

MANRRS EXHIBITORS' TIPS

Students are not always the most prepared for career fairs, but sometimes neither are employers. Here is some information to help prepare you, the employer, for meeting with students.

Full-time Information

- Be ready to answer student questions on full-time position availability.

Questions may include:

- *What types of positions are available for my major?*
- *When would these positions start?*
- *I graduate in (August or December)... What would you have available for me?*

Internship Information

Many of the students you meet will ask questions about internships. Be sure to have information on hand about your company's internship program.

Include information about:

- Types of internships available
- General internship program information
- What majors you are looking for
- Timeline of internships (3-month, 6-month, 12-month, etc.)
- Timeline for hiring (When will interview, how long positions will be posted, when you are planning to have positions filled, etc.)

You may also get asked about the percentage of new hires you draw out of your internship program. This is important to many students, as they are looking at the possibility of long-term employment.

Handouts/Printed Materials

- Printed materials should be concise, but provide information about your company's specific programs and/or positions
- Have separate materials about internship and full-time programs
- Include all contact information on your printed materials including; contact name, contact address, website address, job-line phone number, etc.

Speaking with Students

- Remember you only have a short time to speak with students, yet you want to get as much information as possible. This will not only benefit you as the employer, but will also benefit the students by helping them determine if they feel there is a good match.
- Ask the students pertinent information about their background. This will help you determine what type of position they are looking for, their availability, etc.

Questions to ask include:

- *What is your major?*
- *Are you looking for an internship or full-time?*
- *What type of position are you looking for?*
- *When do you graduate?*

These questions will also help to facilitate conversation and allow you and the students to get a better idea if there is a good match to your positions. This also opens students up to questions about your company's specific hiring needs and programs.

Career Booth

A career booth is a way to attract students' attention. You do not need a very expensive booth, but make sure you are presenting your company in the right light. You will want the booth to:

- Reflect your company's image and industry
- Tell a little something about your company
- Include information about majors you are looking for, and/or positions and internships you have available
- Include information about internship opportunities and available job positions.

If you would like to contribute a giveaway for a raffle at the career fair please contact Lisa Hurlly at 610-717-4197 or email at: hurllyl@ameetingplace.com

SPONSORSHIP / EXHIBITING / ADVERTISING APPLICATION

If you do not receive an e-mail confirmation within 48 hours, please contact Lisa Hurly at (610) 717-4197.

MANRRS 2010 Conference | March 24-27, 2010 | Orlando, Florida

Fax application to (877) 744-3084. Questions? Call (610) 717-4197

SPONSORSHIP: Please refer to the Sponsorship Opportunities section.

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Industry

Paid by 2/01/10 \$1,800 Single, \$3,000 Double

Paid after 2/01/10 \$1,950 Single, \$3,150 Double \$ _____

Private Interview Space \$250 \$ _____

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Submission of this application to exhibit implies consent to the items, conditions and regulations governing exhibits of the Conference published in the Prospectus. The Exhibitor agrees to abide by all rules, requirements, restrictions and regulations as set forth in the Prospectus and as may be specially designated by Conference Management. Failure to abide by such rules and regulations will result in forfeiture of all monies paid by or due from Exhibitor.

EXHIBITOR CONFERENCE REGISTRATION

If you do not receive an e-mail confirmation within 48 hours, please contact Lisa Hurly at (610) 717-4197.

This form must be accompanied by the SEA Application (see previous page).

Fax registration form to (877) 744-3084. Questions? Call (610) 717-4197

EXHIBITOR 1: Please Type or Print Clearly.

First Name _____ Last Name _____

Badge First Name _____ Bkgd _____

Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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EXHIBITOR 2: Please Type or Print Clearly.

First Name _____ Last Name _____

Badge First Name _____ Bkgd _____

Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Vegetarian Dietary or Other Special Needs _____

Additional Exhibitor Name Badge Order Form

Each Exhibit Booth includes Name Badges and Full Conference Registration for up to two (2) Representatives. Career Fair Admission for an additional representative from your organization can be provided at a cost of \$75.00 each. Two exhibitors will receive a full Conference Registration, which includes conference materials, sessions and meals.

Registration and conference information is available on the website: www.manrrs.org. For registration questions or to register additional exhibit representatives, e-mail MANRRS@ameetingplace.com or call 877-744-3083.

Additional Badge: (Career Fair Admission for an additional Representative from your organization can be provided at a cost of \$75.00 each)

Name (First and Last) _____

Organization (if different than above) _____

Phone _____ E-mail _____

City, State _____

PAGE _____ OF _____

Copy this form as needed.