

2024 Fall Careers in Communications Fair

October 22, 2024

10:00 am – 2:00 pm

Reitz Union Grand Ballroom

CAREERS IN *Communication* FAIR

Thank you for registering to attend the University of Florida's Fall 2024 Careers in Communication Fair. Below is information to assist you with your visit to the University of Florida. Please take a few minutes to read the following pages:

Event Details.....	Page 2
Day of Event Schedule & Parking	Page 3
Shipping & Contact Information	Page 4
Directions to Campus & Event	Page 5
Molm Family Gator Career Closet Information	Page 6



Event Details

Registration

Early Bird Registration Price through July 17th	\$150
Regular Registration Price July 17 th – September 27th	\$175
Late Registration Price after September 27 th – Fair Day	\$200

What's Included?

- Morning coffee and boxed lunch for representatives
- Additional representatives can be added to the registration for \$30/rep
- Maximum # of representatives per booth is four. Any representatives over this amount will require an extra table.
- One parking pass is included per booth. Additional parking passes can be added to the registration for \$15 for each additional pass.

Payment

An invoice was attached to your confirmation email. If you need a duplicate, please email us at CCCCareerFairs@ufsa.ufl.edu.

If you run into issues making payments within the registration system, please use the [Career Connections Payment Portal](#)

You will need the following information from your invoice for this portal:

- Organization Name
- Invoice Number
- Total Amount Due
- Payment Information

Cancellations & Refunds

September 27, 2024, is the cancellation deadline for this event. Cancellations received by September 26th will receive a full refund and will not be charged for canceling their event registration. **All cancellations must be submitted in writing to the Career Events Staff by emailing CCCCareerFairs@ufsa.ufl.edu.**

No cancellations will be accepted after the cancellation deadline. Registered organizations who fail to attend the event will result in a charge for the event. Outstanding bills from previous events will prevent employers from using other Career Connections Center services in the future.



Event Schedule

Tuesday, October 22, 2024

Time	Activity	Location
8:00AM-10:00AM	Parking *Reserved until 10am*	Please refer to Parking Pass
9:00AM-10:00AM	Check-in, Table Set-up	J. Wayne Reitz Union Grand Ballroom, 2 nd Floor
10:00AM-2:00PM	Careers in Communication Fair	J. Wayne Reitz Union Grand Ballroom, 2 nd Floor
1:30PM-2:30PM	Return Shuttle Available (Shuttle only provided if parking is NOT located in the Welcome Garage)	J. Wayne Reitz Union Circle Loop

Parking Details

You receive your parking pass one week before the event via email. Spaces will only be reserved until 10:15 AM, after this time your reservation is not guaranteed. The reserved parking pass is only valid for the location listed on your parking pass.

Please be aware there is extensive construction going on on-campus, and road access is variable depending on the project. You can check the [online campus map](#) for up-to-date road closures and alternative routes.

Shuttles will be provided from the parking lots due to the construction. However, you can drop materials off at the Reitz Union drop-off loop before parking.



Shipping to the Event

Materials can be shipped to the Career Connections Center before the Careers in Communications Fair. Materials can be stored for up to two weeks before the event, arriving at the Career Connections Center between the dates of October 9th and October 16th, 2023. Please address all items appropriately to help ensure your materials are delivered and sorted correctly:

Career Connections Center, Careers in Communications Fair

Hold For: Your Organization's Name and Department

Suite 1300 J. Wayne Reitz Union, Museum Road

Gainesville, FL 32611-8507

- Please bring any tracking numbers of any shipped material – this is the only way to track missing items if for some reason they are not at your booth when you arrive.
- Please clearly identify your organization's name on the shipping labels of all materials.

Shipping from the Event

The Career Connections Center is unable to ship out items unless it is pre-labeled and can be picked up by UPS. If you would like to ship any materials, the closest post office to the university is located at 1401 N Main St, Gainesville, FL 32601.

Contact Us

For questions about registration, cancellations, and event details please contact Career Events at 352-273-2331 or CCCCareerFairs@ufsa.ufl.edu.

For questions about invoices, accounting, charges, and billing please contact our accounting team at 352-273-2321 or CCCCareerAccounting@ufsa.ufl.edu.



Directions to the Reitz Union

****Please note that many of these directions are subject to change due to ongoing construction on UF's campus. For an updated map of road closures and construction please click [here](#).**

From Gainesville Regional Airport

Follow Waldo Rd. (SR-24) to University Avenue. Turn right (west) onto University Avenue and continue to Gale Lemerand Drive, about 2 miles—the O'Connell Center and football stadium are at this corner. Turn left (south) at Gale Lemerand Drive. Follow Gale Lemerand Drive to the second stop light at Museum Road. Turn left (east) onto Museum Road, follow for about 100 yards, and take the first left, you will see the circle drive. The Welcome Center Parking Garage will be on your right, or you may proceed straight ahead to drop off items before returning to park in the garage.

From Northeast of Gainesville

At Waldo, bear right onto State Road 24 (Waldo Rd.) toward Gainesville. Follow SR-24 (Waldo Rd.) to University Avenue. Turn right (west) onto University Avenue and continue to Gale Lemerand Drive, about 2 miles—the O'Connell Center and football stadium are at this corner. Turn left (south) at Gale Lemerand. Follow Gale Lemerand Drive to the second stop light at Museum Road. Turn left (east) onto Museum Road, follow for about 100 yards, and take the first left into the circle drive. The Welcome Center Parking Garage will be on your right, or you may proceed straight ahead to drop off items before returning to park in the garage.

From South of Gainesville

Take the third Gainesville exit, exit #387, at Newberry Road (State Road 26). Turn right (east) off the exit ramp and continue on Newberry Road, which will change into University Avenue after a couple of miles when road forks—follow the left fork. Continue on University Avenue to Gale Lemerand Drive - the O'Connell Center and football stadium are at this corner. Turn right (south) at Gale Lemerand Drive. Follow Gale Lemerand Drive to the second stop light at Museum Road. Turn left (east) onto Museum Road, follow for about 100 yards, and take the first left into the circle drive. The Welcome Center Parking Garage will be on your right, or you may proceed straight ahead to drop off items before returning to park in the garage.

From North/Northwest of Gainesville

Get on I-75 South and follow to Gainesville. Take the second Gainesville exit (exit #387, Newberry Road/State Road 26). Turn right off of the exit ramp and head east. Continue east on Newberry Road, which will change to University Avenue after a couple of miles when road forks—follow the left fork. Continue on University Avenue to Gale Lemerand Drive—the O'Connell Center and football stadium are at this corner. Turn right (south) at Gale Lemerand Drive. Follow Gale Lemerand Drive to the second stop light at Museum Road. Turn left (east) onto Museum Road, follow for about 100 yards, and take the first left into the circle drive. The Welcome Center Parking Garage will be on your right, or you may proceed straight ahead to drop off items before returning to park in the garage.



Support the Molm Family Gator Career Closet

Nothing should stand in between a student and their dream job, least of all the inability to purchase professional attire. The Molm Family Gator Career Closet has helped over 1000 students acquire entire professional outfits in the past year alone. While we aim to help as many students as possible, we need your help to keep our closet stocked with inclusive sizing and modern styles. So that we can meet the professional clothing needs of our students, we are hosting a donation drive for new and gently used business professional clothing and accessories.

The Molm Family Gator Career Closet was established in 2016 to remove these barriers for students. Since its inception, thousands of students have been able to pick out professional attire free of cost. Not only does the closet provide professional clothing articles, but it also provides empowerment. Students can look and feel their best through our 1:1 consultation where they can get help finding their size and style.

If you are interested in donating, our areas of greatest need are the following:

Masculine Styles: Suits and blazers (size 38 or smaller), dress pants (size 34 or smaller), dress shoes, belts, ties, and button-down shirts (size 15 or smaller).

Feminine Styles: Suits, blazers, and dress pants (size 4 or smaller, size 18 or larger), and dress shoes.

We will be collecting donations during the Check-In process, so you can easily drop off your donation and check-in simultaneously. You can also mail donations to us at any time, as we continually accept donations throughout the year. Tax receipts are available upon request.

If you would rather mail your donations beforehand, please feel free to send them to the following address:

**ATTN: Molm Family Gator Career Closet
Career Connections Center
J. Wayne Reitz Union
Suite 1300
PO Box 118507
Gainesville, FL 32611-8507**

