**Agenda:**

- **8:00 – 10:00**  
  Check-in at the Employer Registration table when you arrive.
- **8:00 – 10:00**  
  Employer Breakfast (Collegiate Room)
- **10:00 – 3:00**  
  Career Fair – please plan to stay until 3:00
- **11:30 – 1:00**  
  Lunch (Saltair Room)  
  You must present a meal ticket for Lunch Admittance. 
  Please see below for details.

**Breakfast:** A Continental Breakfast will be served in the Collegiate Room starting at 8:00AM.

**Lunch:** Lunch will be served between 11:30 and 1:00 in the Saltair Room. 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 offer seating times of 11:30 and 12:15. 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.** There is also a cafeteria one floor below the fair if you prefer.

**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 address and phone number for pickup is:

**Union Building – Ballroom**  
200 South Central Campus Drive  
Salt Lake City, UT 84112  
801-581-5888

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

**AFTER THE FAIR IS OVER, PLEASE STAY IN TOUCH!**

**Post Jobs with Us:**  
Visit [http://careers.utah.edu/employers/postjob.htm](http://careers.utah.edu/employers/postjob.htm) to see all the different ways you can send us your job postings.

**On-Campus Interviewing:**  
If you wish to interview students graduating from the University of Utah, contact our office (801) 581-6186. Let us know what majors you are targeting and we will refer you to a counselor to help you set a date.

**Participate in Future Career Fairs:**  
As participants of this fair you are automatically on our mailing list.  
Our **Fall Science & Engineering Career Fair** will be held on **Tuesday, October 4, 2011** and our general **Fall Career Fair** will be held on **Thursday, October 6, 2011**.