Fall 2016 Career Fair Information

KEY CONTACTS:
If you have general questions about your career fair registration, contact:
Marlene Amato, Executive Assistant, m.amato@northeastern.edu; 617-373-2433

If you have general questions about career fair-related recruiting opportunities, contact:
Jane Braley, Associate Director, Recruitment and Employer Outreach; j.braley@northeastern.edu, 617-373-4294

DATE & TIME:
Thursday, October 6 | 12:00 p.m.-4:00 p.m. | Cabot Gym (building 41 on our campus map).

REGISTRATION, PAYMENT and POLICIES:

ATTENTION - Northeastern’s Career Fair has reached registration capacity. A “registration wait list” has been created. Learn more by contacting
Marlene Amato: m.amato@northeastern.edu

For those that already registered the deadline was Tuesday, September 6. Please see cancellation and late registration policies below.

The standard registration package is $450 and includes:
- Admission for 2 representatives
- One 6’ table, electrical connection, and lunch.

Additional registration charges include: $40 per additional representative; $100 for an additional table; $100 for premium table placement within exhibition hall.
Forms of Payment: Credit Card (preferred payment method) or Check:

Payment by Credit Card: Please log into NUcareers w/email address used during registration.
- Go to ‘my orders’ on your dashboard, click the row showing outstanding balance
- Select ‘Pay by Credit Card’ in the pop up window
- Follow the on-screen prompts

Payment by Check: Make check payable to Northeastern University and send to:

Marlene Amato
Northeastern University
Department of Career Development
Russell B. Stearns Center (Rm. 127)
360 Huntington Avenue
Boston, MA 02115

Cancellation Policy:
If you cancel your registration after the Tuesday, September 6th deadline (one month prior to the fair), you will not be eligible for a refund.

Late Registration:
If you register after Tuesday, September 6 your organization may not be listed in the Career Fair brochure.

WHEN TO ARRIVE TO NORTHEASTERN:
Plan to arrive at 10:30 a.m. to set up your booth/table and allow time to have lunch (provided by Northeastern, starting at 11:00 a.m.).

HOW TO POST JOBS PRIOR TO THE FAIR:
We recommend posting your available full-time or internship openings online two weeks prior to the fair. Postings can be seen by our undergraduate and graduate students, and also by alumni who graduated less than 2 years ago. The best way for you to post jobs is through NUcareers. Posting two weeks prior to the fair will help your company/organization build awareness and attract interested students.

To post jobs, go to NUcareers. If you don’t know your password, you can reset it here.
- Click the “Post a New Job” link.
- When the “Post a New Job” window appears, click “Career Development Job Postings”
- Enter the information about the job you’re posting, then click “Submit Posting for Approval”
**SHIPPING MATERIALS**
Packages will be accepted at Northeastern starting on **Monday, September 26 through Monday October 3**. Please do not send any materials BEFORE Monday, September 26.

*Note: we assume no responsibility for packages not properly packed or lost in transit.*

Ship to: (include your company name on EACH crate/box):

Northeastern University  
Department of Career Development  
Fall 2016 Career Fair: (your company name)  
101 Stearns Center  
360 Huntington Avenue  
Boston, MA 02115

Materials you may want to consider: (delivered to Northeastern by Monday, October 3)
- Collateral for 300-500 people  
- Packing tape and prepaid shipping labels  
- Swag and other giveaways: wrapped candy may be given out, *no other food items will be permitted.*  
- Space is limited at the fair. If a display is wider than 6 feet and encroaches on the space of another exhibitor, it will be prevented from being set up.

Northeastern provides:  
- 6 foot table, tablecloth, electrical  
- 2 chairs, 8½ x 11 tabletop company sign, bottled water, and catered lunch

AFTER the fair shipping instructions:  
You may ship packages back to your organization after the fair. We will have them sent out the next day, Friday, October 7 through Monday, October 10.

Accepted Couriers  
FedEx Express and UPS Ground are the accepted couriers that pick up from Northeastern.

If you use *FedEx Ground, UPS 2nd Day Air or other courier*, you must bring your own shipping labels and place on each package. We will also invoice your organization a $50 service charge in addition to whatever shipping costs you will incur from that carrier.

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**PARKING – PLEASE READ NEW POLICY**
There will be **NO ON CAMPUS PARKING** for this career fair due to increased campus construction. **We strongly encourage the use of PUBLIC, TAXI, & RIDE-SHARE TRANSPORTATION SERVICES.** If you plan to drive to the event, there are a few parking garages near Northeastern ([Renaissance Garage](#), [Gainsborough Garage](#), [Museum of Fine Arts Garage](#), [Westland Garage](#), & [Christian Science Garage](#)) that you will have to pay to utilize. We apologize for any inconvenience this might cause.
SECURITY. Due to new security measures, all employers entering the career fair venue will be SUBJECT TO BAG CHECKS. This means both personal bags and career fair-related materials. As a result of this new requirement, please plan for anticipated delays in entry (the fair officially starts at NOON).

REFUNDS. The REFUND DEADLINE - September 6, 2016 - has passed; therefore any cancellations at this point will not be refund eligible.

DIRECTIONS TO CAMPUS
Get directions to campus here. The fair will be held in the Cabot Gym (building 41 on our campus map) on the corner of Huntington Avenue and Forsyth Street.

Public Transportation:

Orange line: Get off at the Ruggles T stop. You will come out on Forsyth Street. Walk towards Huntington Avenue, but don't cross over Huntington Ave. The Cabot Gym will be on your right and you will see signs for EMPLOYER REGISTRATION.

Green line: Get off at the Northeastern T Stop. You will be at the intersection of Huntington Ave. and Forsyth St. The Cabot Gym will be across the street – follow signs for EMPLOYER REGISTRATION.

WIRELESS ACCESS WITHIN EXHIBITION AREAS
The Cabot Gym has wireless Internet capabilities. More information on how to access and connect will be provided upon arrival to the fair. Employers and students are welcome to tweet during the fair with #NUFallCareerFair16.

HOTELS If you need a hotel close to Northeastern, click here. Mention you are inquiring about the Northeastern University rates.