

General Information Engineering Career Fair

1. The individual that registered for the Career Fair received instructions for shipping your display and/or supplies. (Also found in the Document Library of your ISU CMS account) If you pre-shipped your display and/or supplies, your materials are at your designated booth location in the Hilton or the Scheman Building.
2. **If you are bringing your display or supplies**, please pull your vehicle to the **east side loading dock of the Hilton Coliseum**. A member of the Hilton staff or a Career Fair Ambassador will assist you. If you in the **Scheman Building**, please drive to the **north side** of Scheman to unload your display.
3. For driving instructions, maps, lodging, etc. access the web sites at:

<http://www.fpm.iastate.edu/maps>

<http://www.visitames.com>

4. There is ample parking at the Hilton Coliseum and Scheman Building. There is no valet parking service. No fees or permits are required.
5. A six foot draped table is supplied with each 8 x 10 booth. The booths are 8 feet wide and 10 feet deep. **All booths will have electricity.**
6. The College of Engineering encourages all students from freshmen through Master of Science and Ph.D. candidates to attend the Career Fair. The fair is the third week of the semester. There will be numerous students who are new to Iowa State University. We encourage dialogue with these students as they develop their qualifications to fill your recruiting needs.
7. Students may ask for business cards. If possible, employer representatives are encouraged to bring their cards.
8. Schedule for the day:

8:00 - 11:30 a.m.	Set-Up
8:00 - 10:00 a.m.	Continental Breakfast (main floor of Hilton & 2 nd floor of Scheman)
11:00 - 12:30 p.m.	Lunch (Scheman outside Court Yard)
12:00 - 6:00 p.m.	Career Fair open to students
6:00 - 7:00 p.m.	Social Hour and Tear-Down Beverages and snacks are served on the main floor of Hilton following the Career Fair. Relax with other recruiters, Career Fair committee members, and engineering faculty and staff!

*If you are attending the Business/LAS Career Fair on Wednesday and your booth is at another location, please pack up your display materials and signs and mark your materials with the booth number at the end of the Engineering Career Fair. The Hilton staff will be happy to move your display to your new location.