



# EXHIBITOR GUIDE

**WHAT: THE GULF COAST CHALLENGE COLLEGE & CAREER FAIR**

**WHEN: THURSDAY, OCTOBER 3, 2024 | 8:30AM-1PM (OPEN AT 7AM)**

**- ALL BOOTHS MUST BE SETUP BY 8AM**

**WHERE: MOBILE CONVENTION CENTER | SOUTH HALL - EXHIBIT LEVEL**

Thank you for taking a lead role in this valuable event. Your work will help ensure the experience is meaningful for your future workforce and that the Fair has its intended impact. To help you and your company prepare, this guide and all handouts are available under the initiatives page of the SAWDC website at <https://sawdcalabamaworks.com/college-and-career-fair/>.

**OPEN FOR SETUP: WEDNESDAY, OCTOBER 2, 2024 | 3PM-5PM**

## WHAT IS PROVIDED AT YOUR BOOTH:

- All booths will include:
  - Pipe and drape
  - Power (10amp) *\*Only provided if selected on registration form*
- Each 10'x10' booth will include:
  - One 8' rectangular table with white tablecloth and black skirting
  - 1 wastebasket
  - 2 chairs
  - 2 lunches
- Each 10'x20' booth will include:
  - Two 8' rectangular tables with white tablecloths and black skirting
  - 2 wastebaskets
  - 4 chairs
  - 4 lunches
- Each 10'x30' booth will include:
  - Three 8' rectangular tables with white tablecloths and black skirting
  - 3 wastebaskets
  - 6 chairs
  - 6 lunches

## WHAT TO BRING TO YOUR BOOTH:

- Hands-on activities, demonstrations, and equipment to engage students.
- A personalized tablecloth &/or signage to ensure students can easily identify the name of your company.
- Any type of décor to make your booth eye-catching and fun to attract the attention of students. - No helium balloons
- Swag/small items to give away.
- Company pamphlets/fliers.
- Extension cord.
- You may want to bring a hotspot because Wi-Fi is not provided. \*Wi-Fi is available through the [Convention Center's website for \\$14.95 per device per day.](#)
- Each company should have at least 2 representatives at the booth, so if one steps away, another is at the booth.

## WHERE IS YOUR BOOTH:

- Your booth is in the South Hall on the Exhibit Level of the Convention Center.
- For your specific booth location, please refer to the attached Layout of the 2024 College & Career Fair.

## PARKING INFO:

- On 10/2 for setup, park for free under the Convention Center. Directions to the Convention Center are attached.
- On 10/3, you should utilize paid downtown parking at the Renaissance Riverview Plaza Hotel (64 S. Water Street) or other paid parking lot. Convention Center parking will be reserved for volunteers.

## POST-EVENT:

We want to hear from you - Please email the number of students interviewed, extended offers, and/or hired during the event to [hbarlar@sawdc.org](mailto:hbarlar@sawdc.org).

QUESTIONS? EMAIL [HBARLAR@SAWDC.ORG](mailto:HBARLAR@SAWDC.ORG)