S.T.E.M. Career Fair Checklist

Prepare for the Fair

- **Early Setup:** Companies will have the opportunity to set up their booths the day before the fair, Sunday February 16th from 2pm-5pm. If interested contact Melissa Ramirez, melissa.ramirez@utsa.edu, by Feb. 10th. CANCELLED
- **Representatives:** Confirm the number of representatives that will be attending the fair by Feb. 10th.
- **Job:** Post the job(s) that you will be recruiting for on Handshake before the fair.
- **Dietary Restrictions:** Confirm with Melissa Ramirez, melissa.ramirez@utsa.edu, any dietary restrictions by Feb 7th.
- **Shipping:** Send all materials to UTSA by Feb. 12, 2020. Any materials sent after Feb. 12 are not guaranteed to arrive at the fair by Feb. 17th.
  - Shipping Address:
    - Attn: Spring 2020 S.T.E.M. Career Fair
    - UTSA Central Receiving
    - One UTSA Circle
    - San Antonio, TX 78249-0665

  Companies are responsible for making advanced arrangements with carriers for the return shipping of display materials. Please attach the necessary air bills to your materials. Packages will be picked up by carriers the day following the fair. Please use the address above when calling carriers for pick up.

- **Check In:** We will start at 7:30am. Continental breakfast will be provided in the hospitality area. Lunch will ONLY be provided if attending both fairs.

Day of the Fair

- **Parking:** We strongly encourage the usage of Uber/Lyft due to the limited availability of parking. Large vehicles are not permitted to park in the garage.

  **Parking Instructions**
  1. Exit UTSA Blvd. off of IH-10 W
  2. Continue on UTSA Blvd to the third stoplight, Ximenes Ave.
  3. Turn Right onto Ximenes Ave.
  4. Turn Right at stop sign
  5. Take a left after the last row of vehicles in the parking lot
  6. Pull ticket at kiosk and proceed to park in Ximenes Avenue Garage.
  7. Bring the parking ticket with you to Employer Check-In
  8. Show a Career Center staff member the parking ticket and you will receive a validation card
  9. Keep both the parking ticket and the validation card. You will need BOTH to exit the garage.

  **Exiting Instructions**
  1. Use the instructions on the validation card to exit the garage
  2. Insert the VALIDATED parking ticker at the kiosk when exiting the garage

*The University Career Center will not assume responsibility for lost or misplaced items.
^Curbside Drop-off and Delivery will not be available. A UTSA University Career Center Representative will be in the drop-off zone to watch over your property
Campus Map

💚 Convocation /Drop Off Zone
💚 Ximenes Avenue Garage
💙 Bauerle Garage (Alternative Parking)