

*** Please read this document carefully and save for future reference***

EVENT INFORMATION

Spring 2018 Business Career Fair

February 23, 2018, 9:30AM-1:30PM
Crowne Plaza Hotel
830 Phillips Lane, Louisville, KY 40209

This career fair is open to University of Louisville College of Business students and alumni. It is for all business majors* including undergrads, graduates, and alumni who are seeking full-time positions, internships, or co-ops.

**Business majors include: Accounting (Bachelor's, Master's, and Accounting Certificate), Computer Information Systems, Economics, Equine Administration, Finance, Marketing, and MBA.*

The following information is included in this document:

- Important Dates and Deadlines
- Day-of Career Fair Schedule
- Registration Fees
- Career Fair Package
- Cancellations and Refunds
- Amenities
- Shipping Materials for Event
- Hotels
- Travel Info to the Career Fair
- Parking
- Employer Book Information
- Job Postings
- Interviews
- Frequently Asked Questions
- Contact Information

IMPORTANT DATES AND DEADLINES

Early Discount Registration Opens:	November 29, 2017 <i>(ONLY for Participants from Fall 2017 Business Career Fair)</i>
Early Discount Registration Closes:	December 13, 2017 <i>(ONLY for Participants from Fall 2017 Business Career Fair)</i>
Standard Registration Opens:	November 29, 2017
Standard Registration Closes:	February 8, 2018 <i>(or earlier if fair fills up)</i>
Payment Due Date:	Companies not paid in full by February 16, 2018 risk losing their reservation
Cancellation Deadline for Refunds:	February 9, 2018

DAY-OF CAREER FAIR EVENT SCHEDULE

8:30AM-9:30AM	Company Registration and Set-up <i>(Please do not arrive earlier than 8:30AM)</i>
9:30AM	Career Fair Opens
11:00AM – 12:30PM	Lunch (Fair remains open during lunch)
1:30PM	Career Fair Closes <i>(Please do not pack up booth materials prior to 1:30PM)</i>

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AMENITIES

At the career fair, you will be provided with a 6-foot table with cloth, 2 chairs per table, wireless internet access, hot buffet lunch, and parking. **Access to electricity will be provided on an as-needed basis and can be indicated on your registration form.**

***For the Spring 2018 Semester: Booth locations will be arranged in reverse alphabetical order (Z-A)**

****We reserve the right to assign booth location to those who need electricity and/or have large displays.*

ADDITIONAL REPRESENTATIVES

2 representatives are included in your registration fee. If your company will be bringing more than 2 representatives, you will be charged \$30 for each additional representative. A maximum of 4 representatives per company is allowed.

***Please do not bring additional reps the day of the fair. If more representatives attend than the number for which your company has registered and paid, you will be invoiced \$30 per additional representative after the fair. If you need to change your initial registration, please contact our office. Additional representatives may be added and paid for through February 16, 2018 but please keep in mind that only 4 reps are allowed to attend per booth purchased.*

REGISTRATION FEES & GUIDELINES

EARLY BIRD REGISTRATION: November 29-December 13, 2017	\$200
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This option is ONLY open to companies that participated in the Fall 2017 Business Career Fair

STANDARD REGISTRATION: November 29-February 8, 2018	\$395
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GOVERNMENT/NON-PROFIT ORGANIZATIONS: November 29-February 8, 2018	\$250
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ELITE PARTNER REGISTRATION

Companies who take on a Full-time MBA program intern for the 2017-2018 academic year will have their registration fee discounted to a rate of \$100 for the Spring 2018 Business Career Fair. Questions regarding your status as an Elite Partner can be directed to Vernon Foster, vernon.foster@louisville.edu.

CANCELLATIONS AND REFUNDS: February 9, 2018

The deadline date for company cancellation or individual representative cancellation is Friday, October 6, 2017, at 5:00pm. Companies that cancel their attendance or reduce the number of representatives after this date will not receive a refund.

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GUIDELINES

The Ulmer Career Center will review company registrations for appropriateness of opportunities for College of Business students and alumni. The Ulmer Career Center reserves the right to deny registration to companies.

As of June 30, 2015, the UCMC has decided that network marketing companies are no longer eligible to participate in job or career fairs, on-campus interviewing, resume referrals, employer presentations, or sponsorships for on-campus activities.

A network marketing company is defined as one that engages in the following practices:

- Sponsors individuals to set up their own businesses for the purpose of selling products or services and recruiting other individuals to set up their own businesses;
- Requires an initial investment (payment of a fixed fee, payment to attend an orientation or training session, or purchase a starter kit) from an individual, with the organization itself serving as an umbrella or parent corporation;
- Offers compensation in the form of straight commission on the individual's own sales revenue, as well as on the sales revenue of the sales force recruited by the individual and his or her recruits (also known as downline).

Colleges and Universities will not be allowed to participate in Business Career Fairs with the exception of the University of Louisville. This event is geared towards job seekers and we encourage schools to participate in alternate university events that are more focused on students considering graduate school.

SHIPPING MATERIALS FOR EVENT

If you are shipping your packages and displays to the fair, they should arrive by February 21, 2018. Use your package tracking number to verify package delivery. ***Last-minute shipping may cause delays in receipt of packages for the fair.*** Shipped packages will be retrieved for you when you arrive at the event.

Packages should be shipped to:

Company Contact Person Name
Company Name
Spring 2018 Business Career Fair
February 23, 2018
Crowne Plaza Louisville Airport
830 Phillips Lane
Louisville, KY 40209-1387

*****NOTE: Hotel shipping and storage charges may apply. Contact the Crowne Plaza or details: 1-800-633-8723***

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HOTELS

Crowne Plaza Hotel (site of Career Fair)

830 Phillips Lane, Louisville, KY 40209
1-800-626-2708

Hilton Garden Inn (3 miles from event location)

2735 Crittenden Dr., Louisville, KY 40209
(502) 637-2424

DIRECTIONS AND TRAVEL INFORMATION

The University of Louisville is serviced by the Louisville International Airport. The airport is located approximately 1 mile from the Crowne Plaza Hotel (site of event).

Driving Directions from I-65: Take I-65 North or South to exit 131B and go towards the Fair and Expo Center. Turn left onto Phillips Lane. The Crowne Plaza Hotel will be on your left at 830 Phillips Lane.

Driving Directions from I-264 (Watterson Expressway): Take I-264 West to exit 11 toward Crittenden Dr. /Airport Fair/Expo Center. Keep right at the fork and follow signs for Airport/Fair/ Expo Center Main Gate. Turn left onto Phillips Lane. The Crowne Plaza Hotel will be on your left at 830 Phillips Lane.

PARKING

Free parking is provided at the Crowne Plaza Hotel. The Business Career Fair will be held in the Ballroom. Please park at entrance #3 to be closest to the event room location.

EMPLOYER BOOK INFORMATION

Prior to the Business Career Fair, students will be given access to an Employer Book which lists the companies attending and the positions that they will be recruiting for. Employer information for this book will be pulled from the company career fair registration form. ***To ensure that accurate information is shared with students regarding your company, please include all positions you will be recruiting at the time of the career fair when you register. If you have any changes for the employer book, please submit them to the Ulmer Career Center by February 6, 2018.***

JOB POSTINGS

Companies can choose to post jobs directly through the Career Fair section in CareerTrak (Simplicity). These jobs may be posted during initial registration or added later. Students may submit resumes for these positions prior to the fair, and companies may contact students prior to the fair to invite them to stop by their booth at the event.

INTERVIEWS

Day of Event: The Ulmer Career Management Center will not provide on-site interview rooms at the Fall 2017 Business Career Fair. If you would like to reserve a meeting room at the Crowne Plaza hotel to interview candidates, please call the hotel at 1-800-633-8723 to reserve a space.

After Event: Employers are welcome to use the Ulmer Career Management Center interview rooms for on-campus interviews starting Monday, February 26, 2018 To reserve an interview room, please contact Erica Gabbard, erica.gabbard@louisville.edu. ***On-Campus interview rooms will not be available on the day of the Spring 2018 Business Career Fair.***

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FREQUENTLY ASKED QUESTIONS

1. Why is this event held off campus?

There is no area on campus with sufficient space and parking to support a large-scale career fair. We provide our students with a shuttle bus to assist in transporting them from campus to the Crowne Plaza Hotel.

2. Why is this event held on a Friday?

The College of Business does not offer classes on Fridays, allowing students to spend more time at the event without having to rush back to class. Students were previously surveyed regarding day-of-the-week preferences for the Business Career Fair, and the majority preferred Friday.

3. How many companies typically participate in this event?

Company participation in our career fair is generally between 85-105 companies.

4. How many students/alumni typically attend this event?

Typically 350-500+ business students (undergraduate and graduate) and alumni attend the Business Career Fairs. The College of Business has 1300 undergraduate students (includes accounting certificate students) and 200 MBA students.

5. How is this event advertised to students/alumni?

The Ulmer Career Center advertises their Business Career Fairs through postcards mailed to alumni, flyers handed out in business classes, e-mail, yard signs, a banner on campus, employer books, TV's throughout the College of Business, information on CareerTrak (Symplicity) and College of Business website, and advertising on Ulmer Career Center social media sites including Twitter, Facebook, and LinkedIn.

6. What majors are represented at this event?

This event is focused on the following business majors: Accounting (Bachelor's, Certificate, and Master's), Computer Information Systems, Economics, Equine Administration, Finance, Marketing, and MBA.

7. Does the University of Louisville offer a career fair for other majors?

Yes. Please contact the University Career Development Center at 502-852-6701 for more information. If you are interested in recruiting engineering students, please contact the Speed School of Engineering Career Development Center at 502-852-319