

# Radio One Career and Resource Fair FAQs:

## When and where is the event?

The event is on **Thursday, March 16<sup>th</sup> from 11a-3p** at **Chesterfield Towne Center**. The address is: **11500 Midlothian Turnpike, Richmond, VA 23235**. Event is free and parking is free.

## Who is the on-site contact for the event?

Anissa Turner-Randolph, Promotions Director: (cell) 757.284.4524

## What time can the exhibitors arrive?

Load in is from 8a.m-10 a.m. All exhibitors must be set up by 10 a.m. as the Mall is open to the public at 10 a.m. All exhibitors will be loading in thru the **FOOD COURT** entrance that is marked on the venue map below. Urban One Staff will be at that entrance starting at 8 a.m. until 10:00 a.m. directing exhibitors where they need to go, exhibitors DO NOT need to call before/when they arrive. Once exhibitors unload, we do ask that they immediately move their vehicles to the parking lot to allow other exhibitors space to unload.

## What time do exhibitors have to leave?

We ask that exhibitors stay for the **ENTIRE** duration of the event as all 4 of our radio stations will be actively promoting that we are at the mall until 3p. We want to ensure that all job seekers have the opportunity to meet employers at all times. **Load out is at the conclusion of the event, 3 p.m. All exhibitors must take down their materials and leave at that time.**

## What materials will the exhibitors be provided with?

Exhibitors will be provided with the following table(s) and chairs depending on sponsorship level:

	# of 6' Tables Provided	# of Chairs Provided
Associate/On-Site Booths	1	2

**Exhibitors MUST have Table Cloth or Table Skirting during the event!** Any other materials exhibitors wish to use must be brought by the exhibitor.

## Will power be provided at the venue?

Unfortunately, it will not. Please plan accordingly.



## Will wifi be provided?

Yes. Once onsite you will have access to the Mall's network. Please be advised that the wifi is on an open network and will not be the fastest as it is open to the public.

## Will a layout map be provided?

Yes a layout map is provided

## Can exhibitors do a walk-through of the site before the event date?

No site walk-throughs before the event will be possible.

## Will refreshments be provided for vendors?

Lunch will be provided. Also, there is a food court onsite and several restaurants in very close proximity to the Mall for exhibitor's convenience.

## What items are not permitted?

No alcohol, drugs or weapons will be permitted in the venue.

