

Career Fair 4 LIFE

April 12, 2018

noon – 7 pm

Life University, Sport Health Science Building, Upper Gym

CAREER FAIR SCHEDULE

10:15 – 11:45 am	Arrival and Vendor Set-Up
Noon – 7 pm	Career Fair Open to Students
7:00 – 7:30 pm	Tear Down

BOOTHS AND DISPLAYS

Cost is \$25 for a single practice registration and \$100 for practice brokers and practice management groups. You will receive one 6' booth per registration. Your organization name will be pre-printed on a sign and mounted to the table. **Please send any changes to the primary representative name or additional names of representatives for your booth by Friday, April 2 to Alumni@LIFE.edu.** A diagram of the layout will be sent out the week of the event.

Electricity

There is little access to electrical outlets in the facility, so we encourage you to bring displays that do not require electricity. We also suggest bringing your laptop to show pictures or videos of your office. We will provide laptop charging stations, but vendors will not have power running to their tables.

Wi-Fi

Life University does have free Wi-Fi that can be accessed throughout campus without a password.

Set Up

You are responsible for setting up and tearing down displays, unpacking and repackaging materials and arranging for return shipping. Booths may be set up beginning at 10:15 the day of the event and must be completely set up by 11:45 p.m.

Meals and Refreshments

The event will overlap into traditional lunch and dinner hours. We ask that you eat your lunch prior to the noon start and plan on eating dinner after the event. We will provide light snacks and beverages in an area proximate to the fair for your refreshment.

Flyer Inserts

All participants in the Career Fair are invited to provide an insert for packets given to each attendee. All inserts will need to be mailed and/or delivered to Life University by **Friday, March 30th, 2018** to be included. Please send enough inserts for 200 packets.

Items can be mailed to:

Life University
Attn: Alumni Relations
1269 Barclay Circle
Marietta, GA 30060

CANCELLATION POLICY

There will be no refunds. **If for any reason you cannot attend the Career Fair, you must submit your cancellation request in writing to Alumni@LIFE.edu by Monday, April 2nd** and will be confirmed by email. If you do not show up the day of the Career Fair, and your cancellation was not received by the deadline, you will be charged a “no-show” fee of \$50.

PARKING AND LODGING

Parking

You will receive one parking permit with your registration which will be emailed to you the Monday prior to the event. *Given the construction of new student housing and our student population increase we presently have very limited on campus parking. Therefore, we will need to have our visiting employers park in a LIFE University off campus lot which is also utilized by some of our students, faculty, and staff. The lot is associated with a local business (Studio Movie Grill located in [Harry's Crossing](#) 40 Powers Ferry Rd SE, Marietta, GA 30067) and is monitored the LIFE campus safety department. This lot is a 10-minute drive from campus and we will have two LIFE U shuttles running for our guests every 15 minutes from 10:00 until 11:45. We highly recommend that you be at this lot no later than 11:15 so that you can be set at your table by 11:45. Shuttles will be available to transfer you back to your vehicle from 6:30 until 8:00pm.*

We appreciate your understanding of this unusual parking situation for the April 2018 fair.

Lodging

Life University has group rates available at the follow hotels, which are in close proximity to the campus: <https://www.life.edu/admissions-pages/visit-life/lodging/>.