

# **Marquette University Career Fair**

**Tuesday, September 22, 2009**

**4:00 p.m. – 6:00 p.m.**

Post-Graduate Volunteer Opportunities

**Wednesday, September 23, 2009**

**4:00 p.m. – 8:00 p.m.**

Business, Communication, Government, and Nonprofit Employers

**Thursday, September 24, 2009**

**4:00 p.m. – 8:00 p.m.**

Engineering, Computer Science, and Technical Employers

**Alumni Memorial Union**

## **GENERAL INFORMATION FOR CAREER FAIR 2009**

### Parking Rate

There is a special Career Fair parking fee of \$3.00 beginning at 2:30 each day of the Fair in the 16<sup>th</sup> 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 2009

Alumni Memorial Union, Ballroom  
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 10 for rates and information, or visit them online at [www.marquettetribune.org](http://www.marquettetribune.org).