Spring 2020 Career Expo Event Information Packet

This packet contains important information for the Spring 2020 Career Expo on February 5, 2020. Please read thoroughly and if you have questions, visit the LSU Olinde Career Center Events website. We look forward to seeing your recruiting team soon!

Please also take a moment to read the Policies and Guidelines for recruiting at LSU along with our Career Expo Event Refund, Cancellation, and Weather Policy.

Event Schedule
Career Expo – February 5, 2020
• Recruiter check-in: 9:00 a.m. to 1:00 p.m.
• Recruiter Lunch: 10:30 a.m. to 2:30 p.m.
• Career Expo: 11:00 a.m. to 4:00 p.m.

Event Location
LSU Pete Maravich Assembly Center (PMAC)
North Stadium Drive, Baton Rouge, LA 70802

Directions and Parking Information
Directions:
The Baton Rouge Metropolitan Airport (BTR) is approximately 30 minutes from campus and the New Orleans International Airport (MSY) is approximately 90 miles from campus. Employers are advised to rent a car at the airport and drive to campus.

If you are coming from across the Mississippi River on I-10 Eastbound:
Stay in the right lane as you cross the bridge and take the Nicholson Drive/Highland Road exit (exit 155A). Take the ramp to the right toward Nicholson Drive. At the light, take a left onto Nicholson Drive. Continue straight on Nicholson Drive several miles. Before the light at Nicholson Drive and North Stadium Road, the entrance to the 104 Bernie Moore parking lot will be on your left. There will be an attendant allowing entrance.

If you are coming from east of Baton Rouge on I-10 Westbound:
Take the College Drive exit (exit 158) and turn left onto College Drive. Continue straight on College Drive/Lee Drive

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until you reach Nicholson Drive. Take a right onto Nicholson Drive. Drive through the intersection of Nicholson Drive and North Stadium Road. The entrance to the 104 Bernie Moore parking lot will be on your right and there will be an attendant allowing entrance.

**General Parking Information:**

General event parking is located in the Bernie Moore (Lot 104) and Burden Oak (Lot 105) parking lot located next to the LSU Natatorium and the Maddox Fieldhouse.

Available parking is highlighted in blue. Handicap parking is located in front of Bernie Moore Track Stadium. Only vehicles with a handicap tag will be allowed to park in handicap spaces.

If the parking lot is full, please see information below about overflow parking.

**Overflow Parking:**

Overflow parking is available in the Bernie Moore East Lot 404. There will be a guard at the entrance to check company names and direct you where to park. Golf cart transportation will be available to take you to the PMAC.
Driving Directions to Overflow Parking:
If leaving the general parking area, turn left onto Nicholson Drive. Drive through the intersection of Nicholson Drive and North Stadium Road. Turn Right onto Skip Bertman Drive. The parking lot will be on your left.

Unloading/Loading Packages Day of the Event
- Turn onto North Stadium Road off of Nicholson Drive. There are parking gates blocking traffic on this street. Identify yourself to the gate attendant as a recruiter for the event at the PMAC needing to unload. You should be granted access through both the first and second gates.
- Turn left into the parking lot ("SECURITY LANE") just past the second gate.
- Proceed to the back of the lot (around the oak tree) where you will drop off your materials at the North East portal of the PMAC, dock C-27. You will see it noted as the Tiger Paw in the image below.
- Staff will assist you with unloading your materials and will take them to your table. You cannot park in the loading dock area.
- Proceed to the parking lots. General Parking (Lot 104-105): Turn left North Stadium Road back to Nicholson Drive and you will access the Bernie Moore lots from Nicholson Drive on the right. Overflow Parking (Lot 404): Take a right onto Nicholson Drive then a left on Skip Bertman Drive.
- To view a complete map of campus, please visit campus maps website.
**General Event Information**

**Checking In:**
Please refer to the Event Schedule to see check-in times. Recruiter check-in is located at the Southwest entrance of the PMAC. We advise you to arrive as early as possible to allow time to park and set up prior to student arrival. If you have more representatives attend than the number that were registered, you will be charged $55 per additional recruiter. Recruiters, please be mindful that class hours for students vary. Many students who wish to attend the event may not be able to do so until later in the day. We ask all attendees to remain for the duration of the event.
What to Bring:
The only materials you need to bring are a stack of business cards and/or information about your organization. You are welcome to bring displays that will fit within a 6-foot table display area, and a tablecloth for your table. We will also have plastic tablecloths available for use if needed. Please note, non-Coca Cola beverages and balloons are NOT allowed at this event. See more details below.

What NOT to Bring:
Beverage and Giveaway Policy: LSU policy strictly prohibits the consumption and distribution of any non-Coca Cola beverages on campus. This includes any giveaways you plan to bring for students. We will provide a variety of beverages for employers and students during the event. Employers will be asked to store any non-Coca Cola consumable beverages or giveaways out of site during the event and to remove them from the premises when the event ends. View the list of Coca Cola approved beverages here.

Booth Policy: Balloons are not allowed in the Pete Maravich Assembly Center due to the risk of release and setting off fire alarms during the Career Expo event.

Lunch and Refreshments:
Lunch will be provided from 10:30 a.m.- 2:30 p.m. in the upper corridor of the PMAC. You will need your name badge to access the lunch area. Please stagger your lunch with your colleagues so your booth is not left unattended. The lunch menu will include a vegetarian option. If you have additional dietary restrictions, please see other dining options in the Nearby Restaurants section in this packet.

Shipping Information
Before the event:
Shipping Dates: January 13th – February 29th

Unfortunately, we are not unable to accept anything over 150 pounds. No freight deliveries will be accepted. Display materials may be shipped to Two Men & A Truck prior to the event. If packages are shipped after the deadline, there is no guarantee materials will be at the reserved table when recruiters arrive.

Send all packages to the following shipping address:
Two Men and A Truck
Attn: Meagan Haught
LSU Career Expo Materials for (Your Company Name Here)
11818 South Harrell's Ferry Road
Baton Rouge, LA 70816

Please make sure that the name of your business/agency is clearly indicated on packaging so your display materials can be placed at your booth prior to your arrival.
After the event:
We will pre-arrange package pick-up by FedEx Ground, FedEx Express, and UPS Ground. A special area will be designated for dropping off your materials at the end of the day. Please remember to bring account numbers, shipping slips, and any other pertinent information you will need. The LSU Olinde Career Center cannot guarantee pick-up and is not responsible if materials are not shipped on time or do not arrive to the next destination by the requested date.

If you would like to ship your display materials using any other means, please make arrangements to have your materials picked up at the end of the event.

Lodging
For a detailed list of hotels, their websites and LSU event rates, please visit our Travel page.

On-Campus:
The Cook Hotel, Phone: 886-610-2665

On College Drive:
Best Western, Phone: 225-924-6500
Embassy Suites, Phone: 225-924-6566
Hampton Inn, Phone: 225-926-9990
Holiday Inn Express, Phone: 225-930-0600
Marriott, Phone: 225-924-5000

On South Acadian:
Courtyard-Marriott, Phone: 225-924-6400

Downtown:
Belle of Baton Rouge, Phone: 225-242-2600
Hotel Indigo, Phone: 225-343-1515
Hampton Inn & Suite, Phone: 225-382-2100
Hilton Capitol Center, Phone: 225-344-5866

Nearby Restaurants
The following restaurants are popular with recruiters:
The Chimes – Seafood, on Highland Road, Phone: 225-383-1754
Walk-On’s Bistreaux – Seafood, on Burbank Drive, Phone: 225-757-8010
Acme Oyster House – Seafood, on Acadian/Perkins, Phone: 225-906-2372
Parrain’s – Seafood, on Perkins Road, Phone: 225-381-9922
Mike Anderson’s – Seafood, on Lee Drive, Phone: 225-766-7823
Juban’s - Seafood, Steaks, Continental, on Acadian/Perkins, Phone: 225-346-8422
T.J. Ribs – Seafood, Steaks, Ribs, on Acadian, Phone: 225-383-7427
Ruth’s Chris Steak House - Steaks, on Constitution Ave, Phone: 225-925-0163
Schlittz & Giggles - Pizza, on Perkins Road, Phone: 225-361-0776
Jimmy John’s - Sandwiches, on Perkins Road, Phone: 225-382-3914

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