

UND CAMPUS & COMMUNITY EXPO / PART-TIME JOBS FAIR

INFORMATION PACKET

NEW EVENT LOCATION

MEMORIAL UNION - SOUTH LAWN

2901 University Ave
Grand Forks, ND 58202

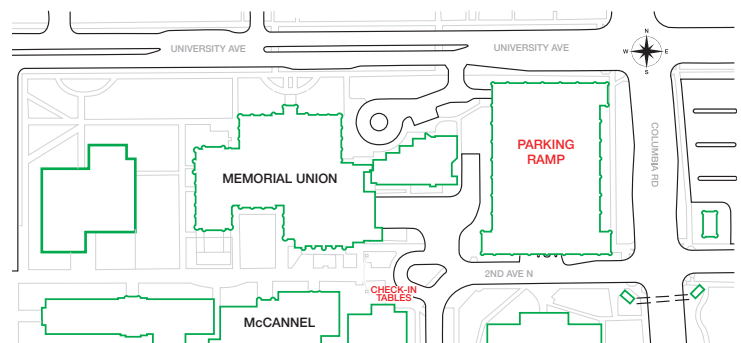
RAIN LOCATION

If we experience or expect inclement weather on the day of the event, we will relocate indoors to the Memorial Union Ballroom. The decision to use the alternate location will be made early on the morning of August 28. You will be notified by email if the rain location is activated.



ARRIVAL INFORMATION

Free parking will be available to you on levels 4 & 5 in the parking ramp, located at the intersection of University Ave and Columbia Rd. A parking permit is not required to park in the ramp for this event. Once parked, use the west stairwell or elevator to access the ground floor.



Check-In

Check-in runs from 9 - 10 a.m. The check-in tables will be located near the roundabout / unloading zone and clearly marked with green flags. We suggest you arrive early to allow time to park and set up prior to the event beginning.

Please be mindful that students that wish to attend the event have varying class schedules and may not be able to attend until later in the day. We ask that you please remain at your table for the duration of the event.

Refreshments

Light refreshments and bottled water will be available from 9 a.m. - 2 p.m. If you have dietary preferences, please notify Jen Proulx (jennifer.proulx@UND.edu).

GENERAL INFORMATION

Canopies

Canopies are not allowed at this event. Dress in layers and bring protective clothing, hats, and/or sunscreen. If canopies are set up you will be asked to take them down.

Displays

In order to ensure that emergency vehicles have access in case of a crisis, no vehicles will be allowed to park within the boundaries of the event location. Participants will also need to limit materials and displays to their 6' booth space as bannering and other promotional items will not be allowed in other locations.

Electricity

There will NOT be access to electricity at this event. Please plan accordingly.



Merchandise / Food

You cannot sell merchandise at this event. However, this is an excellent opportunity to showcase your services and offer free samples, coupons, and prizes. Please keep in mind that any food products for distribution must be prepared by a licensed food vendor.

Noise

Due to concerns with noise - because the event is held while classes are in session - participants will not be allowed to play amplified music.

Promotion of Alcohol

We do not allow alcohol-related distributions at your table or as a part of the marketing of your organization, department, or business. *Please do not engage in games that are often associated with high-risk drinking behavior.* If there is anything that the staff sees as inappropriate you may be asked to take down your booth.

INTERVIEWING FOR PART-TIME JOBS

UND offers free interview space during our events as well as the following day. We highly suggest looking at interviewing on the following days to ensure room availability:

- Wednesday, August 28, 2024
- Thursday, August 29, 2024

Call 701.777.4103 to request interview space. If you need additional information or have a special request, please contact Nancy Nelson, Employer Relations/System Coordinator (nancy.nelson@UND.edu).

