The University of Maryland is a nationally ranked Division I research university and the flagship institution of the University System of Maryland.

Our 2016 Fall Career & Internship Fair is a part of a larger 4 day campus-wide, career fair week event, which kicks off our fall recruiting season and offers the opportunity to interact with thousands of talented Terps from all majors, seeking full-time and internships positions. As one of the largest fairs conducted on campus and in our region, we encourage interested employers to register early!

The event information in this packet includes:

1. Event Dates, Schedule and Location
2. Registration Information
3. Important Dates & Deadlines
4. Payment Information
5. Shipping Information
6. Travel, Parking and Hotel Information
7. Contact Information for Questions
8. Historical Data

1. Event Dates, Schedule and Location
The Fall Career & Internship Fair will take place over the course of two consecutive days:

Day 1 - Wednesday, September 21, 2016 ● 12:00 p.m. – 5:00 p.m.
   • Technical and Engineering Focus: This day will focus on STEM related positions and students

Day 2 - Thursday, September 22, 2016 ● 12:00 p.m. – 5:00 p.m.
   • Technical, Engineering and Non-Technical Focus: This day will continue to highlight STEM related positions, but will also include opportunities for ALL majors.

Please note: Both days of the fair are open to ALL University of Maryland students and alumni. However, Thursday will also include a non-technical focus.
The employer schedule is as follows:
9:30 a.m.-12:00 p.m. | Employer arrival and set up *Coffee and tea provided
11:00 a.m.-2:00 p.m. | Catered lunch available in Heritage Hall
12:00 p.m. | Fair begins
5:00 p.m. | Fair ends

The fair will be held at the **XFINITY Center** on the campus of the University of Maryland. The XFINITY Center is located at
2001 Paint Branch Dr.
College Park, MD 20740

### 2. Registration Information
Fair registration is currently open.

**Fair Registration Costs:**

<table>
<thead>
<tr>
<th></th>
<th><strong>EARLY BIRD PRICING</strong> (Register AND Pay by July 1st)</th>
<th><strong>REGULAR PRICING</strong> (Register AND Pay after July 1st)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Profit Organizations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Booth (4 representatives)</td>
<td>$235/per day</td>
<td>$250/per day</td>
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<tr>
<td><strong>Government</strong></td>
<td></td>
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<tr>
<td>Single Booth (4 representatives)</td>
<td>$635/per day</td>
<td>$650/per day</td>
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<tr>
<td>Double Booth (8 representatives)</td>
<td>$1100/per day</td>
<td>$1150/per day</td>
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<tr>
<td><strong>For-Profit</strong></td>
<td></td>
<td></td>
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<tr>
<td>Single Booth (4 representatives)</td>
<td>$735/per day</td>
<td>$750/per day</td>
</tr>
<tr>
<td>Double Booth (8 representatives)</td>
<td>$1300/per day</td>
<td>$1350/per day</td>
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*A charge of $100 will be assessed for every additional person above the stated limit.

Each Registration Package includes:

- 8' x 8' booth space with a 3’ x 6’ table and 2 chairs (Double Booth: 8' x 18' space with 2 tables and 4 chairs)
  * Special Booth options (carpeting, high top tables) available for purchase through Advantage Trade & Expo.
- Parking
- Lunch and afternoon refreshments
- Wireless access
• Access to an electrical outlet (if requested)
• Standard marketing: Fair booklet and App inclusion, booth signage and promotion on the website

Special Discounts:

Given the Fall Career & Internship Fair is part of a larger fall fair series, we are working with our campus partners to offer discounts to employers who choose to attend multiple career fairs.

• $150 discount off your Fall Career Fair registration for ALSO attending the Computer Science Career & Internship Fair (https://www.cs.umd.edu/cscareerfair)
• $150 discount off your Fall Career Fair registration for ALSO attending the Undergraduate Business Career & Internship Fair (go.umd.edu/SmithUGfair)

Electricity
Employers who requested electricity for their booth are asked to bring a 25-50 foot extension cord to the fair.

Wireless
Wireless access will be available to all participating employers. Access information will be provided on the day of the fair.

3. Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, June 1, 2016</td>
<td>Fair Registration Opens</td>
</tr>
<tr>
<td>Friday, July 1, 2016</td>
<td>Early Bird Pricing Ends</td>
</tr>
<tr>
<td>Wednesday, September 7</td>
<td>Registration Closes</td>
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<tr>
<td></td>
<td>(Last day to ensure organization information is included in our printed fair materials)</td>
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<tr>
<td></td>
<td>Cancellation Deadline</td>
</tr>
<tr>
<td></td>
<td>Invoice Payment Deadline</td>
</tr>
<tr>
<td>Monday, September 12</td>
<td>Deadline for shipping materials through Advantage</td>
</tr>
</tbody>
</table>

Cancellation Policy:
You may cancel your registration before the payment deadline of Wednesday, September 7th at 11:59 p.m. EST at 11:59 p.m. EST to receive a full refund and not owe a fair registration balance. All cancellations must be submitted in writing via email to Caroline Lee at
clee91@umd.edu. Failure to cancel in writing by the cancellation deadline will leave the employer responsible for the registration fee, regardless of circumstances.

All employers who cancel after the **Wednesday, September 7th** deadline, will remain responsible for payment and no refunds will be administered. Employers who do not show up to the fair will also remain responsible for payment.

If we have to cancel the fair for weather related or other reasons, a credit will be given for a future fair.

**4. Payment Information**
Your organization’s invoice will be attached to your fair confirmation email. Payment by check or credit card will be received.

- **To pay via check,** send payment along with your invoice to:
  University of Maryland
  University Career Center & The President’s Promise
  Attn: Michael Martucci
  3100 Hornbake Library, South Wing College Park, MD 20742

- **To pay via credit card,** visit the secure processing website listed on your invoice to make payment. You will need the invoice number and career fair name to complete the payment process. Fill in all required information for payment processing.

Once the credit card payment has been successfully processed you will be e-mailed a statement to that effect. A second e-mail will be sent within the next ten business days reflecting your payment and providing you with a zero balance receipt.

**5. Shipping Booth Materials**
The shipping of booth materials will be handled by Advantage Expo and Tradeshow. Employers desiring to ship materials to the fair should contact Advantage, **no later than Monday, September 12, 2016,** to schedule pickup and delivery. Please do not ship directly to XFINITY. If you would like Advantage Expo to ship your materials back to your organization following the fair, you can leave them at your booth with the completed Advantage shipping form or complete a shipping form with them on-site at the end of the fair.

The shipping guide, which provides a comprehensive overview of the shipping timelines and rates, will be available soon.
6. Travel, Parking and Hotel Information
The fair will be held at the XFINITY Center on the campus of the University of Maryland, located at 2001 Paint Branch Dr., College Park, MD 20740.

All employers will be provided complimentary parking in Lot 4B located next to the XFINITY Center. Upon arriving to campus, follow the career fair signs to the garage; parking lot attendants will be available to direct you. (Note: It is imperative that each representative who parks on campus have a copy of the permit in their car.).

Download and print the parking permit

7. Contact Names for Questions

- **Fair Logistics:**
  - Alicia Montague, amontagu@umd.edu, 301.314-7239

- **Payment Information:**
  - Michael Martucci, mmartucc@umd.edu, 301.314.7238

- **Job/internship postings, On-Campus Interviews and other Employer events:**
  - Caroline Lee, elec91@umd.edu, 301.405.2780

- **Shipping Information:**
  - Advantage Conference & Expo – Mary Customerservice@advantageexpo.com, 401-789-5000

- **Information about fair sponsorship opportunities:**
  - Allyn Powell, acpowell@umd.edu, 301.314-7237

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8. Historical data from past Fall Career & Internship Fairs:

<table>
<thead>
<tr>
<th>Fall Fairs</th>
<th>Student Attendance</th>
<th>Employer Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>4555 (2 day total)</td>
<td>288 (2 day total)</td>
</tr>
<tr>
<td>2014</td>
<td>3043 (2 day total)</td>
<td>292 (2 day total)</td>
</tr>
<tr>
<td>2013</td>
<td>3403 (3 day total)</td>
<td>336 (3day fair)</td>
</tr>
<tr>
<td>2012</td>
<td>3847 (3 day total)</td>
<td>360 (3 day fair)</td>
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