**Bowie State University Professional Fair**

**GENERAL INFORMATION**

Bowie State University cordially invites your organization to attend our Professional Fair scheduled on Wednesday, October 29, 2014 from 1:00pm-4:00pm in the Student Center.

**PRICING STRUCTURE**

For-Profit Organizations: $200.00

Government $250.00

Universities / Colleges: $175.00

Non-Profit Organizations: $150.00

Registration includes 1 booth rental, parking, 2 chairs and a buffet-style hot lunch for two (2) recruiters. Due to budget challenges, organizations wishing to bring more than two representatives will need to purchase a second booth. Registrations will be accepted until spaces are filled.

**SPONSORSHIP INFORMATION**

We will be providing attendees with a Directory that will detail information about each organization that attends this event. We invite you to support this effort by purchasing advertisement space. You can include the price of your advertisement with your registration or we can process the payments separately.

**Prices:**

□ ½ Page $50.00 □ Full Page $75.00 □ Back Inside Cover $100.00 □ Front Inside Cover $125.00

**Ad Specifications:** Pre-designed ads must conform to the proper dimensions and be sent in high resolution PDF format. Artwork logos should be created in a JPEG or BITMAP format. Email pre-designed ads to [careerdevelopment@bowiestate.edu](mailto:careerdevelopment@bowiestate.edu). Subject Line: Fall Professional Fair Directory Advertisement.

**DEADLINES**

To secure your space, registration and full payment must be received by **Friday, October 17, 2014.**

All ads, artwork and payments must be received by **October 13, 2014.**

Cancellations made after **October 22, 2014** will not be refunded.

**SCHEDULE FOR THE DAY**

***10:45am***

The Student Center will open for setup.

***11:00am – 11:30am***

Recruiters arrive for registration and to set up.

***11:45am -12:45pm***

Lunch will be served.

***1:00pm - 4:00pm***

The fair will promptly begin at 1:00pm and end at 4:00pm. This event has been advertised to all BSU students (commuter and residential) and alumni. To best accommodate all job seekers please plan to have representation at your booth until the end of the fair.

**LOGISTICS**

The Student Center is equipped with wireless internet connection; however electrical outlets will not be available.

**SHIPPING MATERIALS**

We will begin accepting packages for this event on Monday, October 13, 2014. Materials must be received no later than Friday, October 24, 2014. Please label all boxes with your organization’s name and the total number of boxes.

Ship materials to:

Bowie State University

Career Development Center

Student Center, Third Floor, Suite 3007

14000 Jericho Park Road

Bowie, MD 20715

**PARKING**

All recruiters should park in Parking Lot E, located behind the McKeldin Gym, which is a 5 minute walk from the event location. Materials can be dropped off at the Student Center, before proceeding to the parking location. **You WILL need parking permits on this day.** Parking permits will be emailed to registered recruiters once payments have been processed.

[**CAMPUS MAP**](http://www.bowiestate.edu/about/visit-us/campus-map/)

**DRIVING DIRECTIONS**

**From the north (Baltimore):**

1. Take I-295 S towards Washington, DC
2. Take exit number 11, MD 197 towards Laurel/Bowie
3. Turn left off the exit onto MD 197 S (Laurel Bowie Road)
4. Go five miles
5. Turn left at traffic light at Jericho Park Road into Bowie State University
6. Make a right onto Jericho Park Rd
7. Make a left onto Loop Rd. You will see the security gatehouse
8. Make a left onto Campus Drive
9. The Student Center is the building with the glass front. Follow the signs that read “Fair Unloading.”

**From the south (Richmond):**

1. Take I-95 N
2. Take exit I-495 N towards Baltimore
3. Take exit 19A, US 50 E toward Annapolis
4. Take exit 11, MD 197 N towards Bowie
5. Go five miles
6. Turn right at traffic light at Jericho Park Road into Bowie State University
7. Make a right onto Jericho Park Rd
8. Make a left onto Loop Rd. You will see the security gatehouse
9. Make a left onto Campus Drive
10. The Student Center is the building with the glass front. Follow the signs that read “Fair Unloading.”

**From Washington, DC:**

1. Take I-295 N
2. Take exit number 11, US 50 E towards Annapolis
3. Take exit 11, MD 197 N towards Bowie
4. Go five miles
5. Turn right at traffic light at Jericho Park Road into Bowie State University
6. Make a right onto Jericho Park Rd
7. Make a left onto Loop Rd. You will see the security gatehouse
8. Make a left onto Campus Drive
9. The Student Center is the building with the glass front. Follow the signs that read “Fair Unloading.”

**From the east (Annapolis):**

1. Take US 50 W towards I-97/Washington/Baltimore
2. Take exit 11, MD 197 N/Collington Road towards Bowie
3. Go five miles
4. Turn right at traffic light at Jericho Park Road into Bowie State University
5. Make a right onto Jericho Park Rd
6. Make a left onto Loop Rd. You will see the security gatehouse
7. Make a left onto Campus Drive
8. The Student Center is the building with the glass front. Follow the signs that read “Fair Unloading.”