



# UNLV Career Day 2010 Employer Instructions

## HIGHLIGHTS

- **Wednesday, March 3, 2010**, in the Thomas & Mack Center (TMC) on the UNLV campus.
- Employer set-up begins at 8:30am, and doors open to students from 10:00am to 2:00pm.
- Standard Sites include one 6-foot table, tablecloth, tabletop sign, chairs, continental breakfast, two lunches (box or buffet), admission for two to the Reception, and up to three free parking spaces. Electrical outlets cost extra (see Options). Sorry, no extra tables for Standard Sites.
- Weather is changeable, but usually cool in early March, with the normal high temperature 65F, and the low 43F.

## PREPARATION

- **REGISTER ONLINE:** Log onto UNLV CareerLink at <http://hire.unlv.edu> to register for this event. **Please cancel by February 17, 2010, for a full refund.**
- **EVENT TIMES:**

8:30am - 10:00am	Employer check-in, set up, and Continental Breakfast
<b>10:00am – 2:00pm</b>	<b>Event</b>
11:30am - 1:00pm	Box or Buffet Lunch (TMC Boardroom)
2:00pm	Display breakdown and prepare/collect shipments
2:00pm - 4:00pm	Career Day 2010 Reception (TMC Boardroom)
- **COSTS:**
  - **Sites:** All employer sites are located on the oval concourse of the TMC. Premium Sponsor sites are located closer to one of the two entrances.
    - ❖ **Standard Site:** \$350.00
    - ❖ **Non-Profit Site:** \$150.00 (Social Services agencies only – no government agencies)
    - ❖ **Sponsor Site:** Sponsorships include the registration fee, come with upgraded location, name listed on our Career Day student webpage, inclusion in advertisement in the *Rebel Yell* student newspaper's "Career Day" issue, special mention on the event program, four lunches, four reception tickets, one electric outlet/plug, and your name on a plaque dedicated at the Reception and displayed in the Career Services Lobby. Levels:
      - ◆ **Level 1 - \$2500:** Includes second table, top billing and select location. Add a third table to your site for \$200.
      - ◆ **Level 2 - \$2000:** Second billing and location. Add a table to your site for \$200.
      - ◆ **Level 3 - \$1500:** Third billing and location. Add a table to your site for \$250.
      - ◆ **Level 4 - \$1000:** Fourth billing and location. Add a table to your site for \$300.
  - **Options:**
    - ◆ **Extra Lunch:** Box = \$15.00, or Buffet = \$20.00 each (Standard registration includes two lunches, Sponsors include four, either kind).
    - ◆ **Extra Reception:** \$20.00 each (Standard registration includes two tickets, Sponsors include four).
    - ◆ **Electric Hookup:** \$20.00 per plug (Standard registration does NOT include electricity, Sponsors include one).
    - ◆ **Extra Table:** Only available to Sponsors, at an additional fee.

- **PAYMENT:** Payment is due within 2 weeks of your confirmed registration, or February 17, 2010, whichever is EARLIER. Pay by credit card, check, or electronic transfer. If paying by check:
  - Make checks payable to “**UNLV Foundation**”.
  - Mail to: **UNLV Career Services**  
**ATTN: Randy Pearson**  
**4505 Maryland Pkwy Box 456004**  
**Las Vegas NV 89154-6004**
  
- **DISPLAYS:**
  - Your displays **MUST** fit in your site area (approximately 8’ wide by 6’ deep). Nothing can protrude into the concourse walkway impeding traffic. Plan your displays so they go either behind, on top of, or in place of your table.
  - If you need electricity, be sure to include that option when you register.
  - No audiovisual equipment is available from the university.
  - Nothing can be taped, nailed or hung on the walls of the TMC.
  
- **SHIPPING MATERIALS:**
  - Mail early to ensure arrival on campus no later than noon on Monday, March 1, 2010. If received by then will be waiting for you at your site. We cannot guarantee shipments will be delivered to the Thomas & Mack Center if they arrive on campus after that date.
  - Write your organization’s name, “**UNLV Career Day 2010**”, and the number of boxes shipped on the outside of each item, e.g.:  
**Lightning Inc**  
**UNLV Career Day 2010**  
**#2 of 3 boxes**
  - Use the following mailing/shipping address:  
**University of Nevada, Las Vegas**  
**Career Services ATTN: Career Day 2010**  
**4505 S Maryland Parkway Box 456004**  
**Las Vegas NV 89154-6004**
  - To ship materials off campus after the event, please have a completed shipping label **with your account number** ready for each item. At the close of the event our staff will orchestrate collection and shipping (UPS, FEDEX, etc.) for properly labeled materials (you do not need to call shippers, just have labels).
  
- **ADVERTISING:**
  - Publicize your visit to campus with an advertisement in our special “UNLV Career Day 2010” issue of the UNLV Rebel Yell, and get a 15% discount! Call the Rebel Yell Advertising Manager, at 702-895-3878 or 2644.
  - Profiles and website links of all registered Career Day 2010 organizations will be available to students/alumni on the Career Services website.
  - Sponsors will have special mention on our website and in all marketing promotions (see Options above for details).
  
- **ON-CAMPUS RECRUITING (OCR):** See OCR details on our website at <http://hire.unlv.edu>
  - On-Campus Recruiting is available on Thursday, March 4<sup>th</sup>, the day after Career Day 2010. Priority given to out-of-town employers (due to limited space).
  - Our Spring 2010 On-Campus Recruiting session runs from February 1<sup>st</sup> through April 23<sup>rd</sup>, except for Spring Break from March 29 – April 3, 2010.

## **UPON ARRIVAL**

- **LOCATION:**
  - See the link for a campus map on our website under Employer's "Career Fairs".
  - The event is held in the TMC on the UNLV campus. To get there, go to Tropicana Avenue. Turn onto Swenson Street (one-way street) heading north. Take the first right turn towards the TMC.
  
- **PARKING:**
  - Free event parking is located to the left (west) of the TMC in the "**White Lot**" – **no parking passes needed in this area only**. Follow the signs to the designated employer parking area.
  - There is a drop-off zone in front of the center, and a freight elevator for large items at the rear. Please do not remain parked there.
  
- **CHECK-IN:**
  - Take escalator/stairs to the second floor concourse. An elevator is also available.
  - Check in between 8:30am and 10:00am at the registration tables inside the doors.
  - Each organization will receive a Welcome Packet containing site assignment, instructions, nametags, lunch tickets, and other important information.
  - Our Student Hosts will assist you with site location and set-up.
  - Your shipments should be at your site. If not, please provide your shipping details/tracking numbers to the registration desk for assistance.
  - Protect your personal items! There will be no place to store items during the event. Items stored under your table are not secure.
  
- **LUNCH:** Lunch will be served between 11:30am and 1:00pm as follows:
  - **Buffet Lunch:** Available in the downstairs Boardroom (follow signs).
  - **Box Lunch:** Delivered to the concourse for pickup.
  
- **TEAR-DOWN:** Starting at 2:00pm:
  - Items to be shipped should be sealed properly and have completed labels including your organization's account number. Take items to be shipped to the Freight Elevator near Portal #14 or leave at your site. Ask a Student Host or staff member for blank shipping labels or assistance.
  
- **RECEPTION:** From 2:00pm to 4:00pm in the Redd Room downstairs:
  - Please join us for good food and drink after the event, sponsored by the UNLV Alumni Association. Our employer sponsors and student volunteers will be recognized. College deans, faculty, and professional staff are invited.

## **QUESTIONS?**

- **CONTACT:** Randy Pearson, Career Services Recruitment Manager, 702-895-3928 or [randy.pearson@unlv.edu](mailto:randy.pearson@unlv.edu) .