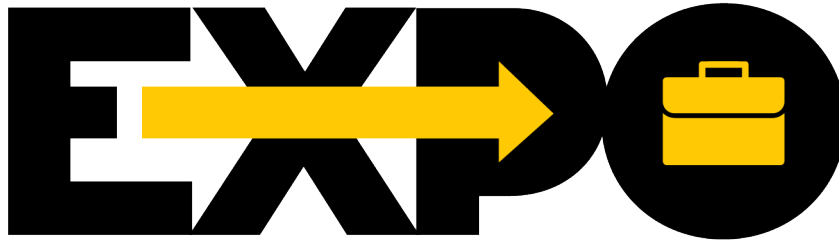




# INTERNSHIP & CAREER



We are excited to host you at **UCF's Spring 2024 Internship & Career Expo!** Below you will find all of the information needed for the day of the event.

**Logistics for Confirmed Employers Only** – This information should only be shared with representatives included on your registration (contact [csevents@ucf.edu](mailto:csevents@ucf.edu) with questions)

## Career Expo Agenda

Date: Thursday, February 15, 2024

Location: Addition Financial Arena – UCF Main Campus ([12777 Gemini Blvd N, Orlando, FL 32816](#))

Employer Registration & Booth Set Up: 10:00 AM to 12:45 PM\*

**\*Boxed lunches will be available between 11:00 AM – 12:45 PM**

*\*Lunch is only guaranteed for the number of representatives included on your registration*

Internship & Career Expo: 1:00 PM to 6:00 PM

Booth Break Down: 6:00 PM to 7:00 PM

## Security Check

The Addition Financial Arena is implementing enhanced security measures during the Spring 2024 Internship & Career Expo. Security procedures include, but are not limited to, performing body wand and bag checks at all Arena entrances. Guests should allow additional time to enter the event, as these measures may delay entrance into the event.

## Parking Information

Parking passes will be distributed the day of the event at the entrance of Garage F by a designated parking attendant.

**We highly recommend carpooling as parking spaces are limited.**

**Plan to arrive early and allow at least 45 minutes to one hour from the time you arrive on-campus to drop off freight and find a parking space.**

## Address to Arena

- [Directions to Addition Financial Arena](#)

## Directions to Parking Garage F and Freight Drop-off

- From University Blvd, turn left on Alafaya Trail

- Proceed north on Alafaya Trail
- Turn right on Gemini Blvd
- Take a left at the light onto **West Plaza Drive** and follow the signs to the “Employer Display Drop-off” area or “Employer Parking (Garage F)”.
- Arena Staff and volunteers will be available to assist with unloading and loading.
- Freight assistants will be available to direct you to the appropriate garage for parking

\*Visit <https://map.ucf.edu/> for a map of the UCF Main Campus.\*

## **Shipping Materials in Advance**

You may ship materials beginning Monday, February 5, 2024, through Tuesday, February 13, 2024 to the address below (confirm delivery date/time with your vendor). Please indicate, in writing on all packages, which event the materials are for and make sure your company name is visible. If your company has more than one box, number them appropriately. It is recommended that you confirm the delivery date with your carrier to ensure packages arrive prior to February 15, 2024.

To help us ensure a seamless experience, we kindly request you to complete the following survey:

[ADVANCE SHIPPING SUBMISSION FORM](https://ucf.qualtrics.com/jfe/form/SV_000lyURyH7XHoUu)

Or, copy and paste this link into your browser: [https://ucf.qualtrics.com/jfe/form/SV\\_000lyURyH7XHoUu](https://ucf.qualtrics.com/jfe/form/SV_000lyURyH7XHoUu)

### **Send packages to:**

Addition Financial Arena

ATTN: HOPE PACCIONE

**University of Central Florida Spring 2024 Internship & Career Expo**

*Vendor Name as would appear on Booth*

12777 Gemini Blvd N.

Orlando, FL 32816 (Building #50)

Phone (Arena): (407) 823-3070

Phone (Career Services): 407-823-2361

### **Nearby Hotels:**

<http://www.ce.ucf.edu/hotels/>

**REFUND POLICY:** All cancellations must be submitted in writing to [csevents@ucf.edu](mailto:csevents@ucf.edu). **NO REFUNDS will be processed after the deadline of December 20, 2023.** Registrations canceled at any time are subject to a \$25.00 cancellation fee. Any outstanding bill for previous fairs will prevent participation in future Career Services hosted events. If registration has been paid and company/organization does not attend this fair, registration WILL NOT be credited toward a future CS event.

Please contact the events team ([csevents@ucf.edu](mailto:csevents@ucf.edu)) if you have any questions.

**Thank you for registering for the UCF Spring 2024 Internship & Career Expo!**

**UNIVERSITY OF CENTRAL FLORIDA**