

January 2009

Dear Spring Job & Internship Fair Participant:

Thank you for registering for the fair! The following letter will provide you with a schedule of events as well as detailed information on shipping, accommodations, parking/directions and set-up.

**Please share this information with all representatives attending!**

### **SCHEDULE OF EVENTS**

#### ***Tuesday, February 24***

Early Set-Up/Check-In	4:00 p.m. - 6:00 p.m.	Main Lounge, IMU
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#### ***Wednesday, February 25***

Set-Up/Check-In	8:00 a.m. – 11:00 a.m.	Main Lounge, IMU
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Fair	11:00 a.m. - 4:00 p.m.	Main Lounge, IMU
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Lunch	10:30 a.m. - 1:00 p.m.	North Room, IMU
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#### ***Thursday, February 26***

Interviewing	8:00 a.m. – 5:00 p.m.	Pomerantz Center and IMU
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\*You will be provided with your interview schedule and location at the fair.

### **DETAILS TO HELP YOU PREPARE FOR THE FAIR**

#### **O NAMETAGS**

**Please forward the names of any reps (not on the original registration form) that you would like a pre-printed nametag for, to [sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu) by February 13.**

#### **O SHIPPING**

**Due to limited storage space we cannot accept shipments prior to February 18.**

Please send materials to the following address:

**THE UNIVERSITY OF IOWA**  
Guest and Event Services  
135 Iowa Memorial Union  
Iowa City, Iowa 52242-1317  
**ATTN: Spring Job & Internship Fair**

The event ends at 4:00 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 cannot be responsible for shipping packages that do not have a completed shipping label attached.

o **PROMOTIONAL BAGS**

If you are providing promotional bags for the fair (maximum of 200), please follow the shipping instructions above. Please send your bags directly to the Iowa Memorial Union and add the words “Promotional Bags” to the box and/or shipping label.

o **DOOR PRIZES**

If you are providing door prizes for the fair, you can either bring them with you to the event, or ship to the shipping address above with the words “Door Prizes” written clearly on the box/shipping label. Please be sure to complete and submit the door prize donation form prior to the event, so we can publicize your donation.

o **STUDENT HOSPITALITY ROOM SPONSORSHIP**

This room will be a casual and comfortable area where students can hang out and prepare for the fair. Your \$200 sponsorship will provide snacks and beverages (arrangements will be taken care of by the Pomerantz Career Center). You’ll have the opportunity to place display materials or giveaways in this shared area. We’ll provide tabletop plastic standing signs for 8.5 by 11 posters/flyers.

If you are sponsoring the student hospitality room, please bring the items you would like displayed in the room (brochures, giveaways etc.) with you, or ship to the shipping address above with the words “Student Hospitality Room Sponsor Items”.

o **ACCOMMODATIONS**

**Deadlines are fast approaching for the discounted rates – please reserve your rooms soon!** (see enclosed sheet or visit: <http://www.careers.uiowa.edu/fairs/Accommodations09.pdf>)  
**Sheraton Hotel – February 9 // Marriott Hotel and Conference Center – February 3**

o **ENTRANCE/PARKING**

As part of your fair registration fee, parking is provided for in the Iowa Memorial Union (IMU) or North Ramps (see enclosed map). Limited spaces have been reserved on a first-come/first-serve basis. **PLEASE HANG THE ENCLOSED TAG FROM YOUR REARVIEW MIRROR.** This hang tag is for identification purposes only—it is not your payment voucher. You will receive your actual payment voucher when you check in at the fair. If the sign says “full” please let the parking attendant know that you are registered for the Spring Job & Internship Fair. No additional parking vouchers are available, so please carpool if possible. There will be a wait time when leaving the IMU Ramp after the fair. We recommend that some employers park in the North Ramp. It’s a block farther from the venue, but there may be less of a wait time when leaving. If the Iowa Memorial Union and North Ramps are full, you can park in the Old Capitol Mall Ramp (see enclosed sheet for directions).

o **SET-UP**

We encourage *early* set-up and will have staff available from 4:00-6:00 p.m. on Tuesday, February 24. If you are unable to set up the evening of the 24<sup>th</sup>, the Main Lounge will be open at 8:00 a.m. on February 25. The event begins at 11:00 a.m. We would like to encourage you to be completely set-up by 11:00 a.m. so that you will be ready for student visitors. There will be electrical outlets available; however, we encourage you to **bring extension cords with you.** Please be sure that your displays can fit on or behind a **standard 6’ table.** Fire codes require us to monitor the number of displays within the allotted space. If you have additional questions about set-up or display, please call us at 319-335-3196.

All of the above information can be found at: [www.careers.uiowa.edu/fairs/springfair09.html](http://www.careers.uiowa.edu/fairs/springfair09.html)

Thank you for your participation in our event. We look forward to seeing you in February!

Sincerely,



David Baumgartner  
Assistant Dean and Director, Pomerantz Career Center