



**2009 Fall Career Expo**  
**Date: October 22, 2009**  
**Time: 11 a.m. – 3 p.m.**

Organizations large and small, in the public or private sector, are encouraged to participate.

There is a \$100 fee to participate in this event and your registration includes:

- One 8 ft. table with white table cloth (no skirting)
- Two chairs
- Brunch for two recruiters
- Free wireless internet access
- Electrical outlet (limited availability)
- Interview room (limited availability)

## Eligible Organizations

Network marketing companies are not considered "employers" by the Northwood University Career Assistance Center and are not eligible to participate in career expos, on-campus interviewing, resume referrals or sponsorships for on-campus activities. A network marketing company is defined as one that engages in the following practices: sponsoring individuals to set up their own businesses for the purpose of selling products or services and/or recruiting other individuals to set up their own businesses; requiring an initial investment (payment of a fixed fee, payment to attend an orientation or training session, and/or purchase a starter kit) from an individual, with the organization itself serving as an umbrella or parent corporation; offering compensation in the form of straight commission, fees from others under their sponsorship in the organizations, and/or a percentage of sales generated by others. *(Adapted with permission from the Colorado State University Career Center)*

## Facility Information

**Electrical:** We have limited electrical availability. If you reserved an electrical spot in your registration, it is **MANDATORY** that you bring your own extension cords (minimum 20 ft.) and cord covers. Northwood University does not provide these items.

**Internet Access:** Northwood University offers high-speed wireless Internet throughout the building free of charge. A temporary username and password will be provided at check-in the morning of the event.

**Booth Set-up/Tear Down:** We ask that clients arrive between 9:00-11:30 a.m. to set-up and enjoy

our brunch before students start arriving at 11:00 a.m. We also ask that all clients begin tearing down after 3:00 p.m. Some students commute and will not arrive until later in the day.

**Shipping:** Due to limited storage space, please ship your items no more than 1-2 weeks before the Career Expo, please send items directly to: **Northwood University, Attn: 2009 Fall Career Expo, Hach Student Life Center, 4000 Whiting Drive, Midland, MI 48640.** *It is the client's responsibility to repack, label, and contact their carrier for all items to be shipped back to the company.*

**Brunch/Refreshments:** Brunch will be served between 11 a.m. - 1 p.m. The Wolf Den Cafe' will be open, at your own cost, from 11 a.m. - 2 p.m., should you choose not to participate in the brunch. A beverage station for recruiters and participants will be available from 10 a.m. - 4 p.m.

**Cancellations:** *You have until 5 p.m. on Friday, October 9, 2009, to cancel your registration to be eligible for a full refund.* Cancellations will be accepted after that date, but refunds will not be issued.

## General Information

**Attire:** We require our students and alumni to dress in business professional attire. Students who do not dress accordingly will not be allowed to participate.

## On-Campus Interviews

If you requested on campus interviews in your registration, your blank interview schedule and room assignment will be provided upon check-in at the Career Expo.

## Survey

You will be provided with a short survey regarding the Expo. Your comments are very valuable to us, and we appreciate your suggestions and accolades.

## Questions about the Expo

Please direct all questions to the Career Assistance Center.

### **Contact Information**

Northwood University – Michigan Campus

Career Assistance Center

4000 Whiting Drive

Midland, MI 48640

Phone: 989-837-4335

Email: [career@northwood.edu](mailto:career@northwood.edu)

Office Hours: Monday – Friday, 8:30 am – 5:00 pm EST