

EXPO

2012

Dear Company Representative,

Thank you for registering for EXPO 2012 on February 8! We have a few reminders that will help make your job fair experience as smooth and as productive as possible.

Company Description

We encourage you to submit a paragraph long description about your company to include in our EXPO Guidebook. This Guidebook is available free to all students on our campus and will be used by all students who attend EXPO to navigate the Career Fair. Please include this under 'text profile' which can be found on the Employer Profile link in Account Management on <https://careerfair.purdueesc.org>. Please limit to 200 words.

Representative Information

We request that all employers submit information about their attending representatives. This can be found under Representative Information in Account Management on <https://careerfair.purdueesc.org>.

Displays

We will accept company displays starting January 25, 2012. Any displays received after February 5, 2012 will be returned to the sender. Displays may be sent to the following address:

Purdue Engineering Student Council
Attn: Pam Lewellen
MMDC Building
700 Ahlers Road
West Lafayette, In. 47907
Company: <<COMPANY NAME>>

UPS and FedEx will be on site to ship any materials that you do not want to take with you at the end of the career fair. They will arrive promptly at 4:00 PM, so please have your packages ready. Your PESC host can provide you with packing tape or other necessary supplies. The shipping companies will be providing shipping slips.

Parking

When you arrive at Purdue University, you may park in the Grant Street parking garage. Each company will be given one parking pass in this parking garage. We can only guarantee one pass for each company, but a special request may be made to obtain two passes for one company. These requests are first come, first served and may be made at the registration table the day of the fair. These passes will be available upon registration the day of the fair.

If you do bring more than one car and do not obtain a second pass from us, you may park in the Grant Street parking garage or the Northwestern Avenue parking garage. An all-day pass is \$10. If you would like to purchase a temporary A permit for the day, you may do so at the Purdue Visitor's Center. This will allow you to park in any A parking areas. Please refer to the parking map in the "Maps" section.

Hotels

We have contacted 4 hotels within the area that will offer discounted rates to company reps staying for EXPO 2012:

Hotel	Contact Information	Rate Information
University Plaza Hotel	(765)497-8723 1600 Cumberland Ave. West Lafayette, IN 47906	-Block of discounted rooms set up - Mention EXPO/ "Purdue rate" -\$95/night
Holiday Inn City Centre	(765)497-8723 515 South Street Lafayette, IN	-Block of discounted rooms set up - Mention EXPO/ "Purdue rate" -\$104.99/night
Hilton Garden Inn	(765)743-2100 356 East State St. West Lafayette, IN 47906	-"Purdue Rate" \$98/night -Must mention EXPO Career Fair
Best Western Lafayette Executive Plaza	(765)447-0575 4343 State Road 26 East at 1-65 Lafayette, IN	-"Purdue Rate" \$78/night -Mention EXPO Career Fair

Upon Arrival to PMU Ballrooms

Registration will begin at 7:30 am on Wednesday, February 8. Please register at the information tables located at the west entrance of the South Ballroom. When you register your company, you will receive nametags for your representatives, information regarding internet connection, and a more detailed agenda for the day. You will then be directed to your table. Your displays, if arrived within the requested time, will be located at your table. Please arrive early enough to set up your display and sufficiently prepare so you are ready when students begin arriving at 9:00 am. Supplies such as string, tape, and scissors are available upon request.

There will be a PESC host assigned to your section at all times. They are there to assist you in any way possible, so please feel free to direct your questions and concerns to them. Your hosts will introduce themselves and then stop by periodically to ensure that everything is running smoothly.

Breakfast and Lunch

A continental breakfast will be available starting at 8:00 am in the Terrace Room (left side of the hallway at the south end of the South Ballroom). Lunch will be served from 11:30 am until 2:00 pm. We will have plenty of water and other beverages available for the representatives throughout the day. If your representatives have any special food requests (allergies, vegetarian, etc.) please login to your registration account at <https://careerfair.purdueesc.org> and indicate so under the Account Management link.

Agenda for Wednesday, February 8

7:30-9:00 AM – Company Registration and Breakfast

9:00-4:00 PM – EXPO Job Fair

11:30-2:00 PM – Lunch

4:00-4:30 PM – Teardown of Displays/ UPS and FedEx Pickup

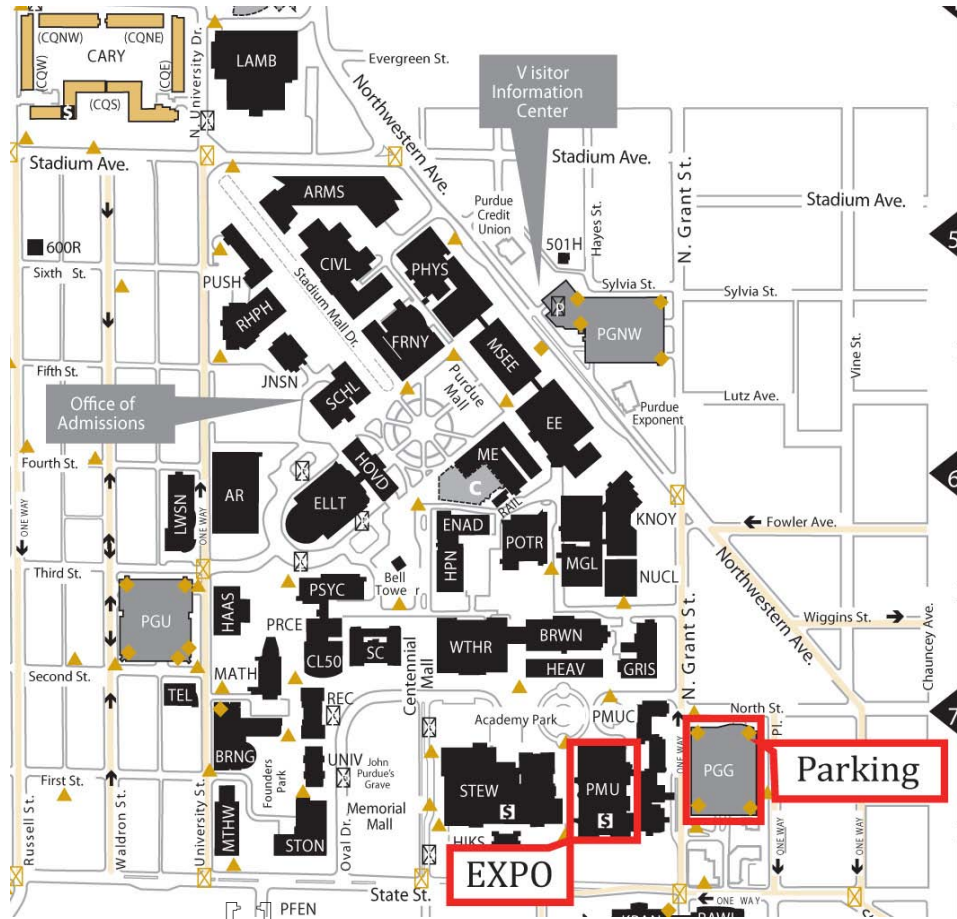
Internet Access

Login information for wireless internet access will be provided to companies during Company Registration when checking-in at the Career Fair.

Special Requests

If your company representatives have any more special requests, including electricity, please let us know by emailing us at pesceexpo@ecn.purdue.edu.

Parking and Union Location:



Union Layout:

