

Dear Employer,

Thank you for registering for the UI Fall Job & Internship Fair on September 23! Reminder – the event has been relocated to the Sheraton Hotel, downtown Iowa City.

The following email will provide you with a schedule of events as well as detailed information on accommodations, shipping, parking/directions etc. Please note the items in red that you may want to take action on prior to the event. **Please forward this information to all representatives who will be attending.**

## SCHEDULE OF EVENTS

### Monday, September 22

Diversity Event	5 p.m. - 7 p.m.	Pomerantz Center, Suite C310 (3 <sup>rd</sup> Fl.)
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This reception event is intended to offer employers and students the opportunity to get together for informal networking. Employers should bring 50-75 copies of one printed piece of material to put on a table for students. Students may bring business cards but not resumes. Plan to chat, eat and begin to establish relationships that will aid your recruitment efforts.  
Business casual attire is appropriate. **Please RSVP – see sheet attached**

### Tuesday, September 23

Set-Up/Breakfast	8 a.m. – 11:30 a.m.	Sheraton Hotel - lower level
Fall Job & Internship Fair	11 a.m. – 4 p.m.	Sheraton Hotel - lower level
Lunch	11:30 a.m. – 1 p.m.	Sheraton Hotel - Old Capital Café
Snacks	2:00 p.m. – 4 p.m.	Sheraton Hotel - lower level

### Wednesday, September 24

On-Campus Interviews	8:30 a.m. – 5 p.m.	Pomerantz Center, Suite C310 (3 <sup>rd</sup> Fl.)
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**If would like to schedule on-campus interviews, please contact Chris Wells at 319-335-1024.**

Meet the Firms	5 p.m. – 7:30 p.m.	Sheraton Hotel
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## BOOTH INFORMATION

Each employer booth area is a 6' by 3' table. Please let me know if you have a larger display and need to make alternate arrangements. We request that there be a maximum of 3 reps per table space due to space constraints. Each table will be covered with a white cloth tablecloth. Black and Gold Partners will also have pipe and draping behind their booth. Chairs will not be at each table, but will be available if you need them.

**Internet and electricity must have been requested ahead of time. If you haven't yet sent in your request, please do so by Wednesday, September 10.**

## NAMETAGS

**Please forward the names of any reps (not on the original registration form) that you would like to have a nametag printed for. Names must be received by Wednesday, September 10.**

## ACCOMMODATIONS - <http://www.careers.uiowa.edu/Accommodations08.pdf>

There are still rooms available at the Sheraton Hotel. However, the discounted rate may not be available.

## SHIPPING

Due to limited storage space, we cannot accept shipments prior to September 15.

Please send materials to:  
Sheraton Hotel  
210 S Dubuque Street  
Iowa City, IA 52240  
Attn: Fall Job & Internship Fair

Be sure to include your organization and contact name on the package!

The event ends at 4 p.m. – we will provide a table for return shipments, however, you must make the call to your shipping company for pick up and have your shipping labels completed and attached to all items before leaving them with us! We are not responsible for packages that do not have a completed shipping label attached.

**PROMOTIONAL BAGS**

If you would like to provide promotional bags to be handed out at the student registration table (maximum of 200), please follow the shipping instructions above. Send your bags directly to the Sheraton Hotel and add the words "Promotional Bags" to the box and/or shipping label.

**DOOR PRIZES**

If you would like to provide door prizes for the event and haven't yet done so, please complete the attached door prize donation form. You can bring the items with you to the event or ship ahead of time to: Pomerantz Career Center, 100 Pomerantz Center, Suite C310, Iowa City, IA 52242, Attn: Sherry

**STUDENT HOSPITALITY AREA SPONSORSHIP**

If you would like to sponsor the student hospitality area, please bring any handouts or brochures you would like to be placed in that area. The sponsorship fee is \$200 and covers snacks and beverages for the students. Please email me if you are interested in becoming a sponsor. All Black and Gold Partners are automatically considered sponsors for this area.

**PARKING/DIRECTIONS****Diversity Event**

You will receive an email (after you RSVP) that will include instructions for parking in either the Pomerantz Center gated lot or the Iowa Memorial Union Ramp.

Map to the Pomerantz Center

<http://www.uiowa.edu/~maps/p/pc1.htm>

**Fall Job & Internship Fair**

Parking is available in the Sheraton Ramp

<http://www.starwoodhotels.com/sheraton/property/area/directions.html?propertyID=1282>

Local Map

<http://www.starwoodhotels.com/sheraton/property/area/map.html?propertyID=1282>

Please present your parking stub at the hotel front desk to have your parking validated.

All of the above information can also be found online at: <http://www.careers.uiowa.edu/fairs/fallfair08.html>

If you have any questions prior to the event, please do not hesitate to contact me directly at 319-335-3196 or [sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu)

Sincerely,

Sherry

***Please note my new name and email!***

Sherry Rhinehart  
Student Services and Events Coordinator  
Pomerantz Career Center  
100 Pomerantz Center, Suite C310  
Iowa City, Iowa 52242  
319-335-1023  
[sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu)  
[www.careers.uiowa.edu](http://www.careers.uiowa.edu)