



Internship/Summer Job/Volunteer Fair 2011 Employer Instructions

GENERAL INFORMATION

- Event Date: **Wednesday, March 30, 2011.**
- Event Times: **10:00 am to 2:00 pm.**
- Register: Through UNLV CareerLink (<http://hire.unlv.edu>).
- Location: **Student Union (SU) Ballroom (2nd Floor)** on the UNLV campus.
- Sites:
 - **Standard Site: \$75.** Includes two representatives; additional reps for \$25 each.
 - **Sponsorship Site: \$500.** Includes four representatives and two tables.
 - **Non-Profit Site: Free** for first fifteen registered (non-government).
- Parking: Designated lot; **parking passes will not be needed** for the event.
- No electricity available.
- Wireless internet available.
- **On-Campus Recruiting is available on Thursday, March 31st,** on a first-come, first serve basis. Submit requests through UNLV CareerLink.

PREPARATION

- **REGISTER ONLINE:** Log onto UNLV CareerLink at <http://hire.unlv.edu> to register for this event. If needed, please cancel by March 16th for a full refund.
- **COSTS:**
 - **Standard Site: \$75**
 - Includes one table (no additional tables are available), two chairs, two representatives (add up to two more for \$25 each), and up to two Parking Spaces.
 - **Sponsorship: \$500**
 - Includes up to 4 Representatives, two tables (no additional tables are available), four chairs, and up to four Parking Spaces.
 - Sponsors will be listed in all event promotions.
 - **Non-Profit: Free only for first fifteen registrations**
 - Social Services agencies only – does not include government agencies.
 - Includes one table (no additional tables are available), two chairs, two representatives, and up to two Parking Spaces.

- **PAYMENT:** Payment is due as soon as possible. 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 S Maryland Pkwy Box 456004
 Las Vegas NV 89154-6004

- **DISPLAYS:**
 - No electricity.
 - No audiovisual equipment is available from the university.
 - Nothing can be taped, nailed or hung on the walls of the Student Union.
 - Nothing can protrude into the walkway in front of your table.
 - Please plan your displays so they fit your area (approximately 8’ wide by 6’ deep), either behind, on top, or in place of your table.

- **SHIPPING MATERIALS:**
 - Mail early to ensure arrival on campus **no later than noon on Monday, March 28th**. Shipments received by then will be waiting for you at your table if shipped on time.
 - Use the following mailing/shipping address:
 - University of Nevada, Las Vegas**
 - Career Services ATTN: ISJ Fair 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 the UNLV Rebel Yell student newspaper - call their Advertising Manager at 702-895-3878 or 2644.
 - Profiles and website links of all registered event organizations will be available on the Career Services website.

- **ON-CAMPUS RECRUITING (OCR) INTERVIEW SCHEDULES:**
 - On-Campus Recruiting is available (first-come, first-serve) the day after the event. Spring 2011 season runs from Feb 1st to Apr 28th.
 - Submit your requests early through UNLV CareerLink.

UPON ARRIVAL

- **PARKING:** Free event parking will be located in Lot V and D near the Student Union (see map at <http://maps.unlv.edu/PDF/main-parking-color-name.pdf>). Parking passes will not be needed as long as you park in designated spot in one of these lots.

- **EVENT TIMES:**

9:00am - 10:00am Employer check-in and set up in Ballroom (2nd Floor)
10:00am - 2:00pm Event

- **FOOD & DRINK:** Breakfast and lunch can be purchased on the first floor of the Student Union in the Food Court (Starbucks, Subway, Jamba Juice, and more!)
- **EVENT CHECK-IN: 9:00am – 10:00am**
 - Use the elevator or stairs to go to the second floor of the Student Union Ballroom.
 - Each organization will receive a Welcome Packet containing table assignment, instructions, nametags, lunch tickets, and other important information.
 - If you shipped items on time, they should be at your table. If not, please provide your shipping details/tracking numbers to the registration desk for assistance.
- **TEAR-DOWN: 2:00pm**
 - If you want your items shipped off campus, seal boxes and attach labels including your organization's account number.
 - Blank shipping labels are available at the Career Services Desk.
 - We will have them picked up by UNLV Receiving (702-895-3212) for shipping the next day.

QUESTIONS?

- **CONTACT:** Paul Carpino, Career Services Employer Outreach & Internship Coordinator, 702-895-0612 or paul.carpino@unlv.edu .