

SPRING 2010 CAREER EXPO GENERAL INFORMATION

We are excited that you are planning to attend the SPRING CAREER EXPO. The information provided below will assist you with ascertaining information regarding registering for the Expo, making hotel and transportation arrangements, and shipping materials to the Expo site. We sincerely appreciate your interest. Please call us if you have any questions or concerns.

Registration Process

To register for the SPRINGCAREER EXPO, complete the registration form on-line at www.careercenter.famu.edu or <https://famucfm.symplicity.com/events/springexpo2010> on or before **December 10, 2009**. **Registrations received after December 10, 2009 will be charged a \$100.00 late fee. Booth(s) will be assigned based on completed registrations (on-line forms and fee payment). However, Career Center Sponsors will be given priority placement.**

Early Bird Check-In

Plan to arrive at the Civic Center on **Tuesday, January 26** between **3 p.m.** and **5 p.m. for early check-in** and to prepare your booth(s). The registration booths will be located in the Arena Access area, located at the bottom of the escalators of the Civic Center. By arriving early, you can complete all of the necessary preliminaries to prevent delays on the day of the Expo (i.e. *name badges, on-site registration*). The Expo materials will be at your booth(s) the day of the Expo.

Shipping/Handling of Materials and/or Equipment

Please contact Customer at 407.888.9669 or email orlandocustsvc@shepardes.com to receive an exhibitor manual from Shepard Exposition Services with the proper mailing labels and special instructions for shipping.

Please Note - Materials will not be accepted at the Civic Center or Florida A&M University Career Center. All shipping arrangements must be made through Shepard Exposition Services. Materials not shipped through Shepard Exposition Services are not The Career Center's responsibility.

Unloading and Parking at the Civic Center

Expo participants may unload conference materials at the south end of the Civic Center (on St. Augustine Street) by the loading dock. After unloading your vehicle, you may park on the west side of the Civic Center. The entrance to the parking lot is on Pensacola Street.

Airline Transportation

Air Transportation for your travel to Tallahassee for the SPRING CAREER EXPO can be provided by our major carrier. Listed below is the reservation number for the carrier:

DELTA

1-800.221.1212

Taxi Services

City Taxi (850) 562.4222
Yellow Cab (850) 580.8080

Rental Cars

You may conveniently rent a car near the baggage claim area of the airport.

Enterprise (850) 574.4321
Avis (800) 331.1212

Allow for approximately 15-20 minutes to travel from the airport to the hotels and/or campus.

Audio Visual Rental

Please call American Audio-visual at **(850) 222.7019** for audio visual rental.

Hotel and Shuttle Services

The following hotels are recommended. Please call the hotel directly to make arrangements for accommodations.

Residence Inn by Marriott-Tallahassee Universities at the Capital
(850) 329.9080

Holiday Inn Capitol East (850) 877.3171

SpringHill Suites by Marriott (850) 325.1103

Additional hotels recommended by The Career Center are:

Hampton Inn & Suites (850) 309.1300 1-800.426.7866
Comfort Suites (850) 216.0515
Marriott (850) 422.0093
Doubletree Hotel (850) 224.5000

If you need information on other hotels in the area that are not listed, or any other information, please call our office at (850) 599.3700. We will be happy to assist you.