

**PLEASE SHARE THIS INFORMATION
WITH EACH EVENT ATTENDEE**

Business Career Fair

*Friday, February 1st, 10:00am – 4:00pm
Hyatt Regency, 2 Albany St, New Brunswick, NJ 08901*

CAREER FAIR ITINERARY

8:30am--10:00am	Employer Setup / Morning Snacks
10:00am--10:30am	Event open to Honor students ONLY
10:30am	Event open to ALL Business students
11:30am--1:30pm	Buffet Lunch
4:00pm	Career Fair concludes

TABLE SETUP

- Stop by the Employer Registration table to check-in and pick up your name badge and general info for the day.
- Our students are coming from all parts of the Tri-state area as well as from the Newark campus. We expect participating employers to avoid leaving the event prematurely.
- With the exception of the Accounting firms and premium event sponsors, tables are typically assigned in alphabetical order.
- Only table-top displays or booths no wider than size of the table space(s) purchased are permitted. Stand-alone banners are allowed as long as they are not blocking another employer table and/or obstructing pedestrian traffic.
- *Additional Reqs:* There is a \$50 surcharge for any additional company representatives participating in the career fair, beyond your sponsorship package. This will grant them access to the event space, employer lounge, lunch, and snacks.

ON-SITE INTERVIEWING

We have secured conference rooms on the 2nd floor to be used as interview space. Rooms are on a first come, first serve basis. To sign-up, stop by the check-in table on the second floor on the day of the event to reserve a timeslot.

CANCELLATION / NO- SHOW POLICY

In the event that you cancel or do not attend the fair after receiving your email confirmation, a **25% fee** will be deducted from your payment. The remaining balance may be applied to another event hosted by the *Rutgers Business School-Office of Career Management* on the New Brunswick campus. **NO refunds will be issued.**



Rutgers Business School
Office of Career Management
New Brunswick

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SHIPPING INSTRUCTIONS

1) PACKAGE LABELING:

- Ensure all your items have the company name, contact's name, and "Rutgers Business School-CAREER FAIR" listed.
- Specify on all of your boxes, the number of boxes shipped.
- **Write on ALL boxes:** Company Name and Attn: Stephanie Blonder-Rutgers Business School.

ABC Company
Mrs. Jane Doe
Rutgers Business School – Career Fair
2 out of 3 boxes

2) SHIPPING “TO” CAREER FAIR:

- Packages should begin arriving Sunday, January 27th and no later than Thursday, January 31st at 12:00pm.
- Your materials will be waiting for you at your assigned table, the morning of the event.
- **Ship to:** Hyatt Regency, Attn: Stephanie Blonder-Rutgers Business School, 2 Albany St, New Brunswick, NJ 08901.

Hyatt Regency
Attn: Stephanie Blonder-Rutgers Business School
2 Albany Street, New Brunswick, NJ 08901

3) SHIPPING “FROM” CAREER FAIR:

- Employers must bring pre-printed shipping labels for boxes to be shipped from the Hyatt Regency back to your respective company.
- Leave ALL sealed and labeled boxes on TOP of your table to be shipped out.
- Please contact your respective shipper or 3rd party vendor to inform them to pick up your materials by Monday, February 4th by 5:00pm from the Hyatt Regency. If you need to make other arrangements, please contact the hotel at (732) 873-1234 and ask for Stephanie Blonder.
- **It is the responsibility of the employer to make all the necessary shipping arrangements. The Rutgers Business School and the Hyatt Regency Hotel will not be responsible for return shipping.**

STAYING AT THE HOTEL

We are proud to offer career fair attendees a discounted Rutgers Fair rate at the Hyatt Regency New Brunswick. Please mention the “Rutgers Career Fair” when making your reservation. To book your room, please contact: Ashley Kowitz (732-867-2257) or Ashley.kowitz@hyatt.com. To view other lodging options nearby, click [here](#).



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DRIVING / PARKING

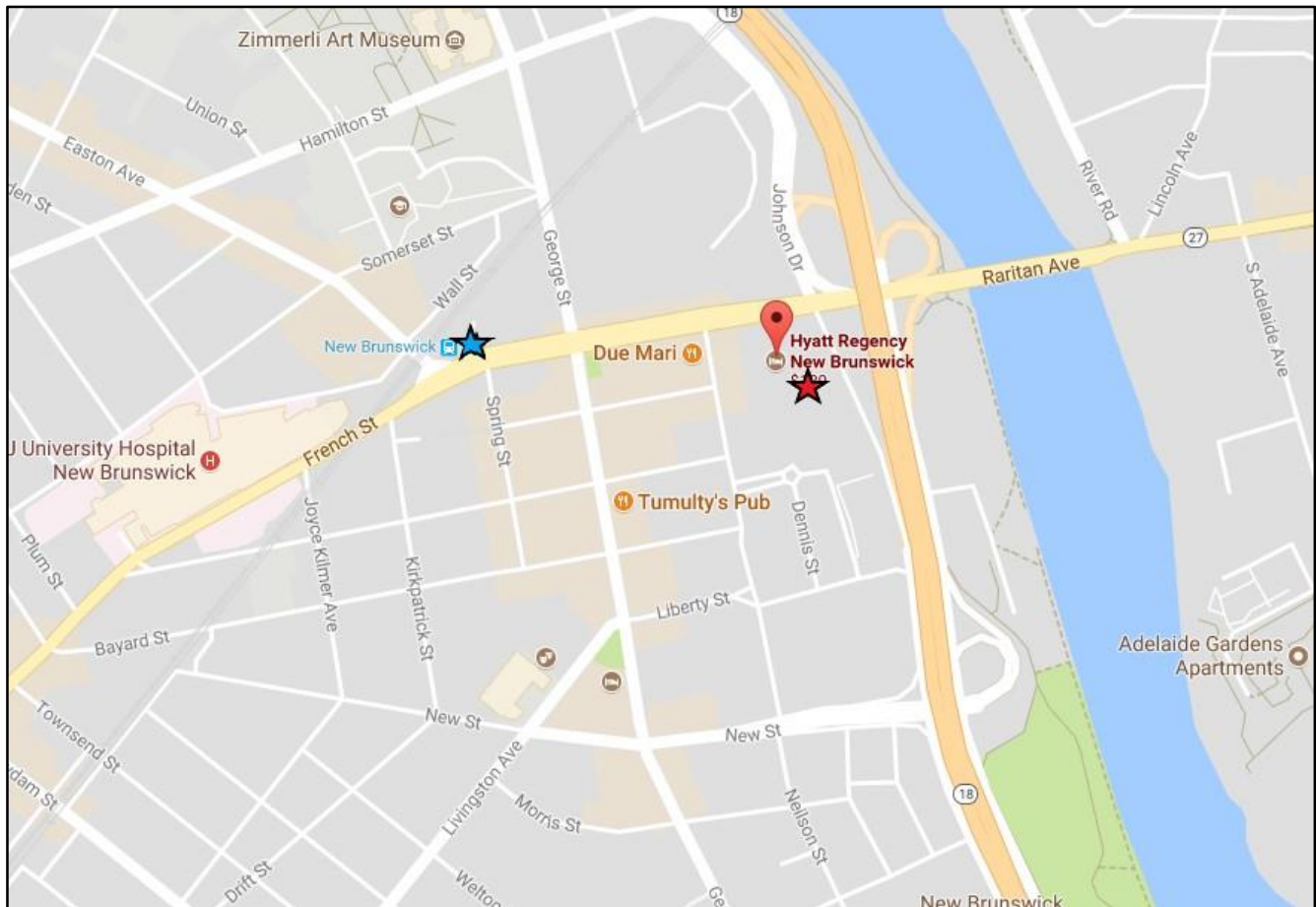
- ✓ For driving instructions to the hotel, click [here](#).
- ✓ **Self-parking** is the recommended option to park in the hotel parking deck is approximately \$8 for the day, at the attendee's expense.
- ✓ **Hotel Valet parking** at the Hyatt is \$20, at the attendee's expense. For more info, contact 732-873-1234 or click [here](#).

TRANSPORTATION TO & AROUND NEW BRUNSWICK

[Amtrak Train](#) [NJ Transit Train](#) [NJ Transit Bus](#) [Taxi/Limo Service](#)

Blue Star: New Brunswick Train Station

Red Star: Hyatt Regency



CONTACT US

Office of Career Management
Rutgers Business School – New Brunswick
848-445-3600 | RBScareers@business.rutgers.edu



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