

Engineering Career Services Fall 2016 Career Fair

Important Dates & Deadlines

Career Fair Dates

September 7 & 8, 2016* 12:00 pm - 6:00 pm ECS Fair

Check-in and set-up begins at 10:00 am

Lunch provided from 11:00 am - 1:00 pm

Career Fair floor opens to students at 12:00 pm

Tear-down and package drop off at 6:00 pm - 7:00 pm

Career Fair Location

Activities & Recreation Center

201 East Peabody Drive, Champaign, IL 61820

Registration

Registration opens, Monday, April 18, 2016 at 10:00 am CST*

**ECS Career Partners and Corporate Connection Partners may register two weeks prior on Monday, April 4, 2016 at 10:00 am CST.*

Visit [I-Link](#) to register. Your registration will be confirmed on I-Link ONLY after payment has been received. Fairs fill up quickly (as early as 48 hours after registration opens). Registration will close when fair is full and you will be placed on a wait list.

Payment:

Payment is due no later than July 22, 2016. After registering on [I-Link](#), please contact Donna Shubert for information regarding payment at 217-333-1960. Registrations not paid in full by July 22, 2016 will lose their reservation and will be placed on a wait list.

Cancellation:

Cancellations must be made by July 22, 2016 to receive a full refund. Any registrations cancelled after July 22, 2016 will not receive a refund.

Registration & Fees

Registration

With each table registration you will be provided with a 6' x 3' table (no tablecloth or skirting) in an approximate 8' space, 2 chairs per table, access to electricity, wireless internet access, lunch, afternoon snack and beverages, parking, and (up to 3) interview spaces the day after the fair if requested and available. [Click here](#) to visit I-Link to register.

Career Partner & Corporate Connections Registration

Career Partners of Engineering Career Services and Corporate Connections Partners are guaranteed one table at the Spring Career Fair. For information on the Career Partner Program, contact Engineering Career Services at 217-333-1960.

Standard Registration

The cost of one table/booth at the career fair is \$650 and includes 2 representatives. The cost for additional representatives, up to 2 more, is \$50 each. **A maximum number of 4 representatives is allowed per table.**

If more than 4 representatives plan to attend, you **must** purchase 2 tables/booths so as not to overflow into the company booth space next to you. The cost for the second table/booth is \$650 and includes 2 representatives. Additional representatives, up to 2 more, are \$50 each. **Maximum attendance per company is 2 tables with 4 reps at each table for a total of 8 reps.**

No substitution of individuals is allowed, i.e. if a total of 6 representatives attend during the course of the career fair, you will be charged for 6, and you must purchase 2 tables/booths.

Government & Non-Profit Organization Registration

Government and Non-Profit Organizations will be charged a discounted rate for 1 table at \$325. The cost for additional tables or additional days is \$650. The cost of additional representatives, up to 2 more, is \$50 each, with a maximum of 4 reps.

Unregistered Corporate Representatives

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 \$200 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 August 26, 2016, but only 4 reps are allowed to attend per table/booth purchased, with a maximum of 8.

Refunds

The deadline for company cancellation or individual representative cancellation is July 22, 2016 at 5:00 pm CST. Companies that cancel their attendance or reduce the number of representatives after this date will not receive a refund. You may, however, switch representatives attending. (Please note that if changes are made to representatives attending, we may not have sufficient time to print nametags).

Shipping Materials to the Fair

Packages shipped to the fair should arrive no earlier than Monday, August 29, 2016 and no later than Friday, September 2, 2016. Packages and displays should be easily handled by one person. Any packages that require machinery to move (forklift) will not be accepted. Last minute shipping may cause delays in recruiters receiving their packages at the fair.

Please print out the following label, fill in all fields and affix to each package.

[Click here to print Shipping Label](#)

Please note*

*All inquiries regarding shipments should be made through your carrier using your package tracking number. ECS is NOT responsible for your shipped items and cannot verify delivery. Do not ship to Engineering Career Services at the Digital Computer Lab. We will not receive your materials.

Any oversized packages, needing machinery to transport (forklift) will not be accepted.

Packages will be at your table when you arrive. If you are bringing materials with you and would like assistance with unloading on the day of the fair, pull in front of The Activity & Recreation Center between 10:00 am and 11:30 am, and student volunteers will help assist you and direct you to our reserved parking lot (E?).

Return Shipping

ECS will schedule a **FedEx** pickup for the end of each day of the fair. All materials should be boxed up with labels properly completed and attached and delivered to the main entrance of the Illini Union. ECS is not responsible for unlabeled or improperly labeled packages. Companies using carriers other than FedEx should make their own arrangements for return shipping.

ECS is not responsible for packages left with shipping labels from other carriers.

Parking

Parking Day of Fair

Complimentary parking for the career fair is provided for all recruiters in Lot E14 on the corner of First Street & Kirby Avenue. A shuttle will transport recruiters from E14 to the Illini Union approximately every 10 minutes between 9:30 am - 7:00 pm.

To drop off packages, please pull up to the marked spaces in directly in front of the ARC and volunteers will assist with unloading. You may then park in

Engineering Career Services will not be responsible for any tickets or tows received for parking in an incorrect space.

Metered parking is available on the street at a cost of \$1.00 per hour and is at the expense of the recruiter - not ECS.

Parking Day of Interview

Approximately 2 weeks prior to the fair, you will receive your interview location. If your interviews are to be conducted at Illini Union, Grainger Library, or Digital Computer Lab, the parking will be the orange bagged meters located on Mathews and Springfield Avenues.

For additional University of Illinois parking information, [click here](#).

Lodging & Travel

Hotel Accommodations

Illini Union Hotel

1401 W. Green Street, Urbana, IL

Reservations: 217-333-1241

Amenities:

Special Recruiter Rate, Free Parking, \$5 Breakfast Voucher, Free use of Campus Rec Facilities for workout, Located 2 blocks south of DCL and Engineering Career Services, Access to food court and cafes in Campus Town, Walking distance to Green Street and downtown.

iHotel

1900 S. 1st Street, Champaign, IL

Reservations: 217-819-5000

Amenities:

Special Recruiter Rate, [click here](#) for visitor amenities

TownePlace Suites by Marriott

Special University Rate

603 South Sixth Street, Champaign, IL 61820

Reservations: 217-344-1600

Day After Career Fair Interviews

You may request up to 3 interview rooms. Please log-in to I-Link at <http://engineering.illinois.edu/careers>, click on “On-Campus Recruiting (OCR)” tab and then click the “Request A Schedule” button; make sure you select the Recruiting Session “ECS Career Fair Interviews Fall 2016.” For the OCR Model you may either choose “Room Only” (which is where you build your own schedule) or “Preselect to Alternate” schedule (where the system builds the schedule for you). Fill in the rest as appropriate and hit “submit” button. Interviews may begin no earlier than 8:30am and should end no later than 5:00pm. No evening interview rooms are available. ECS Career Partners will be assigned the first priority interview space in the ECS Interview Suite. Other space will be assigned according to the company registration and payment dates. Earlier registrations and payments will receive priority. **Please note that not all interview locations are equipped with a white board for technical interviews**

Contact Information

Donna Shubert, Recruiting Coordinator
shubert@illinois.edu

Deon Robin, Assistant Director for Employer Engagement
dnrobin@illinois.edu

Engineering Career Services General Inquiries: (217) 333-1960

For additional information on Engineering Career Services, please [click here](#) to visit our website.