We look forward to having you at the Spring 2020 Engineering Career Fair at the Grainger College of Engineering and the University of Illinois at Urbana-Champaign! This guide is designed to provide logistical details for what to expect before, during, and after the Career Fair!

On-site management of the career fair is provided by Engineering EXPO, a program of Engineering Council. EXPO student leaders will be available to answer questions and offer helpful information to make your career fair experience as positive as possible. You can learn more about Engineering EXPO and opportunities to work with these outstanding students outside of the Career Fair at http://www.ec.illinois.edu/programs.

Remember to share this document with your colleagues who will be on-site at the career fair and print a copy for yourself. Ready? Let’s go!

BEFORE THE CAREER FAIR

Registration, Payment and Refund Policies

Please check your company’s Handshake account to confirm your registration including your booth type, selection of desired majors, and your payment status. You may also contact ECS at ecs-recruiting@illinois.edu or by phone at 217-333-1960 with questions.

Please pay special attention to our cancellation and refund policy as follows:

- To cancel your Career Fair attendance as well as Next Day Interviews, notice must be made in writing via email to ecs-recruiting@illinois.edu by Monday, January 13, 2020 at 5:00 pm CST.

- Only the maximum number of representatives that are included with your company’s booth selection will be allowed to participate in the Career Fair. You will be charged an on-site fee of $200 for any additional representatives that show up to the Career Fair. Those representatives may be turned away at the door. Attendance restrictions helps us manage congestion at the fair as well as capacity for fire code regulations.

- Paid registrations that are cancelled after the deadline will not be refunded nor will a credit be assigned for transfer of registration fees for future events.

- Unpaid registrations that are cancelled after the deadline will still be responsible for the payment of registration fees.

- Next Day Interview space reservations that are not cancelled by the deadline will result in a fee of $100 per room.

- There will be no refunds or future credits issued for cancellations caused by inclement weather and/or other acts of nature or circumstances that are beyond our control.
**Shipping Materials to the Career Fair**

Any Career Fair materials that you want to have shipped in advance must be coordinated with Best Expo, our Career Fair shipping vendor. Please download [this form](#) for more information about inbound shipping logistics and fees.

Best Expo, Inc.
9084 Owl Rd., Sherman, IL 62684
service@bestexpoinc.com
Fax: 855-315-6061

**Career Fair Schedule**

Please keep the following dates and times in mind when making your travel arrangements:

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Tuesday, January 28, 2020</th>
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<tbody>
<tr>
<td>12:00 p.m. - 2:00 p.m.</td>
<td>Recruiter Registration and Booth Set-up</td>
</tr>
<tr>
<td>2:00 p.m. - 6:00 p.m.</td>
<td>Student Arrival and Career Fair Start time</td>
</tr>
<tr>
<td>6:00 p.m. - 7:00 p.m.</td>
<td>Booth Breakdown and Departure</td>
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<thead>
<tr>
<th>Day 2</th>
<th>Wednesday, January 29, 2020</th>
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**Career Fair Venue**

The Spring 2020 Engineering Career Fair will take place in the Activities and Recreation Center (ARC) at 201 E. Peabody Dr., Champaign, IL. [See map on page 3.](#)

**Hotel Accommodations**

Below is a list of recommended accommodations where rooms have been blocked for Career Fair employers. Please let the hotel know you are attending the Spring 2020 Engineering Career Fair in order to receive the group discount when you make your arrangements. Reservations must be made 30 days prior to the Career Fair date. **Please note that Engineering Career Services is not liable for any charges incurred during your hotel stay in Champaign/Urbana.**

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Distance to venue</th>
<th>Website</th>
<th>Phone</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hampton Inn</td>
<td>1200 W. University Ave., Urbana, IL</td>
<td>1.9 miles / 3 km</td>
<td>Hampton Inn, Champaign/Urbana</td>
<td>+1-217-337-1100</td>
<td>2020 Engineering Fair</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>1501 S. Neil St., Champaign, IL</td>
<td>0.8 miles / 1.2 km</td>
<td>Hilton Garden Inn, Champaign/Urbana</td>
<td>+1-217-352-9970</td>
<td>ENGIN1</td>
</tr>
<tr>
<td>Home2 Suites</td>
<td>2013 S. Neil St., Champaign, IL</td>
<td>1.2 miles / 1.9 km</td>
<td>Home2 Suites by Hilton, Champaign/Urbana</td>
<td>+1-217-355-6468</td>
<td>EC1</td>
</tr>
<tr>
<td>Hyatt Place</td>
<td>217 N. Neil St., Champaign, IL</td>
<td>1.6 miles / 2.5 km</td>
<td>Hyatt Place Champaign/Urbana</td>
<td>+1-217-531-2800</td>
<td>Spring Engineering Career Fair (group/corporate number)</td>
</tr>
<tr>
<td>I Hotel</td>
<td>1900 S. First St., Urbana, IL</td>
<td>0.7 miles / 1.1 km</td>
<td>IHotel - Stay at the I</td>
<td>+1-217-819-5000</td>
<td>SECF20</td>
</tr>
</tbody>
</table>

Additional hotels are available in the Champaign-Urbana area. Please see the Visit Champaign County tourist website [here.](#)


**Parking and Shuttle Service**

Complimentary parking for the career fair is provided for all recruiters in Lot E14 on the corner of First Street & Kirby Avenue.

You may drop off packages at the ARC if needed and then proceed to Lot E-14 to park. Recruiter Package Drop-off is off of Peabody Drive, on the EAST side of the main entrance into the ARC. Please look for the package drop off signs to guide you to the location.

A complimentary shuttle (look for Peoria Charter bus, NOT MTD bus) will transport recruiters from Lot E-14 to the ARC approximately every 10 - 15 minutes between 11:30 a.m. – 8:00 p.m.

On foot, Lot E-14 is approximately 13 minutes away from the ARC.

Pick-up for shuttles returning to Lot E-14 is located on Peabody Avenue near the Career Fair entrance. Look for the shuttle pick up signs or ask a member of the career fair team to show you where to find the pick-up.

**Refreshments, Beverages, and Snacks**

We’ve made some changes to food services in light of this year’s later start time:
- Refreshments will be offered instead of a full lunch from 12:00 p.m. – 2:00 p.m.
- Snacks and beverages will be provided throughout the Career Fair.
- Food deliveries to the fair are NOT allowed.

**Grainger College of Engineering Alumni**

Welcome back to campus! Be sure to stop by the recruiter break room (MP1) between 1:00 pm and 2:00 pm to pick up an Alumni button while supplies last. We also encourage you to connect with the Grainger Engineering Office of Advancement to stay updated and connected to what’s happening here at the Grainger College of Engineering!

Office of Advancement Grainger College of Engineering
engineering-alumni@illinois.edu
217-244-2364
**Next Day Interviews**

You may request up to two spaces to interview students on the next day after your Career Fair attendance. Space is limited and will be allocated on a first come, first served basis. All interview space requests must be submitted in Handshake no later than 5:00 PM CST on Monday, January 13, 2020. You will receive an email from Engineering Career Services confirming your interview space and providing logistical details. Be sure to provide this information to the representatives at the Career Fair.

**Stay in Touch**

Contact Engineering Career Services with questions about your recruiting strategy and best practices on how to connect with the students you want to reach. Please also visit our website for more information about upcoming recruiting opportunities, offer guidelines and more!

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**ILLINOIS**

Grainger College of Engineering

**Engineering Career Services**

University of Illinois at Urbana-Champaign  
3300 Digital Computer Laboratory  
1304 W. Springfield Avenue  
Urbana, IL 61801

217.333.1960  
ecs-recruiting@illinois.edu

**Office Hours**  
Monday - Friday 8:30 a.m. - 5 p.m.

https://ecs.engineering.illinois.edu/  
@ECSIllinois