

# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## CAREER EXPO 2010 EMPLOYER INFORMATION

### The I Hotel and Conference Center - March 4 & 5, 2010

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:  
<http://www.arch.uiuc.edu/events/careerexpo2010>

#### IMPORTANT DATES

<b>March 1st</b>	Last day to register for EXPO
<b>January 29th</b>	Last day to cancel registration with refund
<b>February 24th</b>	Last day to submit information for our Employer Guide (given to students at EXPO)
<b>March 1st – 3rd</b>	Any shipments must arrive at the I Hotel & Conference Center during this period <i>NO EARLIER AND NO LATER</i> (see Shipping Guidelines below)
<b>March 4th – 5th</b>	<b>CAREER EXPO 2010!</b>

#### CAREER EXPO SCHEDULE – *tentative*

##### Thursday, March 4th

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>
<b>9:00 AM – 4:00 PM</b>	<b>CAREER EXPO 2010 – Illinois Ballroom</b>
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 – Illinois Ballroom

##### Friday, March 5th

8:00 AM	Recruiters resume set-up – Illinois Ballroom <i>Continental breakfast is available for all registered recruiters at this time.</i>
<b>9:00 AM – 12:30 PM</b>	<b>CAREER EXPO 2010 – Illinois Ballroom</b>
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 building.

#### 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 provided at the I Hotel and Conference Center.

## INTERVIEW SPACE INFORMATION

- ◆ In addition to your Exhibit Space, there are ample spaces available throughout the Conference Center for you to arrange personal interviews. There are tables set up throughout the day in a separate section of the Illinois Ballroom, as well as a spate lounge area for the recruiters.

## CANCELLATIONS

- ◆ Please be aware that the latest possible date to notify us of a cancellation and receive a full refund is January 29<sup>th</sup>, 2010. If we are notified after this date, payment will not be refunded.

## HOTEL INFORMATION

<b>I Hotel &amp; Conference Center</b>	<b>1900 South First Street, Champaign, IL 61820</b>	<b>(217) 819-5000</b>
<b>Book your reservation online:</b>	<a href="http://www.stayatthei.com">www.stayatthei.com</a>	<b>code: ACEX</b>
Click on the orange "Attendee Code" button	Enter the "Attendee Code" listed above	
<b>Hawthorn Suites</b>	101 Trade Center Drive, Champaign, IL 61820	(217) 398-3400
<b>Hilton Garden Inn</b>	1501 S. Neil Street, Champaign, IL 61820	(217) 352-9970

## TRAVEL INFORMATION

- FLYING:** Local airport is Willard Airport (CMI) and is operated by the University. It is approximately a 10-15 minute drive to the I Hotel or your hotel.
- Shuttle service is available from your hotel. Please phone the hotel directly ahead of time to reserve your seat.
- DRIVING:** If driving to Champaign-Urbana, view the University of Illinois Visitor's Center web site: <http://illinois.edu/find/directions.html>
- PARKING:** Parking is available at the I-Hotel and Conference Center. 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, March 1<sup>st</sup>.
- Please clearly mark in bold red type all items with your company name, the date(s) you will be attending, and 'CAREER EXPO 2010'.
- All items should be addressed as follows (for example):  
School of Architecture  
Career Expo 2010  
<Your Firm Name>  
<Date(s) you are attending>  
I Hotel and Conference Center  
1900 South First Street  
Champaign, IL 61820-7450  
(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. The Hotel 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, and attach your prepaid return shipping form.