

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CAREER EXPO 2008 EMPLOYER INFORMATION

We recommend that you read the following information carefully, print copies for your own use and the use of your recruiters who will be attending the fair, and provide the website address of the School of Architecture Career Expo to those recruiters for their reference: www.arch.uiuc.edu/careerexpo.

IMPORTANT DATES

	Last day to register for EXPO
February 1 st	Last day to cancel registration with refund
	Last day to submit information for our Employer Guide (given to students at EXPO)
February 25 th - 27 th	Any shipments must arrive at UIUC during this period NO EARLIER AND NO LATER (see Shipping Guidelines below)
February 28 th – 29 th	CAREER EXPO 2008!

CAREER EXPO SCHEDULE – *tentative*

Thursday, February 28th

- | | |
|--------------------------|--|
| 8:00 AM | Recruiter check in and set-up (your confirmation letter will indicate where to check-in).
<i>Continental breakfast is available for all registered recruiters at this time.</i> |
| 9:00 AM – 4:00 PM | CAREER EXPO 2008 |
| 12:00 PM | <i>Box lunches available for all registered recruiters at this time.</i> |
| 4:30 PM – 6:00 PM | Career EXPO Social for all recruiters, students and faculty (<i>location TBD</i>) |

Friday, February 29th

- | | |
|---------------------------|---|
| 8:00 AM | Recruiters resume set-up (your confirmation letter will indicate where to check-in).
<i>Continental breakfast is available for all registered recruiters at this time.</i> |
| 9:00 AM – 12:30 PM | CAREER EXPO 2008 resumes |
| 12:30 PM | Career EXPO exhibitor halls close – Recruiters, please take down displays, hand in surveys, and check-out |

EXHIBIT SPACE INFORMATION

- Your firm will have a 6' x 3' table available for your display. We will make every attempt to honor your pin-up and electrical requests.
- If you plan to bring a large display – larger than a 6' x 3' space would allow – please let us know.
- Pin-up is limited so you may want to consider bringing alternatives such as tri-pods.
- On Thursday the EXPO Halls will open at 9:00 am and close at 4:00 p.m.
- On Friday, the Exhibit Hall will open at 9:00 am and close at 1:00 p.m.
- You should NOT leave valuables unattended at your booth or in the buildings.
- Temple Buell Hall and the Architecture Building are locked at 9:00 pm each night.

EQUIPMENT PROVIDED

- Each company receives the following: One 6'x3' table and 2 chairs per table, plus an electrical outlet at each table.
- Wireless Internet is available upon request.

INTERVIEW SPACE INFORMATION

- In addition to your Exhibit Space, rooms have been set aside in Temple Buell Hall and the Architecture Building for you to arrange personal interviews. Space is limited.
- You can sign-up for a space at the Registration Table.
- Atrium tables are also available for one-on-one conversations.
- Thursday afternoon and Friday afternoon are excellent times to schedule one-on-one interviews.

CANCELLATIONS

- Please be aware that the latest possible date to notify us of a cancellation and receive a full refund is February 1st, 2008. If we are notified after this date, payment will not be refunded.

HOTEL INFORMATION *(some options to consider)*

Eastland Suites	1907 North Cunningham, Urbana, IL 61802	(217) 367-8331
Hampton Inn	1200 West University Avenue, Urbana, IL 61801	(217) 337-1100
Holiday Inn	1003 Killarney St., Urbana, IL 61801	(866) 270-5110
Hawthorne Suites	101 Trade Centre Drive, Champaign, IL 61820	(217) 531-9095
Illini Union Hotel	1401 West Green Street, Urbana, IL 61801	(217) 333-3030

Additional area accommodations may be researched at: <http://www.visitchampaigncounty.org> <http://www.ccchamber.org/>

TRAVEL INFORMATION

FLYING: Local Airport is Willard Airport (CMI) and is operated by the University. It is a short distance south of Champaign. It is approximately a 10-15 minute drive to the Architecture Buildings or your Hotel.
Car rental and taxi service are available at the airport.
By bus: Take the 27 Air Bus to the Illini Union and then the 23W Shuttle to 6th & Peabody (near Architecture).

DRIVING: If driving to Champaign-Urbana, we University of Illinois Visitor's Center web site:
<http://www.uiuc.edu/overview/visitors/directions.html>.
A map and legend of the UIUC campus may be found at <http://webtools.uiuc.edu/ricker/CampusMap>

PARKING: **Unloading/Loading: We will have volunteers available to help with the loading and unloading of items for the Career EXPO at the west entrance of Temple Buell Hall and in front of the Architecture Building. Do not park for an extended amount of time in these temporary spots.**

**** DO NOT PARK IN THE FACULTY/STAFF PARKING LOT – E2 IN FRONT OF TEMPLE BUELL HALL. ***YOU WILL BE TICKETED AND TOWED BY CAMPUS POLICE (MINIMUM \$20 FINE).*****

Options: 1.)

- Enclosed in the **Confirmation Packet** is an ALL-DAY parking hang tag. This hang tag will allow you to park at ANY U of I Meter for one day only. **The tag is valid at any University meter, with the exception of the red short-term meters and reserved spaces, for that specific date.**
- Simply *scratch off the month, date, and year, and hang it from your rearview mirror*. You will want to come early so you can find a spot. Important: take care to scratch the appropriate day/year. Incorrectly marked tags will likely result in a parking ticket. Additional tags can be purchased at registration for \$7.00.
- **Important:** Some streets are City of Champaign meters. This hang tag will not work for those locations and you will be ticketed. Check the map link below to plan ahead.
- Please go to <http://www.parking.uiuc.edu/Maps/map3-3.html> for a sight specific location of available parking. From this map you will see that your hang tag can be used at any meter within the YELLOW sections located on the map.
- Spaces with a Reserved Sign are not available for parking and unauthorized vehicles will be towed.

2.)

- All day parking is provided at the Assembly Hall Parking Lot E14 (at the corners of 1st Street and St. Mary's Road). From Kirby Avenue, turn south on 1st Street then turn into the parking lot on the left (park under the Assembly Hall marquee).
- Place the parking sign, included in the confirmation packet, in the automobile windshield.
- Walk to the Bus Stop and take the 23 W to the corner of Peabody and 6th Street. Simply ask the driver for help or directions. Please allow 20 minutes for total travel time to and from Lot E14. University Shuttle Service from the Assembly Hall parking lot to Temple Buell Hall and the Architecture Building operates every 20 minutes.

****The School of Architecture and Career Expo are not responsible for tickets or towed vehicles.****

SHIPPING GUIDELINES

- In the event you choose to ship your display materials, please use the following address. We ask that you please arrange for shipping to arrive **no earlier than Monday, February 25th**.
- Please clearly mark in **bold red type** all items with your **company name**, the **date(s) you will be attending**, and **'CAREER EXPO '08'**.
- All items should be addressed as follows (for example):

Career Expo 2008
<Your Firm Name>
<Date(s) you are attending>
ATTN: Carl Lewis
117 Temple Hoyne Buell Hall
611 E Larado Taft Drive – MC-621
Champaign, IL 61820-6921

(for multiple shipped pieces, number appropriately, i.e. 'FIRM NAME, 1 of 3', '2 of 3', etc.)

- All inquiries regarding shipments should be made through your carrier service. We cannot verify shipments.
- For return shipments: please pack all items securely and label clearly with the carrier's shipping bill. Be sure to include your company's account number. Bring all items to the main Architecture Office, Room 117 TBH and attach your prepaid return shipping form.
- Our office will call the appropriate shipper for pick-up.