SPRING 2008 CAREER FAIR
Wednesday, February 27, 2008 Union Ballroom

**Agenda:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>7:30 - 9:00</td>
<td>Check-in at the Employer registration table when you arrive.</td>
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<td>7:30 - 9:00</td>
<td>Continental Breakfast (Collegiate Room – West of Ballroom)</td>
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<td>9:00 - 3:00</td>
<td>Career Fair – please plan to stay until 3:00</td>
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<tr>
<td>11:30 - 1:00</td>
<td>Lunch (Saltair Room – West of Ballroom. <strong>You must present a meal ticket for Lunch Admittance.</strong> See below for details.)</td>
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**Parking:** You can park in the pay lot east of the Union Building. Parking validations will be available at the registration table when you leave. If you need to unload any materials before parking, please pull up to the Union east entrance. Volunteer help will be available. Inasmuch as this will be a large fair, we anticipate that the pay lot will fill up and we have arranged for overflow parking north of the Alumni House (please follow the signs).

**Registration:** Please check-in at the registration table when you arrive to pick up your packet and pre-printed nametags. Blank nametags will be available to accommodate any changes since you registered. Payment for outstanding account balances will also be due at this time.

**Breakfast and lunch:** A continental breakfast will be available from 7:30 - 9:00 west of the Ballroom in the Collegiate Room. Meal tickets are not required for admittance to breakfast. Lunch will be served between 11:30 and 1:30 in the Saltair Room, also west of the Ballroom. Please enjoy lunch but return to your table as quickly as you can. If there is more than one person at your table, please alternate lunches so that someone will be there to see students during the busiest time of day. Lunch tickets are provided for two registrants, unless you pre-paid for additional attendees. **If you need extra meal tickets the day of the fair, you must present your business card at the Saltair Room and your company will be billed $25 for each additional meal.**

**Shipping display materials back to your office:** You will need to call your shipping company to arrange for pick-up and then you may leave your packages in the ballroom at the end of the fair. Bring your own account number and label. **Again, please make your own call to request pick-up.** Phone numbers for FedEx, DHL, and UPS are listed below.

- UPS - 1-800-PICK-UPS
- FedEx – 1-800-GO-FEDEX
- DHL - 1-800-CALL-DHL

The phone number for pickup is: 801-581-5888
The address for pickup is:

**Union Building – Ballroom**
200 South Central Campus Drive
Salt Lake City, UT 84112

You will need to provide a packing slip, as well as your company account number, in order to ship items back.