

MEAN GREEN MAY JOB FAIR
Friday, May 16, 2008 - 8:30 a.m. – 2:30 p.m.
Crowne Plaza Suites – Dallas
7800 Alpha Road – Dallas, TX 75240

Dear Employer,

You are invited to the University of North Texas (UNT) **Mean Green May** Job Fair sponsored by the **Murphy Enterprise Center** in cooperation with the UNT Co-Op office, the NT Exes, and UNT Career Center. We have e-mailed invitations to more than 500 employers. Since we can only accommodate 55 employers, you'll want to confirm your reservation early.

This is the fifth year for our Dallas-based job fair and we've had a great response from both students and employers. This job fair offers an additional feature not included with other UNT job fairs—**an individual private room in which to conduct interviews** in addition to the regular traffic from the event. With students having just graduated, **they will be available for immediate hire.**

- ❖ **Reservations are first come, first serve and space is limited to 55.**
- ❖ **DEADLINE: If planning to attend, please respond by April 18, 2008.**
- ❖ **Participation Fee: \$250 (non-refundable)**
- ❖ **DEADLINE FOR PAYMENT: May 1, 2008.**

The participation fee covers:

- lunch for two representatives (lunch for extras is only \$15.00)
- a six-foot table set-up (18" deep),
- space to hang a banner (you will need to bring rope—staples and push pins are not allowed), and
- use of the room for Thursday night if needed. (Please let us know if you will be using the room overnight so we can give the hotel the guest information.)

To participate, please complete and return the enclosed employer registration form along with the **\$250 non-refundable** participation fee (please fax the form immediately and then forward the hard copy with your check if you have not elected to pay by credit card)! **Your registration will not be confirmed until the fee is received.** Any reservations and checks received after all available spaces have been reserved will be returned.

We look forward to hearing from you and look forward to you or a representative of your organization participating in this employment opportunity.

Sincerely,

Joan Ackerson
Associate Director

Mike Sexton
Associate Director



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RESERVATION DATE: April 18, 2008 PAYMENT DEADLINE: May 1, 2008

_____ **Will participate!** (Please advise if any representative needs special assistance under ADA.)

_____ **Registration Fee (\$250 non-refundable) enclosed.** Credit card information, or check payable to Murphy Enterprise Center should accompany this form. (You may fax this form ahead of time to register by reservation date.) If you would like to pay by credit card, please provide the following information. UNT can only accept MasterCard, Visa, or American Express.

Type of Credit Card _____ Number _____ Expiration Date _____

Name as listed on Credit Card _____

Billing Address _____

Name of Company/Employer: _____

CHECK AS APPROPRIATE: *(A six foot by 18" table is provided. No electricity is available for displays. All requests below are handled in priority order as this form is received.)*

_____ Bringing display which will stand on 6' long table **(No displays over 6' long permitted and no displays allowed that will not fit on an 18" table) OR**

_____ Bringing display that is free standing. **This choice will require that your display table be IN your interview room.**

_____ **Would like to check in and stay in the room on Thursday evening.**

_____ Bringing banner to hang. Please bring your own cord/rope to hang banners.

_____ Want to be included for lunch! Number who will be eating lunch _____. (two included - extra is \$15.00/ea)

With whom should we communicate concerning Mean Green May Job Fair?

Name _____ **Title** _____

Email Address _____

Name of Organization _____

Mailing Address _____

City, State and Zip Code _____

Phone Number __ (_____) _____ **Fax Number** __ (_____) _____

Name(s) of Individuals who will be attending Job Fair _____

The person completing this registration form will be indicating that their organization is an equal opportunity employer & is in compliance with all federal & state employment discrimination laws.

Person completing this form: _____ Date: _____

To Register:

Mailing Address:
 Murphy Enterprise Center
 University of North Texas
 P.O. Box 311160
 Denton, TX 76203-1160

Fax: (940) 565-2426
 Phone: (940) 565-2848
 E-Mail: MurphyCenter@unt.edu