EMPLOYER INFORMATION PACKET

Fall 2016 Business Career Fair
Tuesday, September 27, 2016
10am-3pm
Bud Walton Arena Concourse

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Event Overview
- **When:** Tuesday, September 27, 2016, from 10am-3pm
- **Where:** Bud Walton Arena Concourse (see travel and parking instructions on page 2)
- **Employer Check In:** 9-10am at Bud Walton Arena, includes coffee and light snacks
- **Lunch Break:** noon-1pm, lunch will be provided and the fair will be closed to students for an employer break
  
  **PLEASE NOTE:** meal tickets will be required for access to the hospitality area for lunch and will be provided at employer check-in upon arrival; please accurately register the number of attendees and contact us if there are any changes
- **Transportation:** buses will take attendees from the Harmon Parking Garage to Bud Walton Arena and back throughout the day from 8:30am-3:30pm
- **Event Open to Students:** the fair will be open to students from 10:00am-12:00pm and 1:00pm-3:00pm

Questions?
If you have any questions or need further directions, please contact the Walton College Career Center: 479-575-6100 or CareerCenter@Walton.uark.edu.
Business Career Fair Travel and Parking Directions

- **Local Airport Code:** XNA-Northwest Arkansas Regional Airport

- **Parking:** Parking is available in the Harmon Avenue Parking Garage, located at: 100 N Harmon Ave, Fayetteville, AR 72701. When you arrive at the garage: pull in, push the green button, take a ticket, and park anywhere. **Please bring your ticket with you for validation.** Take the stairs or elevator to level 6. Parking entrances and exits are on levels 1, 2, 4, and 6.

- **Transportation to the Stadium:** A limo bus will transport career fair attendees from the parking garage to Bud Walton Arena. Follow the signs for employer check in. **Bring your parking ticket to the check in table for validation.** Limo buses will provide transportation from the parking garage to the arena and back throughout the event from 8:30am to 3:30pm.

- **Driving Directions from I-49:**
  - Take Exit 62 (Farmington and University of Arkansas).
  - From south bound I-49, take a left onto 6th St./MLK Jr. Blvd. From north bound I-49, take a right onto 6th St./MLK Jr. Blvd.
  - Turn left onto Razorback Road (You will see a “University of Arkansas” brick entrance sign at the corner of Razorback Road and 6th St.)
  - Take the first right onto Leroy Pond Road. (After turning right, you will pass by Bud Walton Arena on the left.)
  - At the stop sign, take a left onto Clinton Drive.
  - When you come to the stop sign, continue straight onto Clinton Drive/Center St.
  - You will pass the Clinton House Museum on the left.
  - Take a left onto Harmon St. (It will be the first street on the left at the top of a small hill.)
  - The deck will be on your right. Pull into the deck, take a ticket, and park anywhere.

- **Driving Directions from Hwy 71B/College Avenue:**
  - Heading south from Springdale, you will pass the Northwest Arkansas Mall on the right.
  - Continue going straight on 71B/College Avenue South until you reach the Dickson St. stop light. (As you travel south, you will pass Fiesta Square. Just before you reach Dickson St., you will see Marvin’s IGA on the left.)
  - Make a right on Dickson St. Continue straight (west) on Dickson St. You will go straight through the West Avenue stoplight and the Arkansas Avenue stoplight. Continue going up the hill and you will see the Bell Engineering Center on the right.
  - Turn Left on Harmon Ave (formerly known as Buchanan Ave).
  - The deck will be on your left. Pull into the deck, take a ticket, and park anywhere.

*A campus map and hotel information can be found on our website at:*

Event Layout

The fair will be setup on the Bud Walton Arena Concourse and will have a traditional career fair layout. Each company will be provided with one 6’ folding table and will be allowed to set up displays and banners, as well as hand out giveaways. Companies are encouraged to bring company branded table cloths, as well as brochures, business cards, and/or giveaway items if desired.

Shipping Instructions

You may ship giveaway items, brochures, and/or displays and banners (we cannot accept pallet shipments). Please ship materials to the address below. All shipments must be clearly labeled with the company name and must arrive September 21, 22 or 23, 2016 between 8am and 5pm.

Walton College Career Center – Career Fair
191 North Harmon
Walker Hall (WJWH) 226
Fayetteville, AR 72701

If you would like us to return ship any materials, or transfer items for use at the STEM Career Fair the following day, please ensure all items are packed, sealed and appropriately labeled following the Business Career Fair. Items to be shipped should be left at the south entrance following the fair. Items for the STEM Fair should be left at the west entrance.

Reasonable Accommodations

If you need an accommodation to fully participate in this event, please email CareerCenter@Walton.uark.edu.

On-campus Interviews

You can schedule on-campus interviews in the Walton College Career Center beginning the day after the Business Career Fair. To schedule an on-campus interview, please contact our office at 479-575-6100 or CareerCenter@Walton.uark.edu. Due to high demand the day after the Business Career Fair, on campus interviews will be limited to no more than two rooms per organization and will be filled on a first come first served basis – space is limited!

Posting Jobs & Internships

It is important to share as much information as possible with our students about your recruiting needs. If you currently have job or internship openings, please let us know. Our web-based placement system enables you to post job openings (for free, with no limit) and review resumes of students matching your employment criteria. If you are interested in posting job openings in our online database for students (Razorback CareerLink), please send the job description and relevant information to CareerCenter@Walton.uark.edu.
Refunds & Cancellations

Cancellations will be accepted provided notification is given in writing to the Walton College Career Center via email to CareerCenter@Walton.uark.edu. Partial refunds will be offered if notification is given more than one week prior to the fair. We will refund your credit card or check payment less $25 for transaction/processing expenses. No refunds will be offered if notification is given less than one week prior to the fair. All payments are due no later than September 16, 2016.

Inclement Weather

If the U of A has a delayed start the day of the event due to inclement weather, the Business Career Fair will have a delayed start. The event will begin at the time the U of A has announced opening and will run for four hours straight. Lunch will still be provided, but there will not be a scheduled break. (For example, if the U of A announces a delayed start time of noon, the Business Career Fair will run from 12-4pm.)

If the U of A is closed the day of the event due to inclement weather, the Business Career Fair will not be held that day and we will attempt to reschedule. If the organization chooses to participate on the rescheduled date, all fees, as well as, cancellation policies will apply. If an organization cannot attend on the rescheduled date, we will offer a 90% refund or credit toward the spring 2017 Business Career Fair.

If a company cannot attend the event, due to inclement weather or any other reason, on the original scheduled date but the event still takes place on that date, no refunds or credit will be offered.

In case of inclement weather, please consult the following for official news regarding the status of the event:
- http://uark.edu/
- http://walton.uark.edu/career/
- (479-575-6100)
- CareerCenter@Walton.uark.edu

Caveats

- **Parking:** The Harmon Parking Deck is a public parking garage for University of Arkansas students, faculty, staff, and campus visitors. For easier exit after the career fair, consider parking on levels 1-5. Exits can be found on levels 1, 2, 4, and 6. Your parking ticket can be validated at the event so be sure to bring your ticket with you.
- **Transportation:** We contract with Dynasty Limousine to provide transportation for all career fair attendees to and from the Harmon Parking Deck and Bud Walton Arena. Be sure all bulky materials are shipped prior to the event (see shipping instructions on page 3 for details).
- **Lighting:** Lighting in the Bud Walton Concourse is dim and can’t be brightened.
- **Wi-Fi:** There will be no access to Wi-Fi at the Business Career Fair.
- **Lunch Ticket:** Meal tickets will be required for access to the hospitality area for lunch and will be provided at employer check-in upon arrival. When you register for the event, please accurately register the number of attendees and contact us if there are any changes.