

Law School Fair Mailing Materials and Parking Instructions - 2009

In order for us to ensure the timely arrival of your materials, please follow these instructions. If you have questions please contact me directly: mary_tetro@ncsu.edu and put "Law Fair" in the subject, or call me at 919.513.0912.

Guidelines/requirements for mailing materials:

Monday, October 12 through Friday, October 30

- Because these boxes will be stored in a site on our campus they cannot arrive before the middle of October. This will provide you with over a month to send the materials. Be sure to keep a copy of any mailing receipts.

Friday, October 30

- **The last day we can receive boxes and be assured to have them available for you at the fair is Friday, October 30**
If boxes do not arrive by October 30, we cannot guarantee that you will have your materials at the fair.

Tuesday, November 3 Day of Law Fair

- **November 3** - The day of the fair the boxes will be brought to Talley Student Center and placed on your tables. We have been asked not to open them, but will gladly assist you when you arrive with that task.

*****To ensure proper placement, mark your school name on the outside of the box in a visible place.*****

Mail Service

- If you are using Federal Express, US Mail, or other types of services, **all materials must use the following address**. Below you will find the address that you can cut and use as a label.

From:

HOLD FOR LAW SCHOOL FAIR – 11/3/2009

**Attn: Mary A. Tetro – Law School Fair
Coordinator of Pre Law Services, OASIS
NC State University
3240 Ligon St
Campus Box 7548
Raleigh, NC 27695**

Parking Instructions (New Information for NC State Law Fair 2009):

- **Representatives will park in Varsity Lot which is a satellite parking area.**
- **Due to the high number of cars on the campus we will have a shuttle coordinated from one of the outer lots, yet to be determined.**
- **We apologize in advance for this but our student numbers and construction has created an on campus parking that is crowded.**
- **The shuttle will run beginning at 9:30am.**
- **All details have been emailed to the person listed by the law schools as the contact on the registration form.**
- **There may be parking in the Coliseum Deck Paylot (as marked on the map) but this is not negotiated by our office.**

Contact -

Mary A. Tetro at mary_tetro@ncsu.edu and put "Law Fair" in the subject, or call me at 919.513.0912 if you have any questions.

Day of the Fair you may reach me on my cell – 919.271.0780