please arrive early to park, check-in, and setup before students arrive. Our parking garage is located at 505 Zach H Curlin St. Please view our interactive campus map at [https://umwa.memphis.edu/campusmap/](https://umwa.memphis.edu/campusmap/)

✓ **Employer Hospitality Room.** Refreshments will be available for registered attendees in the Bluff Room.

✓ **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 evaluations. 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.** Please do not break down your exhibit prior to 6:00 p.m. Students have varying class schedules and some may not be able to attend until late afternoon.

✓ **Prohibited Items.** Please note that helium balloons, glitter, or open flames are NOT allowed in the University Center.
AREA HOTELS

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

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

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

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

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

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

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

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

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

**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 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 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 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.