Dear Career Fair Representative,

Thank you for registering for University of Wisconsin-River Falls 2017 Spring Career Fair. Organizations like yours are the reason this year’s Spring Career Fair will be a huge success.

**Payment Information**
If you selected to pay by check, please mail a copy of your invoice with a check payable to “UW-River Falls Career Services” to the following mailing address:

UW-River Falls Career Services  
Attn: Career Fair Coordinator  
University of Wisconsin-River Falls  
211 Hagestad Hall  
410 South Third Street  
River Falls, WI 54022

A link to your Career Fair Invoice can be found in an email labeled “UWRF Career Fair: 2017 Invoice” received after registration OR on your Hire-a-falcon Career Fair Registration page in the payment section.

If you selected to pay by credit card, please print a copy for your records. Once the credit card has been processed we will email a receipt to you. Note: your credit card statement will reflect payment to “CSO Research, Dallas, TX”.

Here are a few reminders for your organization in anticipation for the 2017 Spring Career Fair:

**Date/Time**
Wednesday, February 22, 2017  
Check-in for organizations: 8:00 a.m. – 9:30 a.m.  
Career Fair: 10:00 a.m. – 3:00 p.m.  
Clean up: 3:00 p.m. – 3:30 p.m.

**Location**
UWRF University Center  
170 University Center  
410 South Third Street  
River Falls, WI 54022

For directions and campus maps, please visit [http://www.uwrf.edu/CareerFair/](http://www.uwrf.edu/CareerFair/) and click on “Day of Fair Details”. 
Parking
- 1 parking pass is included with the registration fee (this pass will be provided upon arrival at Pay Lot 1 on the north side of campus
- Signs will direct you to unload display and parking directions
- Additional parking passes can be purchased for $15 each while registering
- Platinum Sponsors receive TWO VIP parking passes; Gold Sponsors receive ONE VIP parking pass

Lunch
- One buffet meal is included with the registration fee
- Additional buffet meals can be purchased for $19 each while registering
- Platinum Sponsors receive TWO complimentary buffet meals; Gold Sponsors receive ONE additional complimentary buffet meal

Overnight Accommodations
Career Services has reserved rooms at the Best Western Plus Campus Inn available to you at a discounted price. To reserve your room, call the Best Western Plus Campus Inn at 715-425-1045 or toll free at 888-582-5020 and specify you want a room from the “UWRF Career Fair” block of rooms. Please reserve your room before February 1, 2017 to receive the discounted price.

Shipping Displays
If you choose to ship your display, please send it to:
Attn: Career Fair Coordinator
Central Stores and Receiving
588 South 6th Street
River Falls, WI 54022
*Please notify the Career Fair Coordinator, on the day of shipment of your materials.

Sponsorship Opportunities
If you are interested in sponsoring the Career Fair and have already registered, please contact the Career Fair Coordinator at 715-425-3572 or cfcoordinator@uwrf.edu.

Important Deadlines
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 10</td>
<td>Late registration begins</td>
</tr>
<tr>
<td>February 10</td>
<td>Registration Deadline</td>
</tr>
<tr>
<td>February 1</td>
<td>Hotel Reservation Deadline</td>
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<tr>
<td>February 22</td>
<td>Career Fair</td>
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If you have any additional questions, please contact the Career Fair Coordinator at 715-425-3575 or cfcoordinator@uwrf.edu. We are excited to see you on Wednesday, February 22!

Sincerely,

Career Fair Coordinator
715-425-3572
cfcoordinator@uwrf.edu