Spring 2017 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, February 2 | 12:00 p.m.-4:00 p.m. | Cabot Gym (building 41 on our campus map).

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 12:00).

REGISTRATION, PAYMENT and POLICIES:

REGISTRATION NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL

If you have not yet registered, please go to NUcareers and follow the instructions. If you are a new employer, fill out the registration form and a password will be emailed to you.
Registration **deadline** is **Wednesday, January 4. 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  
Stearns Center (Rm. 127)  
360 Huntington Avenue  
Boston, MA 02115

**Cancellation Policy:**
If you cancel your registration after the **Wednesday, January 4 deadline (one month prior to the fair)**, **you will not be eligible for a refund.**

**Late Registration:**
If you register after **Wednesday, January 4** your organization may not be listed in the Career Fair brochure.

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**WHEN TO ARRIVE TO NORTHEASTERN:**
Plan to arrive no later than **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 Thursday, January 26 through Tuesday, January 31. Please do not send any materials BEFORE Thursday, January 26.

Note: we will not assume responsibility for packages not properly packed or lost in transit.

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

Northeastern University
Career Development
c/o: (your company name) Career Fair
101 Stearns Center
360 Huntington Avenue
Boston, MA 02115

Materials to consider: (delivered to Northeastern by Tuesday, January 31)
- Collateral for 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, 8 ½ 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.
NOTE: ALL PACKAGES MUST BE LABELED CORRECTLY. WE WILL NOT BE RESPONSIBLE FOR LABLING CRATES OR BOXES THAT DO NOT HAVE A NEW SHIPPING LABEL.
We will ship the next day, Friday, February 3 through Monday, February 6.

**Accepted Couriers**  
*FedEx “Express” and UPS “Ground”* – we require all packages have a NEW label for outbound shipping

**Other Couriers:**  
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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**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.

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**WIRELESS ACCESS WITHIN EXHIBITION AREAS**  
To access our wireless network (NUwave-guest) during the fair:

- Right-click on your wireless card’s icon in the system tray on a Windows laptop, on the menu bar on a Mac laptop or on your mobile device’s network access icon.
- Select 'View Available Networks'.
- Select NUwave-guest and click Connect.
- You will see the NUwave-guest registration page.
- Select “One-day Conference”
- Select “Spring Career Fair” from the Drop down box.
- Enter access code: TBD
- Check off box for Northeastern’s Appropriate Use Policy and ‘Log in’

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**HOTELS** If you need a hotel close to Northeastern, click [here](#). Mention you are inquiring about the Northeastern University rates.