

# UND CAREER EXPO

# INFORMATION PACKET

## EVENT LOCATION

**UND Memorial Union**  
2901 University Ave  
Grand Forks, ND 58202



## SHIPPING INFORMATION

### **Before the Event:**

Please be sure to CLEARLY label the name of your company on your shipping materials so that we can easily deliver your package(s) to your booth prior to the start of the Career Expo.

### **Send displays to:**

Attn: Jen Proulx c/o Campus Postal Services  
UND Career Expo Materials for (your company name here)  
2891 2nd Ave N Stop 9014  
Grand Forks, ND 58202-9014

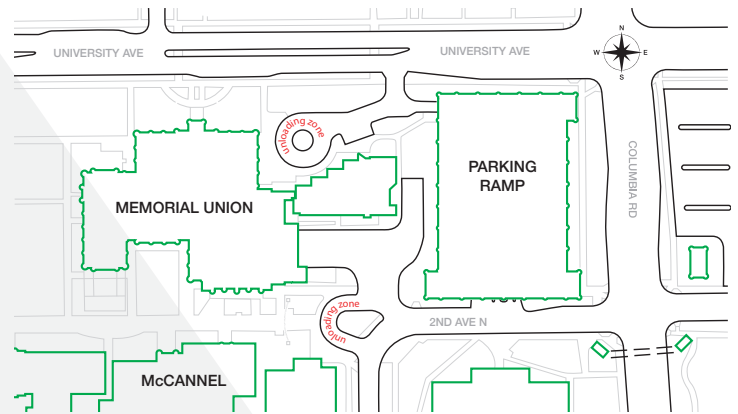
### **After the Event:**

We will pre-arrange a 3:30 p.m. pick-up by FedEx and UPS. A special area will be designated for dropping off your packages at the end of the Expo. Please remember to bring return shipping supplies and labels.

## UNLOADING

Prior to parking in the ramp, deliver your materials to one of the marked unloading zones, located to the northeast and southeast of the Memorial Union.

For your convenience, we will have students available to transport your materials to your assigned booth. Do not park in the unloading zone; you will be ticketed.



## PARKING

Free parking will be available on levels 4 & 5 in the parking ramp, located east of the Memorial Union. Once parked, use the west stairwell or elevator to access the ground floor. Proceed to the 1st floor of the Memorial Union for employer check-in.

## GENERAL INFORMATION

### Check-In

Employer check-in runs from 9 - 11 a.m. The check-in table is located on the 1st floor of the Memorial Union. We suggest you arrive early to allow time to unload, park, and set up prior to the Expo beginning.

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

### Career Expo Booth

Each company will be provided with a 6-foot table and 2 chairs. A limited number of tables with access to electricity were available on the event registration form in Handshake for an added cost of \$25. We are unable to accommodate requests for electricity on the day-of the event.



## Lunch & Refreshments

Coffee, soda, and water will be provided throughout the day. Lunch will be available between 10:30 a.m. and 3 p.m. The menu will contain vegetarian options; however, if you have additional dietary preferences, please notify our Event Coordinator, Jen Proulx [jennifer.proulx@UND.edu](mailto:jennifer.proulx@UND.edu).

## LODGING

A block of rooms are available at the Hilton Garden Inn at a nightly rate of \$96.30. When making your hotel arrangements, please be sure to mention that you are a participant in the **Fall Career Expo** and reserve by **Thursday, Sept. 12** to receive the discounted rate.

### Hilton Garden Inn

4301 James Ray Dr.  
Grand Forks, ND 58203  
**Phone:** 701.777.6000

## LOCAL RESTAURANTS

The following local restaurants are popular with recruiters:

Blue Moose Bar & Grill  
Ely's Ivy  
Helix Wine & Bites  
House of Punjab  
JL Beers  
Little Bangkok  
Rhombus Guys Pizza

Sakura Japanese Steakhouse  
Skies 322  
Speedway 805 Bar & Grill  
Steers Restaurant  
The Red Pepper  
The Toasted Frog  
Up North Pizza



## CANCELLATIONS

Notification is appreciated as soon as possible so we may inform students. The registration fee is **non-refundable** and **non-transferable** per our cancellation policy. In the event that the Expo is canceled due to weather-related conditions (and the City of Grand Forks is shut down) companies will receive a refund of their fees, less a \$50 administrative fee.

We promote our Career Expos to the best of our ability, utilizing social media, print media, emails, text messages, information sessions, and more. We do not guarantee any level of student attendance and participation, and we do not issue refunds based on student attendance or lack thereof.

If you have any questions, please contact our event coordinator, Jen Proulx, [jennifer.proulx@UND.edu](mailto:jennifer.proulx@UND.edu)

## INTERVIEWING

We will have interview space available during the Career Expo events as well as the following day.

We highly suggest looking at interviewing on the following days to ensure room availability:

- Tuesday, September 24, 2024
- Wednesday, September 25, 2024
- Thursday, September 26, 2024

Call 701.777.4103 before making your interview day requests in Handshake. If you need additional information or have a special request, please contact Nancy Nelson, Employer Relations/System Coordinator, [nancy.nelson@UND.edu](mailto:nancy.nelson@UND.edu).

