

## Spring 2024 Career Expo

LSU Pete Maravich Assembly Center (PMAC) | February 7, 2024

Employer Check in: 8:30–10:45 a.m. | Lunch: 10 a.m.–2:30 p.m. | Career Fair: 11 a.m.–4 p.m.

### Policies and Guidelines

- We encourage ALL employer representatives to be checked in by 10:45 a.m. Lines build during the check in process, so we encourage arrival as early as 8:30 a.m.
- Please review the LSU [Recruiting Policies and Guidelines](#).
- Please review the [Event Cancellation, No Show, Inclement Weather and Technology Policy](#).
- View top tips for recruitment success in our [Employer Recruitment Guide](#).
- Pop up banners and signage are permitted if they fit ON TOP of a 6-foot table. Your area is not sectioned off by pipe and drape. Your display items must fit ON TOP of your 6-foot table and will not interfere with neighboring tables/table spaces. Displays that interfere with neighboring tables will be removed and not allowed in the fair. Please note this space requirement will be strictly enforced.
- All employer tables are 6-feet long will have access to one power outlet. There are two chairs at each table.
- A parking pass is not needed in advance.
- We do not need individual recruiter names in advance. Name tags will be printed on site.
- Optional plastic table covers will be available, but many employers bring their own branded table covers.
- Non-Coca-Cola beverage giveaways and balloons are not allowed at this event.
  - **LSU** policy strictly prohibits the distribution of any non-Coca-Cola beverages on campus. This includes any giveaways you plan to bring for students. We will provide a variety of approved beverages for employers and students to enjoy during the event. Employers will be asked to store any non-Coca-Cola beverage giveaways out of site during the event and to remove them from the premises when the event ends. [View the list of Coca-Cola approved beverages here](#).
  - **Balloon Policy:** Balloons are not allowed in the PMAC due to the risk of release and setting off fire alarms during the Career Expo event. Employers will be asked to return balloons to their vehicle or properly dispose of them prior to the event.

### Shipping Information

**Before the event:** Shipping Dates: Arrival BY January 31, 2024.

Unfortunately, we are not able to accept any packages over 150 pounds. No freight deliveries will be accepted. Display materials may be shipped to Two Men & A Truck prior to the event. If packages are shipped after the deadline, there is no guarantee materials will arrive to the reserved table when the recruiters arrive. Send all packages to the following shipping address:

Two Men & A Truck  
Attn: Denise Blaisdell  
LSU Career Expo Materials for (Insert your company name here- mark clearly)  
11818 South Harrell's Ferry Road  
Baton Rouge, LA 70816

**After the event:** FedEx Ground, FedEx Express and UPS Ground will be prearranged for a pickup. Please bring your account numbers, shipping slips and any other pertinent information you will need to package your items before you leave. A special area will be designated for dropping off your packaged and labeled materials when the event concludes. If you would like to ship your items using any other means, please plan to have your materials picked up no later than 4:15 p.m. on the event day. The LSU Olinde Career Center cannot guarantee pickup and is not responsible if materials are lost, damaged, not shipped on time, or do not arrive to the next destination on the requested date.

### Check-In and Setup

Recruiter check-in and setup will begin at 8:30 a.m. at the Southwest entrance of the LSU PMAC. Please allow ample time for parking and setting up prior to the start of the event. A check-in kiosk will be available upon arrival. If there are more recruiters than what you registered for, you will be charged \$75 per additional recruiter. Employers will be provided with a 6-foot table and two chairs.

## Event Format

Job seekers and candidates looking to network will be welcome to attend the event between 11 a.m.–4 p.m. Please stay for the duration of the event in order to meet with the most candidates possible. Class hours vary for students and leaving early will limit their opportunities to meet with you.

## Lunch

Lunch will be provided from 10 a.m.–2:30 p.m. in the upper corridor of the PMAC. You will need your name badge to access the lunch area. The lunch menu will include a vegetarian option but if you have additional dietary restrictions, there are other eateries on and around the LSU campus.



Image:  
LSU PMAC

## Directions to Campus and Parking

**Event Location:** LSU PMAC

[View directions to the event location.](#)

## Event Parking

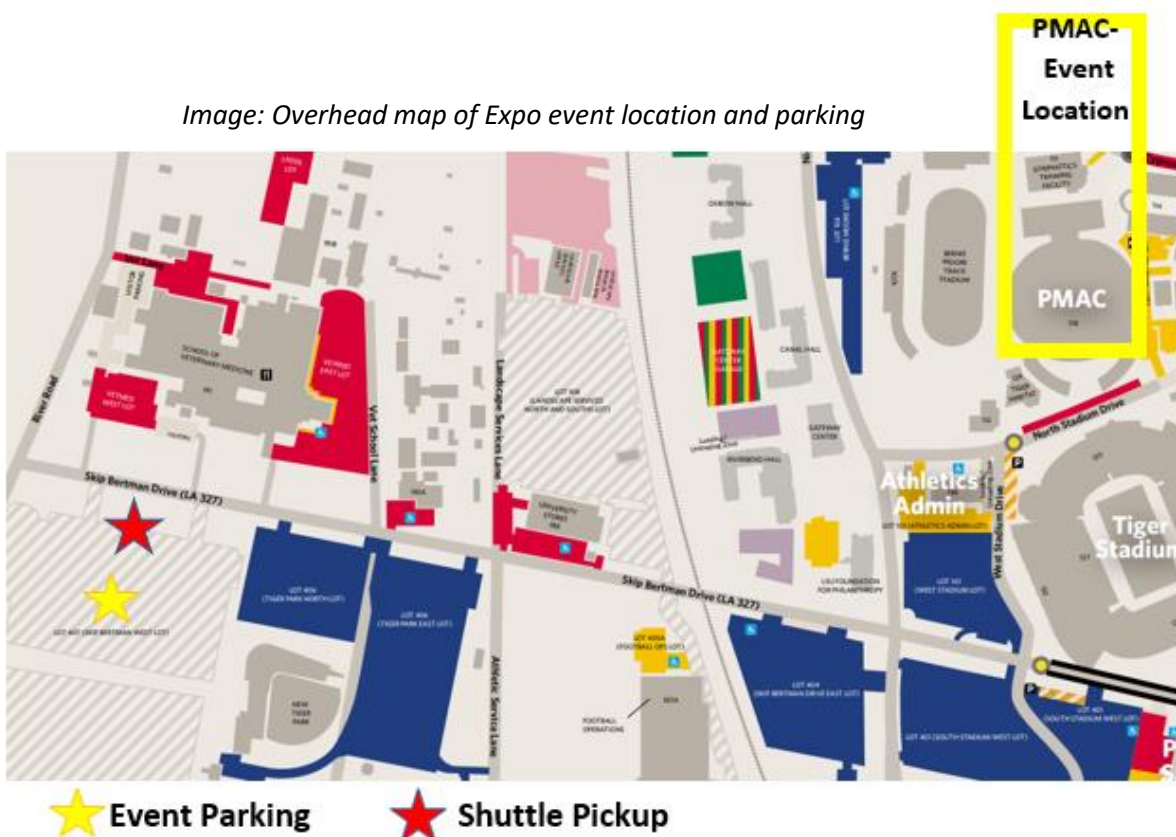
Four parking spaces are included with your event registration, but we strongly encourage you to carpool.

Event parking is in the Skip Bertman Drive West Lot (Lot 407) parking lot located across Skip Bertman Drive from the LSU School of Vet Med. A guard will be at the entrance to the lot between 8 a.m.–noon to distribute parking passes to registered companies. After parking, please proceed to the shuttle pickup area indicated below to wait on an accessible event shuttle. NOTE- Please get on the bus labeled “Charter” for the Career Expo - do NOT get on the “Park & Geaux Shuttle.”

Please note- the event parking is 0.8 miles from the event location. There will be an event shuttle running the continuous loop between the parking lot and the PMAC facility during the following times:  
8:30 a.m.–12:30 p.m. and 3:30–5 p.m.

If your recruiter(s) plan to arrive outside of those windows, they will need to transport themselves between the parking lot and the Expo facility (PMAC). Please prepare for heat, cold, rain and/or other weather conditions if you do not plan to use the shuttle.

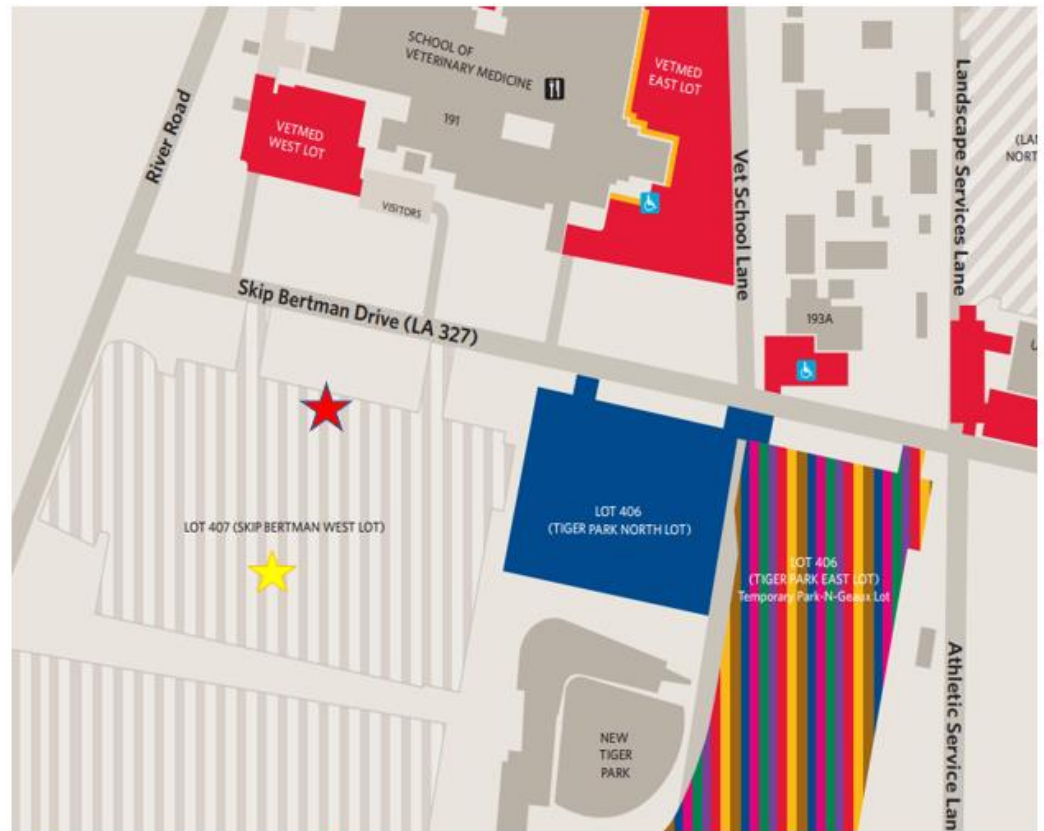
Image: Overhead map of Expo event location and parking





Above Image: Lot 407: Skip Bertman Drive West Lot Entrance Sign

Right Image: Overhead image of parking lot.



★ Event Parking ★ Shuttle Pickup

### Unloading/Loading Packages Event Day

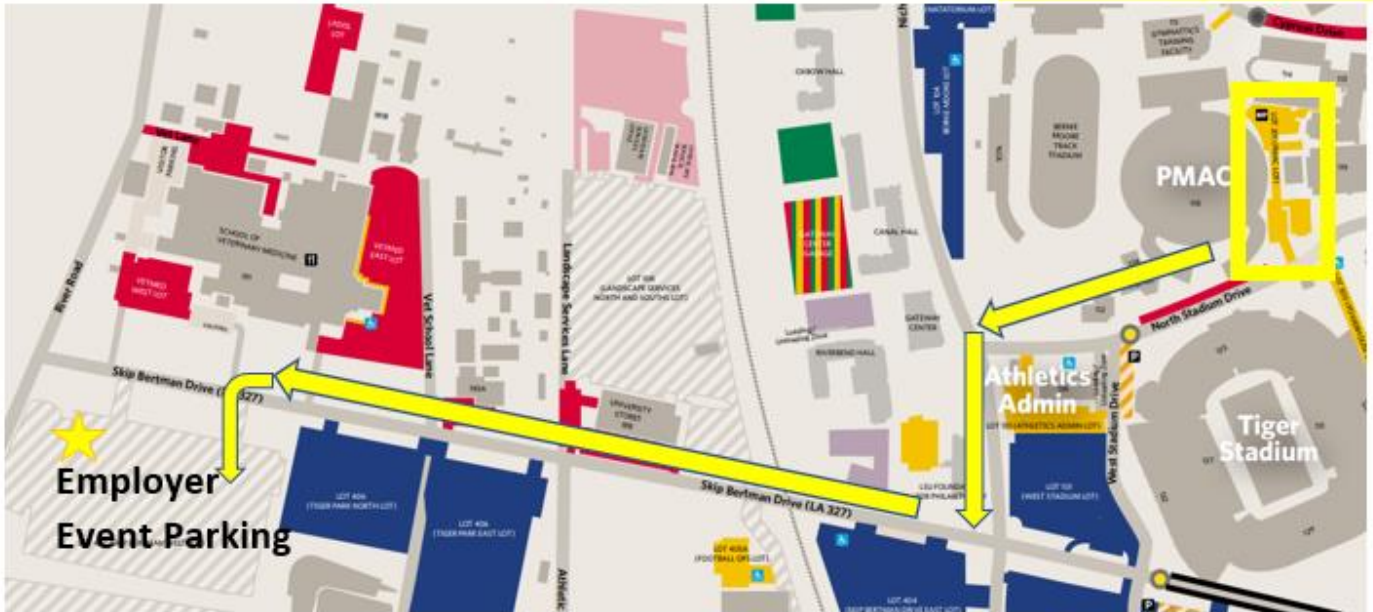
- Turn onto North Stadium Road off of Nicholson Drive. At the parking gates, identify yourself to the attendant as a recruiter for the event at the PMAC needing to unload. You should be granted access through both the first and second gates.
- Turn left into the parking lot labeled lot 201: PMAC Lot (“Security Lane”) past the second gate.
- Proceed to the back of the lot where you will drop off your materials at the North East portal of the PMAC, dock C-27. You will see it noted as the Tiger Paw in the image.
- Staff will assist you with unloading your materials and will take them to your table. **You cannot park in the loading dock area.**
- Proceed to the employer reserved parking lot- Lot 407 (Skip Bertman Drive West Lot). Turn right on North Stadium Road back to Nicholson Drive. Turn left on Nicholson and then Right on Skip Bertman Drive. Lot 407 will be across the railroad tracks and on the left.
- A guard will be at the entrance to the lot between 8 a.m.–noon to distribute parking passes to registered companies. After parking, please proceed to the shuttle pickup area indicated below to wait on an accessible event shuttle. NOTE- Please get on the bus labeled “Charter” for the Career Expo - do NOT get on the “Park & Geaux Shuttle.” Please see above about available shuttle times and plan your arrival accordingly.



Image: Lot 201: PMAC Lot Entrance Sign

Image: Overhead image of directions to unload materials

**Employer Unloading Zone- Lot 201**



**Lodging**

The following lodging facilities are frequently used by visiting campus recruiters:

Location	Hotel	Phone	
<b>On Campus:</b>	The Cook Hotel	886-610-2665	*Ask for "LSU Recruiter" rate
<b>College Drive:</b>	Best Western	225-924-6500	
	Embassy Suites	225-924-6566	
	Hampton Inn	225-926-9990	
	Holiday Inn Express	225-930-0600	
	Marriott	225-924-5000	
<b>South Acadian:</b>	Courtyard-Marriott	225-924-6400	
<b>Downtown:</b>	Belle of Baton Rouge	225-242-2600	
	Hotel Indigo	225-343-1515	
	Hampton Inn & Suites	225-382-2100	
	Hilton Capitol Center	225-344-5866	

For questions before the event date, please email Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu).