

Thank you for your interest in the **Last Call: Spring 2019 Internship & Hiring Fair!** This event will provide your organization an opportunity to engage with interested students and recruit interns for summer, as well as mid-year and future opportunities (internships and/or jobs). Students from all majors are invited!

Here are the details for the Internship Fair:

How to Register

CU Boulder uses Handshake for job and internship postings, as well as event registration.

1. Create a Handshake account (if you haven't already) [here](#) and click on "Sign up for an Account"
2. Visit the Spring 2019 Internship Fair page [here](#) to register and pay. Check (preferred- bring to the event) or credit card accepted.

Registration fee is \$300, which includes one standard-sized banquet table (6' x 2.5'), a table cloth, and chairs. Refreshments and lunch is also provided. If you have registration questions, contact Ben Weihrauch (information below).

Event Logistics

The fair will be held on **Wednesday, April 10th in the Idea Forge in the Fleming Building from 10:00am - 3:00pm**. Please arrive at 9:15am to allow proper time to set up. Employers are required to stay until 3:00pm to give all students with various class schedules an opportunity to attend.

When you arrive, please check in at the registration table. Tables are first come, first serve. **IMPORTANT: there are not enough electrical outlets for each table;** if you are planning on bringing a laptop, make sure it is fully charged.

Employers are encouraged to bring their company nametags and business cards/contact information, along with other relevant promotional materials. Handwritten nametags will be available.

You are welcome to ship printed material ahead of time. Please send it to the address below:

Victoria Lanaghan
ATTN: Last Call: Spring 2019 Internship & Hiring Fair
2445 Kittredge Loop Dr
UCB 426
Boulder, CO 80309

Exhibitors are responsible for repackaging displays and supplying the appropriate shipping labels from carriers such as FedEx or UPS.

When printing return shipping labels for your packages at the end of the career fair, please pay the pick-up fee and request a pick-up at this address:

Dean's Suite
1111 Engineering Drive
ECAD 100/UCB 428
Boulder, CO 80309

Parking

A one-day, complimentary parking permit will be available to you the day of the event. Bring a printed copy of your confirmation email to show the attendant. Look for a Parking Services attendant at the circle near the Fleming Building receive your permit between 9:00 and 10:00am (see directions and map below). If you wish to drop off any items, you can unload at the Idea Forge entrance before parking.

Food and Comfort

Refreshments will be provided throughout the day. We have reserved a break area for your comfort and convenience. *Lunch* will be provided between 12:00 and 1:00pm in the Idea Forge. We strive to be sustainable at CU Boulder—bring your water bottle!

We look forward to hosting you! If you have any questions, please contact me directly at 303-735-0144 or ben.weihsrauch@colorado.edu.

Sincerely,

Ben Weihsrauch

Senior Director for Student Professional Development

Directions from Denver to Idea Forge – Fleming Building (map attached)

- Take I-25 north to US-36 west towards Boulder
- You'll pass one Boulder exit (Table Mesa)
- Exit on Baseline Road
- Turn left (west) on Baseline Road
- Turn right (north) on Broadway
- Take your first right (east) on Regent Drive
- Turn right on Kittredge Loop
- Meet the on-site parking attendant at the circle near the Fleming Building to receive your parking pass. Attendant will direct you to the correct parking lot.
- The Fleming Building, Idea Forge, is located to your southeast along Kittredge Loop
- Enter the facility on the south side, see the attached map

Directions from Longmont to Idea Forge – Fleming Building (map attached)

- Take Colo. 119 west towards Boulder.
- Turn left (going south) on 28th Street.
- You'll go through the following stop lights: Glenwood, Valmont, Mapleton, Pearl, Walnut, Canyon, Arapahoe and Colorado.
- Get off US36 on Baseline Road and continue to the right on Baseline Road
- Turn right (north) on Broadway
- Take your first right (east) on Regent Drive
- Turn right on Kittredge Loop
- Meet the on-site parking attendant at the circle near the Fleming Building to receive your parking pass. Attendant will direct you to the correct parking lot.
- The Fleming Building, Idea Forge, is located to your southeast along Kittredge Loop
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April 10, 2019 Spring 2019 Internship Fair: College of Engineering & Applied Science Parking Map

