

# DCP INDUSTRY EXPO

# DCP

## LOCATION

Exactech Arena at Stephen C. O'Connell Center  
250 Gale Lemerand Drive  
Gainesville FL 32611  
(Administration Gate Located to the right of Gate 1)

## LOADING AND UNLOADING MATERIALS

You are welcome to load and unload using the parking lot immediately adjacent to the O'Connell Center. Please do not use or block the handicap spaces. There will be student volunteers and hand trucks available to assist with unloading your materials. After unloading, please promptly move your vehicle to the reserved parking spaces. Failure to do so could result in ticketing and/or being towed, at the owner's expense.

## PARKING

Parking information will be provided a week prior to the event. Please display your temporary parking pass on your dashboard for the attendant to see. (If you forget or did not receive your temporary pass you can pick one up at the Recruiter Check-in desk located immediately inside the Administration Gate.)

## CHECK-IN

The Recruiter Check-in desk is located immediately inside the Administration Gate. A representative from each company should check in upon arrival and prior to booth setup. Booth assignments will be available in [Career Fair+](#) (CF+). However, if you need assistance locating your booth, we will have students available to take you to the show floor. If you have not already done so, please download CF+ from the App Store or Google Play.



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## BOOTH

Each 10x10 booth will come equipped with the following items:

- 1- 8 ft. table (tablecloths are not provided)
- 2 chairs
- Pipe & Drape (7 ft in the back and 3 ft on the sides)
- Power (please bring a power strip if you will require more than 1 outlet)

On your table you will find a **NAME TAG** and **MEAL TICKET(S)** for each pre-registered company representative (the meal ticket(s) will be in the back of each registrant's badge). Each person **MUST** have meal tickets to enjoy the catered events.

## OUTSIDE FOOD

Due to University contractual agreements, please do not order or bring any food items into the Stephen C. O'Connell Center unless you have verified it with the Career Fair Management Team.

## BREAKDOWN

We ask that you do not breakdown prior to the time posted on the Career Fair schedule. This will give each student an equal opportunity to speak with all companies in attendance. We appreciate your cooperation.

## INTERVIEWS

If you would like to schedule interviews on-site, you are welcome to conduct them at your booth immediately following the career fair.

## SHIPPING INFORMATION

If you would like to have your materials shipped after the Industry Expo, please make sure your package(s) are boxed securely and that a return label is affixed to each package(s). Please leave them at your booth following the Industry Expo and they will be collected and shipped from the O'Connell Center, via Fed-Ex ONLY (please limit return packages to 4 quantity).