



Fall Marketplace 2009

Employer Instructions

HIGHLIGHTS

- **PURPOSE:** Our Fall networking and career fair is focused on all majors and industries.
- **DATE/TIME:** Wednesday, October 7, 2009. Employer set-up begins at 8:30am, and doors open to students from 10:00am to 3:00pm.
- **LOCATION:** Thomas & Mack Center on the UNLV campus. All employer sites are located on the oval concourse (indoor). Site numbers match concourse Portal numbers 1 through 36, with Portal 1 being near entrance for Employer Registration.
- **STANDARD REGISTRATION:** Each Standard Site costs \$300 and includes one 6-foot table, tablecloth, tabletop sign, chairs, continental breakfasts, two lunches (box or buffet), and **free parking in designated area only**. Electrical outlets and extra lunches are available for purchase (see Options). There are no extra tables available for Standard Sites (see Sponsorship Option).
- **REFUNDS:** Only for cancellations made by Sept 23, 2009; after that we have committed your funds to the event.
- **SPONSORSHIP OPTION:** Sponsor Sites get everything for the Standard Site plus upgraded location, various promotions, four lunches, and one electrical outlet/plug. Level 1 Sponsors also get an extra table at their Site, and all Sponsors can purchase extra tables.
- **DISPLAYS:** Please restrict your displays to:
 - A MAXIMUM of 9' wide, and
 - Either 2' deep (sits behind or on top of table) or up to a MAXIMUM of 5' feet deep (replaces table).
- **ELECTRICITY:** For an additional fee (included with event Sponsorships).
- **INTERNET ACCESS:** None provided.
- **AUDIOVISUAL EQUIPMENT:** None available through university.
- **MAPS:** Go to: <http://maps.unlv.edu/parking.html>
- **WEATHER:** The weather is changeable, but usually nice in October, with the normal high temperature 81°F, and the low 56°F.
- **AIRPORT SHUTTLE:** We will offer a shuttle from the Thomas & Mack Center to the airport at the end of the event.

PREPARATION

- **REGISTRATION & PAYMENT:**
 - Log onto UNLV CareerLink at <http://hire.unlv.edu> to register for this event.
 - Payment is due immediately or within two weeks of registering for the event. Payment options:
 - ◆ Credit Cards – Complete payment information during registration or call 702-895-3704 later.
 - ◆ Electronic Transfers – You MUST call us at 702-895-3704 to notify us of the payment date. Otherwise, your payment receipt will be delayed.

- ◆ Checks – Make payable to “**UNLV Foundation**”, but mail to UNLV Career Services, ATTN: Toni Lee, Box 456004, Las Vegas NV 89154-6004.
 - **If you must cancel, please do so no later than Sept 23, 2009, for a full refund.** Late cancellations and no-shows will not be refunded due to funds already being committed for the event.

- **EVENT TIMES:**
 - 8:30am - 10:00am Employer check-in, set up, and Continental Breakfast
 - 10:00am – 3:00pm Event**
 - 11:30am - 1:30pm Lunch: Box (Pick up at Swenson Entrance, Portals 36) or Buffet (served in T&M Boardroom; can pick up and eat at Site if desired)
 - 3:00pm - 4:00pm Display breakdown and pack/seal/label materials and take to Freight Elevator (near Portal #14) for shipping if desired

- **COSTS:**
 - **Standard Site: \$300.00.** All Sites are located indoors on the oval concourse of the Thomas & Mack Center.
 - **Sponsorships:** All sponsorships include the registration fee and come with upgraded location, your organization listed on our Fall Marketplace student web splash page, special mention on the event program distributed to students and alumni, four lunches, and one electrical outlet/plug. Sponsorship levels are:
 - ◆ **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 for \$200.**
 - ◆ **Level 3 - \$1500: Third billing and location. Add a table for \$250.**
 - ◆ **Level 4 - \$750: Fourth billing and location. Add a table for \$300.**
 - ◆ **Important Note:** Under current Federal Tax Law, a portion of your gift qualifies as a deductible contribution. Internal Revenue Service guidelines state that the value of goods and services provided in connection with this gift is non-deductible. Additionally, the UNLV Foundation collects a one-time fee of 5% of the value of designated gifts through the Foundation and/or the NSHE Board of Regents. The fee is collected from the gift principal, and supports administrative costs related to raising private funds for UNLV.
 - **Options:**
 - ◆ **Extra Lunches:** Box or Buffet - \$20.00 each (Standard registration includes two lunches, Sponsors include four).
 - ◆ **Electrical Hookups:** \$20.00 per plug (Standard registration does NOT include electricity, Sponsors include one).
 - ◆ **Extra Table(s):** Only available to Sponsors at an additional fee (see above).

- **CATEGORIES:** Sites are grouped around the concourse as follows:
 - Business
 - Hospitality
 - Engineering
 - Government/Non-Profit/Health Sciences/Other

- **DISPLAYS:**
 - Your displays **MUST** fit in your site area (approximately 8' wide by 5' 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.
 - No internet connection (hard or wireless) is available.
 - Nothing can be taped, nailed or hung on the walls of the Thomas & Mack Center.
- **SHIPPING MATERIALS:**
 - Mail early to ensure arrival on campus no later than noon on Monday, Oct 5, 2009. Shipments 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.
 - Please write your organization's name, "**UNLV Fall Marketplace 2009**", and the number of boxes shipped on the outside of each item, as follows:
 - Lightning Inc**
 - UNLV Fall Marketplace 2009**
 - #2 of 3 boxes**
 - Use the following mailing/shipping address:
 - University of Nevada, Las Vegas**
 - Career Services ATTN: Fall Marketplace 2009**
 - 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 the UNLV Rebel Yell by calling their Advertising Manager, at 702-895-3878 or 2644.
 - Organization profiles and website links will be available for viewing on the Career Services website on the Fall Marketplace 2009 event page.
 - Sponsors will have special mention on our website and in all marketing promotions (see Options above for details).
- **COPIERS:** We will have one copier for free limited use by employers at the event.
- **ON-CAMPUS RECRUITING (OCR):**
 - Reserved On-Campus Recruiting is available to out-of-area attendees ONLY on Thursday, Oct 8th, the day after the event.
 - Our Fall 2009 OCR session runs through Nov 25th, except for Oct 30th (Nevada Day state holiday), and Nov 11th (Veterans Day).
 - Request an OCR visit through UNLV CareerLink (<http://hire.unlv.edu>), and/or call 702-895-3928 to discuss best dates for you.

UPON ARRIVAL

- **PARKING / DROP-OFF:**
 - For campus maps and nearby accommodations go to: <http://www.unlv.edu/visit/>
 - The event is held in the Thomas & Mack Center (TMC) on the UNLV campus. By car approach on Tropicana Ave and turn onto Swenson Street (one-way) heading north.
 - Free event parking is located to the left (west) of the T&M in the "**White Lot**". Follow the signs to the designated "**FM09 Employer Parking**" area.

- There is a drop-off zone in front of the center.
- If you are bringing large items, please use the freight elevator at the rear of the center - drive to the left (west) to go around the center and drop off your items at the elevator, which is staffed all day. Please do not park there.
- **CHECK-IN:**
 - Take escalator/stairs to the second floor concourse. An elevator is also available.
 - Please check in between 8:30am and 10:00am at the event Registration Desk 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.
 - Any materials you shipped early enough will be at your site. If not, please provide your shipping details/tracking numbers to the Registration Desk for assistance.
 - Continental Breakfast will be available.
- **SECURITY:** 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 1:30pm as follows:
 - **Buffet Lunch:** Available in the downstairs Boardroom (follow signs outside). You may bring food back to your table if desired.
 - **Box Lunch:** Pick up at Swenson Entrance (Portals #36) on the concourse.
- **EVALUATIONS:**
 - Please provide us event feedback using the form provided in your registration package.
 - Hand the completed form to a Student Host, drop it off at our Career Services tables at each exit, or fax it to us later (fax number is on form).
- **TEAR-DOWN:** Starting at 3:00pm:
 - Items to be shipped should be properly sealed and have completed labels including your organization's account number. Blank shipping labels are available at the Registration Desk or ask a Student Host.
 - Take items to be shipped to the Freight Elevator near Portal #14. Ask a Student Host or staff member for assistance.

QUESTIONS?

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