

Thank you for registering to recruit at the Hire Big Ten Plus Spring Career Fair!

Event: Hire Big Ten Plus Spring Career Fair
Date: Friday, April 9, 2010
Location: DePaul Center – Loop Campus
1 E. Jackson Blvd, Concourse Level
*Employer Registration at top of escalator
(Corner of State and Jackson)*
Chicago, IL 60604



***Please Note: this is NOT the address for shipping materials.
Please see the "Shipping Materials in Advance" section.*

Onsite Contact: Natalie Guerrero, Event Manager
DePaul University Career Center
Phone: (312) 362-5597
Email: nguerrer@depaul.edu

Stacey Pitts, Event Manager
Hire Big Ten Plus Consortium
University of Chicago
Phone: (773) 834-3327
Email: spitts@uchicago.edu

AGENDA

Employer Registration:	12:00p.m.	1 st floor near escalators (before going down to concourse level)
Employer Lounge:	12:00p.m. – 1:00 p.m.	Concourse level
Career Fair:	1:00pm – 4:00 p.m.	Concourse level

EMPLOYER LOUNGE

Snacks will be provided for recruiters between 12:00p.m. and 1:00 p.m. in Concourse Room C-100. Big Ten Consortium members will be happy to direct you to the room.

- Recruiter Name Badges
Name Badges are used to identify recruiters and to gain access to the employer lounge.
- Plastic Table Cover
If you do not have your own table cover we will provide you with a plastic table cover upon your request.
- Wireless Access & Electricity
Please email Natalie Guerrero, DePaul Career Center Event Manger, at nguerrer@depaul.edu if you will need access to Wireless and/or an electrical outlet by Thursday, April 1st. This is important because there are specific areas in which your booth will need to be located in order to accommodate your request. If you do not submit this request by **Thursday, April 1st**, we WILL NOT be able to move your booth anytime after that date.
- Personal Belongings
Because the DePaul Center is a public area, please feel free to leave personal belongings in the employer lounge as it will be staffed by a Consortium member at all times and locked during the fair.

EMPLOYER TABLE

Each employer will have one 5 foot table with a company sign. You may bring tabletop displays that can fit comfortably on your table. Only self standing signage is allowed as it is PROHIBITED to affix anything to the columns or walls. Your table assignment will be given to you upon your arrival.



EVENT DETAILS

Hire Big Ten Plus Spring Career Fair 2010

OVERNIGHT ACCOMODATIONS

You can find several suggested hotels and motels which offer a special rate to DePaul visitors at http://www.depaul.edu/about/visit_depaul/places_to_stay.asp. When making reservations, be sure to ask for the DePaul rate. All rates are based on availability.

PARKING AND TRANSPORTATION

DePaul University has no parking facilities of its own in the Loop area, thus we cannot provide parking to recruiters. In order to alleviate parking congestion, public transportation or arrival by taxi cab is STRONGLY recommended. Directions for arriving by Chicago's public transportation system (the CTA) can be found at <http://tripsweb.rtachicago.com/>.

If you must drive, there are many private facilities that offer discounts for DePaul students, staff and visitors. Tickets may be validated in the lobby of each downtown campus building. These private parking facilities are conveniently located near the campus and include:

- Crosstown Auto Park: **328 S. Wabash** (on Wabash, west side of the street between Jackson and VanBuren)
- Auditorium Garage: **65 E. Congress** (on Congress, south side of the street between Michigan and Wabash)
- General Parking Corporation: **55 E. Monroe** (on Monroe, south side of the street between Michigan and Wabash)
- CNA Building: **311 S. Wabash** (on Wabash, east side of the street between Jackson and VanBuren)

SHIPPING MATERIALS IN ADVANCE

Due to space restraints, we are unable to accept packages for the fair earlier than Wednesday, April 7, 2010. If it is necessary for you to have materials shipped, they may be sent to arrive between 9 a.m. Wednesday, April 7, 2010 and 4 p.m. Thursday, April 8, 2010 (day before the fair).

Please address all packages as follows:

DePaul University Career Center
1 E. Jackson, Suite 9700
Chicago, IL 60604
Attn: N. Guerrero- Hire Big Ten Plus Spring Career Fair
For: Your employer/agency name here

*****Please Note: DO NOT SHIP MATERIALS TO THE CONCOURSE! Career Center staff will transport your materials to the fair room prior to your arrival.***

Please also include your organization's name and the name of a representative who will be at the fair on the label. If there are any problems with shipping, those attending the fair will need to have all tracking information. Career Center staff will be happy to assist in tracking materials; however, we are not responsible for the actions of your carrier.

SHIPPING MATERIALS AFTER THE FAIR

It will be possible to have materials shipped out at the end of the fair. Please make sure that all materials are properly labeled and packaged for shipment at the end of the fair. You will need to provide all shipping labels and affix them to each package prior to leaving the fair. Please notify a Career Center staff member of your intent to ship materials on the day of the fair and you will be instructed on where to leave your packages. We will contact carriers on Monday, April 12, 2010 to schedule the next available pick-up time.

*****Please Note: The Career Center is unable to provide return shipping labels for your packages.***

JOB SEEKERS

As you interact with job seekers, the Hire Big Ten Plus Consortium expects that the principles for employment professionals outlined by the National Association of Colleges and Employers, found at <http://www.naceweb.org/principles> are followed. Your participation in this fair indicates your willingness to adhere to these guidelines.



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PAYMENT

If you have not remitted payment for your participation in the Hire Big Ten Plus Spring Career Fair, please do so by Thursday, April 1, 2010. All check payments are considered late 15 days after the event date.

TO PAY BY CHECK: Please make checks payable to University of Chicago. Please mail checks to: University of Chicago, 1212 East 59th Street, Ida Noyes Hall 2nd Floor, Chicago, IL 60637, Attn: Stacey Pitts.

TO PAY BY CREDIT CARD: If you did not provide credit card information upon registering, you can contact Stacey Pitts at (773) 834-3327 and provide the following information: type of card, name of card holder, card number, card expiration date, and contact name and phone number for card. If you already provided your credit card information, your card will be charged on or before April 7, 2010.

CANCELLATION POLICY

If you have decided to cancel your registration for the Hire Big Ten Plus Spring Career Fair, you will be responsible for the full registration fee. Per the confirmation email that was sent upon you registering for the fair, cancellations needed to be received 3 weeks (Friday, March 19, 2010) prior to the fair.

QUESTIONS

You may contact Stacey Pitts, Consortium Event Manager at (773) 834-3327 or spitts@uchicago.edu with any additional questions or needs.