Dear Fall 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**

**Monday, September 22**
4 – 5:30 p.m.
Early set-up/check-in (optional)
East Lobby Entrance, Iowa Memorial Union (IMU)

**Tuesday, September 23**
8 – 11 a.m.
Set-up/check-in
East Lobby Entrance, IMU

11 a.m. – 1:30 p.m.
Lunch
Sunporch and/or Second Floor Ballroom (depending on your fair table location)

11 a.m. – 4 p.m.
Job & Internship Fair
Main Lounge or Second Floor Ballroom

**Wednesday, September 24**
8 a.m. – 5 p.m.
Interviewing (optional)
Pomerantz Center (3rd Floor) and Main Lounge, IMU
*You will be provided with your interview schedule and location at the fair.

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

**SHIPPING**

Due to limited storage space we cannot accept shipments prior to Friday, September 19.

Please send materials to the following address:

The University of Iowa Memorial Union
IMU Event Services
159 Iowa Memorial Union
Iowa City, Iowa 52242
ATTN: Cindy Mills

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!** Please have items clearly marked with the name and date of the event on the shipping label. We cannot be responsible for shipping packages that do not have a completed shipping label attached.

**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.
PARKING UPDATE: NEW THIS YEAR!!!
As part of your fair registration fee, parking is complementary. There are two preferred options for parking:

1. Iowa Memorial Union (IMU) Ramp
   - This ramp has been reserved/bought out for the fair – this should be your first ramp you try and park at. The sign will say FULL, but it is reserved for our Employers visiting campus and is not expected to be FULL until much later in the day.
   - You will only need a Parking Hang Tag which you must have to enter the ramp. The Parking Hang Tag is attached to this email so make sure you share with all representatives attending and print out- if you forget to print, please ask for a copy at Employer Check-in.
   - When you exit from the IMU Ramp, your exit time will be quicker than it is has previously been because the gate will go up after the fair and you will not need turn in anything as you exit.

2. North Campus Ramp
   - If you park at the North Campus Ramp please note that you will need a parking voucher (which you pick up at the Employer Check-in table) to pay for parking as you exit.

When you arrive at the IMU to set-up for the fair, please enter through the East Lobby (directly across from the IMU Ramp exit) to check-in. See enclosed map for the location of these ramps. Please note, that the Capitol Street Ramp should be a back-up ramp location and you will need to bring your parking stub to Employer check-in and get it stamped for that ramp to be paid for.

SET-UP
Early set-up is an option and we will have staff available from 4 – 5:30 p.m. on Monday, September 22. If you are unable to set up the evening of the 22nd, the Main Lounge will be open at 8 a.m. on September 23. The event begins at 11 a.m. We would like to encourage you to be completely set-up by 11 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. Wireless will be accessible in the Iowa Memorial Union and we will provide you guest access at check-in. 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 319-353-2816.

VIEW STUDENT RSVP’S
To view the students that have RSVP’ed/submitted a resume to the fair and/or to an employer specifically: Log-in to Hire-A-Hawk account, go to Events, and then Review Confirmed (registration) and then the Students tab at the top (there are three tabs – Registration information, Invoice and Students). You will get a list of all of the students that have RSVP’ed to the fair – those that say Interest Shown by them are specifically interested in that employer. As an employer, you can put a checkmark next to the names of students that you are interested in and you can e-mail the students.

INTERVIEWS THE DAY AFTER THE FAIR
For questions regarding your interview schedule or our online recruiting system – HireaHawk.com please call 319-335-1023 or email sherry-rhinehart@uiowa.edu.

Thank you for your participation in our event. Should you need to cancel your registration for any reason please refer to the attached Refund Policy. We look forward to seeing you in September!

Sincerely,

Joanna Halsch
Associate Director of Events