



# CAREER EXPO

Thursday, March 1, 2018  
10:00 a.m. to 2:00 p.m.  
Charlotte Convention Center  
501 S. College Street, Charlotte, NC 28202  
Grand Ballroom (Upper Concourse)

## VENDOR INFORMATION SHEET

### REGISTRATION FEE

The registration fee is \$450.00 for non-profit organizations and \$550.00 for for-profit organizations. This covers up to three (3) recruiters. One (1) additional recruiter may be added at a cost of \$100.00. Registration also includes the following:

- 10'x10' Booth
- One (1) 6' skirted table (black)
- One (1) wastebasket
- 8' high back drape and 3' high side drape (black)
- Three (3) plastic folding chairs
- Table sign

### ELECTRICAL/WIRELESS ACCESS

Electrical service and/or wireless internet access can be purchased through the Charlotte Convention Center and can be purchased onsite (by credit card) the morning of the event.

### EXHIBITOR MOVE-IN/MOVE-OUT

Easy access to the ballroom for loading/unloading is through the Martin Luther King Blvd. entrance.

- Move-in: Wednesday from 12:00 - 8:00 p.m. and Thursday from 7:00 - 9:30 a.m.
- Move-out: Thursday from 2:00 - 4:30 p.m.

### MEALS

Coffee, tea, and juice will be provided upon arrival. Lunch will be provided to registered Career Expo representatives.

### SHIPPING

Clearly include your organization's name on all shipped materials. Materials may be shipped (beginning now) to:

Fern  
CIAA Career Expo  
C/O [Your Organization Name]  
2310 Old Steele Creek Road  
Charlotte, NC 28208

*\*Return Shipping: Bring pre-addressed shipping labels. FERN will provide bill of lading. You will need to pack your return freight and leave it at your booth for pickup at the close of the Career Expo.*

### PARKING

- The NASCAR Hall of Fame parking deck located on Brevard Street, adjacent to the Charlotte Convention Center.
- Metered parking is available along many of the main streets in Center City.
- Oversized vehicle parking is available across from the NASCAR Hall of Fame site at the Caldwell Street parking lot.
- For additional information regarding Charlotte Center City Parking, please visit the City of Charlotte's [Park It!](#) or [Charlotte Center City](#) for maps and listings of participating garages.

### LODGING

To access hotel rooms, please call 1-844-293-6678 or visit [www.ciaatournament.org](http://www.ciaatournament.org).

**Thank you for agreeing to exhibit at the 2018 CIAA Career Expo!**

For all inquiries, please contact [careerexpo@theciaa.com](mailto:careerexpo@theciaa.com).





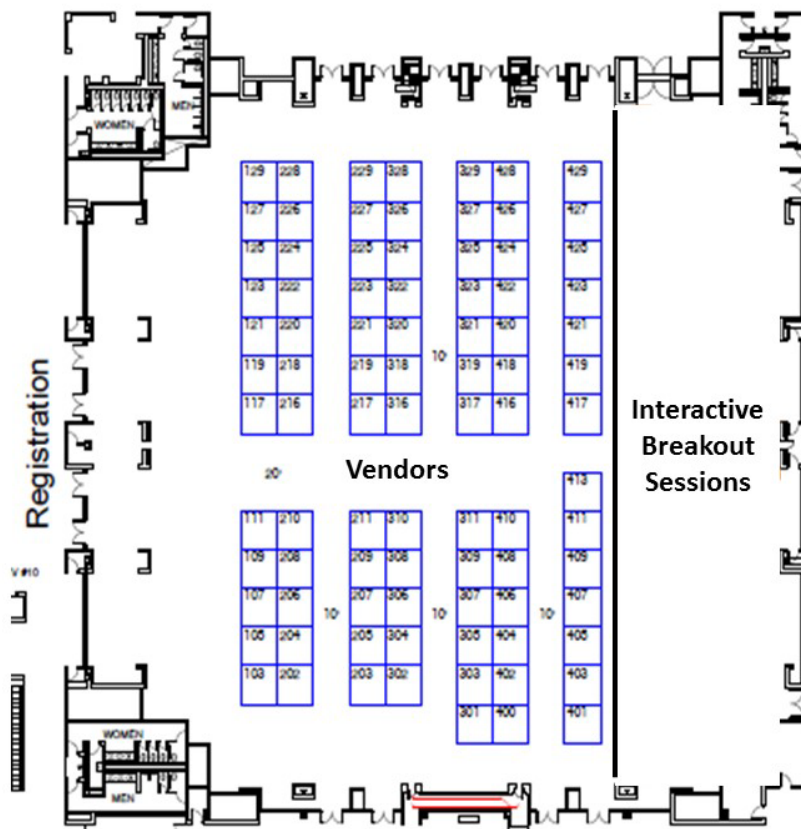
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## FREQUENTLY ASKED QUESTIONS

**Q: What is the layout of the room and how will booth assignments be made?**

A: The layout can be seen below. Sponsor vendors have been assigned booths based on contract specifications. All other booth assignments will be done alphabetically. Booth numbers will be given out on the day of the event.



\*NOTE: This is the general layout of the Career Expo. The final layout may be altered based on sponsor need(s) and placement.

**Q: What is the demographics of attendees?**

A: The Career Expo is open to the public. In past years, it was only open to CIAA institutions, their alumni, and current students.

**Q: What is the anticipated attendance of individuals?**

A: Estimated attendance of individuals will be between 500+.

**Q: What are the methods of promotion for the attached community members?**

A: Career Expo fliers are being sent via social media (tournament website, Twitter, Facebook, Instagram). The event is also being publicized via local radio and TV stations, as well as the Conference tournament newsletter.

