

## GENERAL INFORMATION FOR WORKFORCE 2010

This is the 19<sup>th</sup> annual WorkForce Career Fair. Last year the Fair hosted 110 Employers and over 1000 students. Students will be attending from most of the 20 private colleges and universities in Wisconsin. Registration through MU Career Manager begins December 1, 2009.

### Fees

The standard fees are \$350 for corporations and \$150 for government and large non-profits. This fee includes a table, two recruiters and two buffet dinners. Sponsorship opportunities are available for \$2000, \$1500, and \$1000 and include registration. **Payment is due by Feb. 18, 2010.**

### Parking Rate

There is a special WorkForce \$3.00 parking fee beginning at 2:30 in the Marquette University 16<sup>th</sup> Street Parking Structure. Please have cash available to hand to the collecting attendants as auto-cashier/credit machine is programmed only to accept \$5.00.

### Location of WorkForce 2010

Alumni Memorial Union  
1442 W. Wisconsin Avenue  
Milwaukee, WI 53233

### Display Area Guidelines

Each organization will have one six-foot table and two chairs. Please limit any floor displays to six-to eight-foot dimensions, as the Fair will be crowded.

### Set-up Times and Fair Hours

Set-up will begin at 2:00 p.m. WorkForce will run from 4:00 p.m. until 8:00 p.m. in the Alumni Memorial Union Ballroom. Porters will be available to assist with any heavy or bulky material prior to and after the Fair. See Loading Dock Information

### Meals and Refreshments

There will be a light buffet dinner offered from 3:00 - 6:00 in the Lunda Dining Room and Henke Lounge on the second floor of the Alumni Memorial Union.

### Fax and Telephone Messages

Telephone messages will be taken at the Alumni Memorial Union (AMU) information desk, (414) 288-7250. Faxes can be sent through Career Services at (414) 288-5302 until 5:00 p.m. Please indicate your organization's name and that you are a WorkForce participant. Messages will be delivered to your table.

### Organization Literature

Please bring or send a supply of literature to hand out to the students. However, please bring only what you intend to use at the Fair as the Career Services Center no longer keeps hard copy literature (unless your organization is small and does not have a website).

### Advertisements

If your organization would like to publicize directly with the colleges and universities attending the fair, please visit [www.wipccc.org](http://www.wipccc.org) → Employers → "Directory of Career Services Staff" to contact Career Centers directly.