CUNY BIG &apple; INTERNSHIP FAIR
FRIDAY APRIL 17, 2015

Employer Registration Packet
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WHAT YOUR ORGANIZATION HAS TO GAIN BY PARTICIPATING

If you are an employer searching for a diverse, competitive, college-educated applicant pool, register now to recruit for full- or part-time positions and internships.

This major university-wide recruitment event provides private and public sector employers with the unparalleled opportunity to source from the largest public urban university in the nation. During its twenty-six year history, the Big Apple’s rating among organizations remains exemplary. Last year, 94% of participating employers reported meeting all of their recruitment objectives.

Assuming diversity recruitment is an organization priority, be advised that CUNY’s student body reflects New York City’s ethnic diversity. CUNY students are remarkably diverse, hailing from over 200 countries. The current student body is 20 percent Asian, 26 percent Black, 31 percent Hispanic and 23 percent White. Forty-three percent of undergraduates have a native language other than English and 65 percent attend school full-time. Nearly 60 percent are female, 27 percent are 25 years of age or older, and almost 40 percent of undergraduates were born outside the U.S.

Approximately 3,000 students and alumni of degree-granting programs - from CUNY’s eleven senior colleges, seven community colleges, the Graduate Center (CUNY’s doctoral-granting graduate school), Macaulay Honors College, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, and the CUNY School of Public Health - will be attending the fair. And because this is a university-wide job fair, participants hold all majors and degrees, including Associate’s, Bachelor’s, Master’s, PhD’s, and advanced professional degrees. You can confirm that CUNY has the major(s) and degree(s) matching your organization’s recruitment needs by clicking on Majors and Degrees on the job fair website.

Act now to reserve a space for your organization by registering on-line at www.cuny.edu/bigapple. This is a recruitment opportunity you shouldn’t miss!
EMPLOYER REGISTRATION

REGISTRATION FEE

For a fee of $800, an organization receives:

An 8’ x 10’ booth with 8’ high back wall drape and 3’ high side drape; 6’ x 30” dressed table and two chairs; name of organization and booth # on a 44”x 7” sign hung high on the back wall drape.

Two tickets to the pre-fair breakfast reception. (Read further for how this count may be increased.)

Inclusion in our online Career Guide that identifies participating organizations, their descriptions, positions being recruited and related applicant criteria. Students and graduates scour the Guide prior to attending the fair, so the earlier organizations get their information in, they will have increased exposure to students/alumni.

REGISTRATION CAVEATS

Employers interested in participating in the CUNY Big Apple Job and Internship Fair should note the following:

• Space availability is on a first-come/first-served basis.

• Registration is subject to approval by review committee.

• Employer registration fees are non-refundable.

• Participants agree to conduct business exclusively within their booths and to refrain from distributing materials elsewhere at the fair, e.g., to students on registration lines. Recruiters refusing to adhere to this policy will be asked to leave the fair, with no fee refund.

• We ask all employers to honor their commitment to CUNY and job fair participants by keeping their booths staffed until the 2:00 p.m. closing time.

Every organization must provide comprehensive answers on the on-line registration form so that CUNY graduates are fully informed about the organization and the qualifications required for open positions. Employers who do not comply may be denied participation in the fair.

Regarding internship recruitment – “For profit” organizations that propose to recruit interns whom they wouldn’t pay to work must meet a six-point test to be released from the obligation to pay. Please refer to the Internship Programs under the Fair Labor Standards Act for more information at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf
REGISTRATION PROCESS

You may complete your registration application online at www.cuny.edu/bigapple. Once your registration is approved, a confirmation email and invoice will be emailed to the person whose name and email address were entered on the registration form. If you have any questions regarding the process, or to request a W9 form, you may call 646-664-9010 or send an email to JobFairRSVP@cuny.edu

RECRUITERS’ BREAKFAST PASSES

We urge you to staff your booth with at least two recruiters at all times. The student/graduate turnout is very large and recruiters are fully engaged throughout the fair.

If you do not specify the number of recruiters dining at the fair at least a week before it, we will allocate the two breakfast passes that are part of the regular registration fee. If you want more than two passes, there is a $50 charge for each recruiter over two. No additions will be made the day of the fair.

DO’S AND DON’TS ABOUT BOOTH SET-UP

• If you want an electrical outlet, make the request and payment arrangements directly with the Javits Center’s Exhibitors Service Department at (877) 452-8487.

• Standing table displays and banners draped over tables are permitted.

• Nothing can extend from a booth out into aisle space.

• Nothing can be attached to booth drapes except with drayage hooks obtained the day of the fair at our service booth, and nothing can conceal an organization’s pre-printed sign with booth number.

• Audio displays are not permitted; they can be distracting to others and cause bottlenecking in the aisles.

GETTING MATERIALS TO AND FROM THE JAVITS CENTER

The Javits Center will not accept and store materials before the fair. Do not send materials to the Javits Center, which assumes no responsibility to get them to your booth, and which may not be able to locate them for your recruiter in time for the fair.

The Javits Center has strict guidelines that determine whether or not you can carry your own materials to your booth. The following information is very important:

The “rule of thumb” is that if a person is able to hand-carry or cart materials on a small personal two-wheeled luggage carrier (plastic or rubber wheels only), s/he may come in through a regular public entrance at the front of the building and bring materials directly to the booth area.
If you meet the “rule of thumb” criteria and want your materials hand-delivered, you have two choices:

• You can make your own arrangements to have your materials delivered to your booth the day before the fair (Thursday, April 16th) between 2 and 5 p.m. If you choose this option, call 646-664-9010 for your booth number. Instruct your delivery person to leave materials at your booth and not at the registration counters.

PLEASE NOTE: Security is not guaranteed for materials left overnight, but no material left there overnight for this fair has ever been taken.

• You can have recruiters bring materials the morning of the fair.

If you do not meet the “rule of thumb” criteria for front door entry, you can get your materials to the Javits Center by sending them to Metropolitan Exposition Services, the company setting up our booths.

Metropolitan Exposition Services charges a fee for this service and it must be paid in advance. Contact the Customer Service Department at Metropolitan Exposition at (201) 994-1301 for further information. You will need to make arrangements with Metropolitan so that your materials arrive there no earlier than April 13th and no later than April 15th. Each box of materials should be clearly marked “For the April 17th CUNY BIG APPLE JOB AND INTERNSHIP FAIR” and addressed as follows:

TO: Your Organization’s Name

Your organization’s booth number (call 646-664-9010 for the number)

    c/o Metropolitan Exposition Services, Inc.
    115 Moonachie Avenue
    Moonachie, NJ 07074

RETRIEVING MATERIALS AFTER THE FAIR

The Javits Center will not store materials after the fair. These are your choices for getting displays/materials back to your offices:

• Your recruiters can carry them out.

• You can contract with Metropolitan Transportation to arrange to have materials returned to you.
    Call 201-994-1300 at least a week before the fair to make arrangements.

TRAVEL DIRECTIONS, PARKING AND HOTEL ACCOMMODATIONS

For information, please go to the web site http://www.javitscenter.com
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<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tr>
<td>8:30 - 9:15 am</td>
<td><strong>RECRUITER CHECK-IN AT REGISTRATION COUNTERS</strong> located on the mezzanine level, accessed via escalators leading up to the Galleria. One person from each organization will be asked to sign for receipt of the organization’s manila registration envelope, containing name badges (pre-printed when information has been provided on a timely basis, otherwise containing blank badges corresponding to your number of recruiters), and breakfast passes (either two per organization or based on the number arranged for by the organization prior to the fair). Changes will not be accepted the date of the fair. From registration through the end of the fair, Employer Liaisons will be available to help recruiters with things like booth escort at registration and water delivery at booths. Recruiters should address any concerns/needs during the fair to the Employer Liaisons who will circulate among booths. Recruiters who arrive after the breakfast reception should report to the registration counters.</td>
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<td>9:30 - 10:45 am</td>
<td><strong>BREAKFAST RECEPTION IN THE HOSPITALITY AREA</strong>, at the rear of the RIVER PAVILION. Recruiters are asked to be prompt for the reception, after checking in and organizing their booths.</td>
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<tr>
<td>11:00 am</td>
<td><strong>THE FAIR OPENS - REPRESENTATIVES NEED TO BE BACK AT THEIR BOOTHS.</strong></td>
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<tr>
<td>2:00 pm</td>
<td><strong>FAIR CLOSES.</strong> Recruiters are asked to complete evaluation forms distributed at the fair and return them to Employer Liaisons before leaving. Recruiters should follow through on the arrangements employers made concerning the return of materials/displays to the organization since materials cannot be stored at the Javits Center.</td>
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