Thank you for your interest in the Mechanical, Electrical, and Aerospace Engineering: Spring 2019 Internship 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).

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 9:30am 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: Spring 2019 Internship 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. Please park in Lot 308 (directions and map below) located off Kittredge Loop. Look for a Parking Services attendant at the entrance of the Lot 308 to receive your permit between 9:00 and 10:00am. 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 in the building for your comfort and convenience. Lunch will be provided between 12:00 and 1:00pm in the Idea Forge.

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

Sincerely,

Ben Weihrauch

Senior Director for Student Professional Development

Directions from Denver to Idea Forge – Fleming Building

- 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  
- Park in Lot 308, immediately on your right  
- 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**

- 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
- Park in Lot 308, immediately on your right
- The Fleming Building, Idea Forge, is located to your southeast along Kittredge Loop
- Enter the facility on the south side, see the attached map
Mechanical, Electrical, & Aerospace Engineering
Spring 2019 Internship Fair

Wednesday, April 10th, 10am – 3pm
Idea Forge – Fleming Building

University of Colorado
2445 Kittredge Loop Rd.
Boulder, CO 80305