

Marquette University Career Fair

Tuesday, September 23, 2008

4:00 p.m. – 6:00 p.m.

Post-Graduate Volunteer Opportunities

Wednesday, September 24, 2008

4:00 p.m. – 8:00 p.m.

Business, Communication, Government, and Nonprofit Employers

Thursday, September 25, 2008

4:00 p.m. – 8:00 p.m.

Engineering, Computer Science, and Technical Employers

Alumni Memorial Union

REGISTRATION DIRECTIONS FOR CAREER FAIR 2008

1. Click on the word “Here” below the logo on the Career Fair webpage. This will take you to the registration page. Enter an existing login name and password, or click “Click Here To Register!” to open a new account.
2. Enter your organization’s name, or click on “Can’t Find Your Organization?” if it does not appear below.
3. Enter your organization’s information as well as your personal information. Fields marked with an asterisk (*) are required.
4. Once you have registered for MU Career Manager, you may have to wait for an administrator to approve your account (especially if registering with a new account).
5. To register, click on “Register for Career Fairs & Events” in the grey navigation bar at the top of the page. This will take you to a list of active Career Fair event days. Register for the day(s) of the Fair you plan to attend by clicking on the appropriate event’s “Register” link under the “Action” column on the right. If “Register” is not an option for you, you may have to check back later as you may not have been approved. Please be patient; approvals occur on a rolling basis as they come in.
6. Enter your registration information and click “Continue” at the bottom of the page.
7. Add any additional recruiters at this time. Please note that bringing more than two recruiters to the Career Fair will require you to pay \$25 for each additional recruiter. Click “Continue” when finished.
8. Select either your level of sponsorship or your attendance fee (based upon the number of employees *nationally*). You may enter the number of any additional recruiters here. Please make note of whether you will be bringing a table or floor display as well. Click “Save” to complete your registration for the event.
9. *Please make any necessary changes immediately, as once your registration has been approved you will need to call 414-288-7423 to make any changes over the phone.*
10. You will receive a confirmation email containing links to information about the Career Fair as well as an invoice for your payment once your registration has been approved.
11. If you have any questions at any time, please call the Career Services Center at 414-288-7423 or email the Career Fair intern at johanna.larson@marquette.edu.

GENERAL INFORMATION FOR CAREER FAIR 2008

Parking Rate

There is a special Career Fair parking fee of \$3.00 beginning at 2:30 each day of the Fair in the 16th Street Parking Structure between Wisconsin and Wells. Please have cash available to hand to the collecting attendants as the auto-cashier/credit card machine is programmed only to accept \$5.00.

Location of Career Fair 2008

Alumni Memorial Union
1442 W. Wisconsin Avenue
Milwaukee, WI 53233

Display Area Guidelines

Each organization will have one six-foot table and two chairs. Please limit any floor displays to six- to eight-foot dimensions, as the Fair will be crowded.

Set-up Times and Fair Hours

Set-up will begin at 2:00 p.m. The Career Fair will run from 4:00 p.m. until 8:00 p.m. in the Alumni Memorial Union Ballroom. Porters will be available to assist with any heavy or bulky material prior to and after the Fair. See Loading Dock Information.

Meals and Refreshments

There will be a light buffet dinner offered from 3:00 - 6:00 p.m. in the Lunda Dining Room and Henke Lounge on the second floor of the Alumni Memorial Union.

Fax and Telephone Messages

Telephone messages will be taken at the Alumni Memorial Union (AMU) information desk, (414) 288-7250. Faxes can be sent through Career Faxes Services at (414) 288-5302 until 5:00 p.m. on days of the Fair. Please indicate your organization's name and that you are a Career Fair participant. All messages will be delivered to your table.

Organization Literature

Please bring or send a supply of literature to hand out to the students. However, please bring only what you intend to use at the Fair as the Career Resource Center no longer keeps hard copies of literature (unless your organization is small and does not have a website).

Advertisements

If your organization would like to publicize its visit in the campus newspaper, *The Marquette Tribune*, please contact the paper directly at 414-288-1739 after August 11 for rates and information, or visit them online at www.marquettetribune.org.

HOTELS WITH AVAILABLE MU RATES

The Ambassador Hotel

2308 W. Wisconsin
Milwaukee, WI 53233
1-888-322-3326 (toll free)
414-345-5000

www.ambassadormilwaukee.com/

Historic charm, beautifully renovated, free shuttle service, near Marquette

The Ambassador Inn at Marquette

2301 W. Wisconsin Avenue
Milwaukee, WI 53233
414-345-5000

www.ambassadorinnmilwaukee.com

Brand new annex hotel located directly across the street from the Ambassador Hotel.
Occupants use the Ambassador Hotel for restaurants and other services.

Astor Hotel

924 E. Juneau Avenue
Milwaukee, WI 53202
1 - 800 - 558 - 0200 (toll free)
1 - 800 - 242 - 0355 (toll free in WI)
414-271-4420

www.theastorhotel.com

Prestigious near-north side residential hotel close to Lake Michigan

Best Western Towne Hotel

710 N. Old World Third Street
Milwaukee, WI 53203
414-224-8400

www.bestwesternwisconsin.com

Located in Milwaukee's revitalized downtown river area

Double Tree Milwaukee City Center

611 W. Wisconsin Avenue
Milwaukee, WI 53203
414-273-2950

www.doubletree1.hilton.com

Within walking distance of Marquette

Hotel Metro

411 E. Mason St.
Milwaukee, WI 53202
414-272-1937

www.hotelmetro.com

Stylishly refurbished art deco, historic hotel located downtown

Milwaukee Hilton

509 W. Wisconsin Avenue
Milwaukee, WI 53203
414-390-1808

www.hilton.com

Large, classic hotel within walking distance of Marquette

Intercontinental

139 E. Kilbourn Avenue
Milwaukee, WI 53202
414-276-8686

www.intercontinentalmilwaukee.com

Beautiful hotel located in Milwaukee's downtown theatre complex

Ramada Inn

633 W. Michigan Street

Milwaukee, WI 53203

414-272-4651

www.ramadacitycentre.com

Within walking distance of Marquette

Mailing Instructions

SHIPPING INSTRUCTIONS

To the Fair:

If you wish to send displays or literature for use during your visit, please send to the following address:

Career Fair 2008
Marquette University
Attn: Jillian, Room 245
Alumni Memorial Union
1442 W. Wisconsin Avenue
Milwaukee, WI 53233

SHIPPING INSTRUCTIONS

From the Fair:

IMPORTANT: SHIPPING YOUR DISPLAY HOME AFTER THE FAIR?

If you have a display or box that you wish to have shipped out after the Fair, please follow these directions:

1. Make sure that you have the necessary paperwork (UPS, Fed. Ex. form etc.) Filled Out with your company account number.
2. Tape the form to your case/material to be shipped.
3. Bring the display case to the Lynch Lounge (lobby of ballroom) after the Fair and register it with a Career Fair staff member.

DIRECTIONS

Due to construction of the Marquette Interchange, please go to <http://www.mu.edu/contact/directions> for the most current construction updates.

The parking garage is located on the left at 749 N. 16th St., (North of Wisconsin Avenue). Please keep in mind that 16th street is a north-bound one way street.

Beginning at 2:30 p.m., there will be a \$3.00 parking fee for the day. Have cash ready for the attendant, as the automated machine only takes \$5.00 bills or credit cards, and would automatically charge \$5.00 if using a credit card. The attendant is also faster than the machine.

LOADING DOCK INSTRUCTIONS

If you have displays that need to be unloaded prior to the Career Fair, please follow these instructions:

From Wisconsin Avenue, go North on 16th Street, turn right (east) onto Wells St. Continue east on Wells until 14th Street (on your left only). The entrance to the loading dock is to your right at 14th Street.

There will be a Career Fair Sign with an arrow. There will also be assistants on the loading dock beginning at 2:00 p.m. to help with displays.

Fee Structure

- **Gold Sponsor Fee** (including registration fee) **\$2,000.00**
The Gold Sponsorship includes the registration fee, a prime-location table, full page profile in the Career Fair Guidebook, prominent logo signage at the event and on the website, volunteer attendant for set-up and take down, and additional recognition and personal attention throughout the event.
- **Silver Sponsor Fee** (including registration fee) **\$1,500.00**
The Silver Sponsorship includes the registration fee, a prime-location table, half-page profile in the Career Fair Guidebook, prominent logo signage at the event and on the website, and volunteer attendant for set-up and take down.
- **Bronze Sponsor Fee** (including registration fee) **\$1,000.00**
The Bronze Sponsorship includes the registration fee, a prime-location table, quarter-page profile in Career Fair Guidebook, prominent logo signage at the event and on the website.
- **Companies With Over 500 Employees Nationally** **\$350.00**
Applies if your company or organization is over 500 employees nationally. This registration fee includes a six foot table, wireless internet, and a light buffet supper for two recruiters.
- **Companies With Under 500 Employees Nationally** **\$300.00**
Applies if your company or organization is under 500 employees nationally. This registration fee includes a six foot table, wireless internet, and a light buffet supper for two recruiters.
- **Nonprofit Organizations, Government Agencies, Police Departments** **\$100.00**
For nonprofit companies, government, and police departments. **If you are a very small nonprofit, select this option and then call to inquire about having fee waived. (414) 288-0387
- **Additional Recruiters** **\$25.00 (each)**
Your organization may choose to include additional recruiters for a fee of \$25 per recruiter to cover expenses.

There are no fees required for organizations attending only the
Post-Graduate Service Fair on September 23, 2008
from 4:00 p.m. – 6:00 p.m. in the Alumni Memorial Union.