



2019 National Collegiate Landscape Competition Career Fair

Vendor Move In: Wednesday, March 20, 2019 5:00 pm – 9:30 pm

Vendor Move Out: Thursday, March 21, 2019 1:00 pm – 5:00 pm

Dear Exhibitor,

We are pleased to inform you that this year's **National Collegiate Landscape Competition Career Fair** will be held at the Lory Student Center on the Colorado State University campus.

Each 10' x 8' booth registration includes (1) 6' table with white tablecloth and (2) chairs. To clarify, booths are 10' across, and 8' deep. Additionally, all booth spaces will have access to electricity at no additional charge. An outlet may not be directly behind your booth space, so we encourage all exhibitors to bring an extension cord and power strip. Guest Wi-Fi in the Lory Student Center is free.

Colorado State University will only accept shipments between **March 13 and March 19, 2019**. Shipments received prior to or after these dates will not be accepted. Please be sure to clearly label your shipment with the **Career Fair Shipping Labels** provided on the following pages. **It is vitally important that you provide all information requested on the Career Fair Shipping Labels, including your booth number(s)**. Colorado State University will ensure all items are ready at your booth location for setup on Wednesday, March 20th.

NCLC Registration will be open in the Lory Student Center on Wednesday, March 20th from 7:00am to 5:00pm. We encourage you to stop by registration during this window to pick up your name badge. Only individuals with an NALP-issued name badge will be permitted to access the career fair on Thursday, March 21st.

If you have any questions regarding shipment to Colorado State University for the 2019 NCLC Career Fair, or need additional information, please contact Jenn Myers at jenn@landscapeprofessionals.org.



COLORADO STATE UNIVERSITY

Lory Student Center Conditions and Regulations

Decorations

All decorations must meet safety standards as interpreted by Environmental Health and Safety. The use of glitter, confetti, or aerosol spray products is not permitted in any reservable spaces. Balloons must be anchored down within the facility. Out of the ordinary decorations will need Event Services approval.

Display Materials

No display materials of any sort may be affixed to the walls, doors, windows, room partitions, curtains or floors. The use of nails, screws, or thumbtacks is prohibited in the ballroom. Discuss with Event Services available option to attach any displays well in advance.

Loading Dock

Any vehicle requiring the use of the loading dock must request it in advance at Event Services (491-0229) and may be at the loading dock for loading and unloading only.

Outside Food

The LSC does not permit outside food or beverages to be served in any reservable LSC space. Small amounts of packaged nonperishable items, such as candy, may be served with approval from Event Services (ES) and Dining Services. No beverages may be served.

Items Left After an Event

The LSC assumes no responsibility for any items left in reservable or public spaces after the event. Please remove all of your items by the end of your event.

Room's Original Condition

All trash must be discarded in waste receptacles. All cardboard boxes must be flattened and placed in appropriate recycling receptacles. All decorations must be removed or discarded.

Partition Divider Wall

Partition divider walls in Ballrooms and meeting rooms must be opened and closed by Event Service Staff.

CAREER FAIR SHIPPING INSTRUCTIONS

Shipping to Colorado State University

Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Colorado State University will not be accepted.

Colorado State University will receive, temporarily store, and deliver your shipments and packages to your booth located at the Lory Student Center located on the Colorado State University campus. As you know, Colorado is in a cold climate and it is likely that your shipments will be exposed to a variety of winter weather elements. We will not accept responsibility for any damage caused by your shipments being frozen. Please bring any items which are delicate, and might be damaged by cold weather, in your personal belongings.

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Please be sure to clearly label your shipments. Shipping labels are provided at the end of this document. Please ensure that all packages are clearly labeled with these labels as Colorado State University receives thousands of shipments each day and we want to ensure that your shipments are not misplaced.

Additionally, when you ship your packages, please go to the following website <http://cr.colostate.edu/request-a-hold.html> and enter your contact information, as well as carrier and tracking number to ensure that your shipment is properly routed. **In the "What should we do with your package" field, click "other- please specify" and then in the "Comments or Additional Direction" field, type- National Collegiate Landscape Competition Career Fair.**

Outbound Shipments

Upon completion of the career fair, Colorado State University will arrange for your career fair packages to be shipped back to your office. Immediately following the conclusion of the career fair, Colorado State University will collect your properly packaged shipments and hold them for shipment with your prepaid and addressed labels, via either **FedEx or UPS only. These two companies will be the only available shipping options.** Please ensure that you have these prepaid labels (Colorado State University will not provide these) ready and completed, as Colorado State University will not accept packages for return unless these steps are taken. **There is no need to schedule a pickup with your carrier; Colorado State University will arrange pickup of all shipments labeled with FedEx or UPS pre-paid shipping labels.**

Career Fair Shipping Labels
Make additional copies if necessary.

Colorado State University
Horticulture Dept.
Attn: Zachary Johnson
Campus Delivery 1173
Fort Collins, CO 80523-1173

Event: National Collegiate Landscape Competition Career Fair

Exhibitor: _____

Booth #: _____

of pieces: _____

Carrier: _____

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