

## FAQ

### Business, Industry and Technology Career Fair

# About Our Event

Iowa State University's Business, Industry and Technology Career Fair is hosted by the Ivy College of Business, College of Human Sciences and College of Liberal Arts and Sciences. This fair offers students and employers the chance to discuss career paths, internships, full-time roles, tips for career success and more. We welcome employers in the following industries:

- Accounting
- Communication and Media
- Consulting
- Fashion and Apparel Design
- Finance and Insurance
- Healthcare
- Hospitality and Food
- Human Resources
- Management
- Manufacturing and Production
- Marketing and Advertising
- Research
- Sales
- Supply Chain Management
- Technology and Data

#### When is the Next Career Fair?

View our [Career Fairs page](#) for our upcoming career fairs.

#### When Should I Register?

As soon as you know you would like to attend. Booth placement is based on a first come, first served basis. Hilton Coliseum has two levels. We will fill the floor of Hilton first, and then the upper concourse. If you would like to be on the floor, we encourage you to register quickly. Registration is open until capacity has been reached or one week prior to the event (whichever comes first).

**Fall registration:** opens July 1st

**Spring registration:** opens November 1st

#### How Much Does it Cost to Attend?

The cost is \$750.00 per booth.

#### What Does This Cost Include?

Each booth registration (\$750.00) includes an 8ft x 8ft booth with a 6ft draped table, two chairs, and two electrical outlets. Please bring power strips if additional outlets are needed.

You may bring up to five representatives per booth.

#### What is the Average Attendance for this Event?

- Fall career fair: 2,500 students and 200 employers
- Spring career fair: 2,000 students and 165 employers

We encourage all ISU students to attend.

#### How Do I Register?

Log in to [CyHire](#)

- On your home screen, select "Register for a Career Fair"
- Select the desired event
- Complete the registration form and submit

You will receive a confirmation email stating we have received your registration. If you do not receive this email, please review your registration to ensure all fields are completed.

#### What is the Cancellation and Refund Policy?

- >Three weeks prior to the career fair: No Cancellation Fee
- <Three weeks leading up to the career fair: 100% Cancellation Fee (no exceptions)
- Cancellations must be made in writing to [isucareerfairs@iastate.edu](mailto:isucareerfairs@iastate.edu).

#### Is This the Right Fair For You?

Contact [isucareerfairs@iastate.edu](mailto:isucareerfairs@iastate.edu) or call (515) 294-2542 with any questions. We are here to help!

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### Business, Industry and Technology Career Fair

# In Preparation for the Event

#### How Can We Pay Our Invoice?

Payment must be received **BEFORE** the career fair. Your invoice will be attached to your confirmation email.

- To pay by check, see your invoice for instructions.
- To make a credit card payment:
  - Once your career fair registration has been approved, you will receive a separate email with your invoice attached. Please select "Pay by credit card" on your invoice to be directed to our online payment portal. Please note the Invoice number is your code for online payment.

#### When Will I Get My Booth Information?

You will receive your booth number two to three weeks prior to the event.

#### What Should We Bring?

- Make sure your booth is inviting. Bring flyers, displays, promotional materials, business cards, swag, etc. to showcase your organization. Please note that signs should stand on their own and must fit in the allotted booth space.
- Consider displaying a sign with a list of opportunities.
- Bring your own company nametag, if possible. There will be blank nametags at check-in if needed.
- Consider sending ISU alumni or current ISU students working at your organization.

#### Where Do We Ship Our Materials?

Hilton Coliseum  
1705 Center Drive  
Ames, IA 50011  
ATTN: (Name of Exhibiting Company)  
Hold for: (Name of Career fair attending)

**Please ensure your company's name is clearly marked on the package, as items will be delivered to your booth.**

- Do not have your packages delivered to Hilton Coliseum earlier than one week prior to event.
- Be sure to provide a pre-paid return label with your package.
- Arrange a pickup with UPS or Fed Ex (**UPS preferred**).
- All packages must be scheduled for pick-up within three days of the career fair.

#### Shipping your materials back:

- All materials must be packaged and ready to ship at the conclusion of the fair. Make sure to attach pre-paid outbound shipping labels and leave items at your booth. Event staff will move packaged items from your booth to the shipping location.

#### How Can I Make an Impression With Students Before the Event?

- Post jobs and/or internships in CyHire to showcase your available opportunities.
- Use LinkedIn to reach out and encourage students to visit your booth. Individually message students you wish to connect with.
- Host an information session or drop-in office hours on campus in the weeks leading up to the career fair.
- Engage with student organizations and classrooms.

# FAQ

## Business, Industry and Technology Career Fair

# Day of Event

### Where Will the Career Fair Take Place?

Hilton Coliseum at Iowa State University  
1705 Center Dr., Ames, IA 50011

### What is the Schedule for the Day?

<b>9 a.m. – 11:30 a.m.</b>	Check in and set up
<b>11 a.m. – 12:30 p.m.</b>	Lunch
<b>12 p.m. – 5 p.m.</b>	Career Fair
<b>5 p.m. – 6 p.m.</b>	Employer Social Hour

**Your organization is required to be present at your booth for the entire duration of the fair, 12 p.m. – 5 p.m.** Future booth placement may be affected for organizations who arrive later than 12 p.m. and choose to depart prior to 5 p.m.

### Where do we Park and Unload Materials?

**Parking:** Free parking is available on the north and south sides of Hilton Coliseum.

**Unloading materials:** Pull your vehicle around to the West loading dock and our student ambassadors will unload and deliver your career fair materials directly to your booth!

Look for the RED 'unload here' signs."

### Do I Need to Check-In?

You do **NOT** need to check in; you are able to go straight to your booth. If you do not know your booth assignment, staff will be at every entrance to greet and show you to your assigned booth.

### Where Will Lunch Be?

Lunch will be served from 11 a.m. – 12:30 p.m. in Johnny's Lounge (located on the upper concourse). Feel free to sit in Johnny's, eat around the upper concourse, or take your lunch back to your booth.

### Is There Wi-Fi?

University Wi-Fi is available for use. Select either of the listed Wi-Fi options to access the Internet:  
**IASTATE or ISU-GUEST**

### What Are Best Practices When Attending?

- Post on LinkedIn the day of the fair; let students know you are there to meet them!
- We appreciate your willingness to speak about future opportunities and possible career paths within your organization to all students, regardless of their major or year in school.
- We ask that you please accept students' paper resumes and help students understand your recruitment process and how to apply to your organization.
- Review our [policies & principles for employers recruiting at ISU](#).

### What if I Need Assistance During the Career Fair?

Help desks are located at each of the entrances to Hilton (North and South upper concourse) and on the east side of the floor of Hilton.

Career Fair student ambassadors will also be walking around Hilton all day (RED shirts) to assist as needed.

You can also email [isucareerfairs@iastate.edu](mailto:isucareerfairs@iastate.edu).

### Need a Snack, Drink, or Space to Work?

There is an employer lounge located on the NE corner of the Hilton Floor. The space provides an area to take a call or work and is stocked with snacks and beverages.

### Is There a Mother's Room Available?

The private mother's room is located on the west side of Hilton on the first floor.

### Does ISU Have Space for Interviews the Day After the Career Fair?

Interview Day is hosted the day after the career fair. Please reserve your table(s) in CyHire under 'Events'.