



Nashville Area College to Career Fair 2023

KNOW BEFORE YOU GO!

**** PLEASE SHARE WITH ALL RECRUITERS WHO WILL BE ONSITE FOR THE
2023 NASHVILLE AREA CAREER FAIR ****

Thank you again for registering for the Nashville Area Career Fair at the Nashville Fairgrounds on Tuesday, April 4, 2023. Please review the following information, reminders, etc.

Employer Hospitality Suite – There will be an area marked off for employers to get lunch and refreshments. Representatives from each of the Nashville Area Career Fair Consortium member schools will be available to visit with you beginning at 11:00 am.

Set up/Load in – Employers will have access to begin set up/load in at 11:00 am. If you believe you will need additional time, please contact Annette Miller, amiller@oakridgeamc.com, as soon as possible. Except for the Platinum sponsor, each sponsor/employer will have one 6-foot skirted table, two chairs and a wastebasket. Please be respectful of the fact that you will be in fairly close quarters with your neighbors and plan accordingly for what to bring with you to display. Each exhibitor will have approximately an 8' x 8' area for their display items. If you want to swap out with multiple representatives during the event, you can do that but more than 2-3 people in a booth at one time will be crowded.

Student Arrival – We expect students to begin arriving at 1:00 pm.

Parking/Fairgrounds Access – Click here for [map](#). There is parking immediately adjacent to the expo hall. Main entrance to the expo hall is indicated by the gold star. LOOK FOR THE CAREER FAIR SIGNS!

Booth Assignments – Booth assignments are being finalized and will be shared as soon as possible. We will have printed copies onsite for both employers and students.

Breakdown/Move out – Employers will begin breakdown/move out at 4:00 pm. All employers must be moved out by 5:30 pm. If you believe you will need additional time, please contact Annette Miller, amiller@oakridgeamc.com, as soon as possible.

Please note: Box lunches and refreshments will be provided.