Tuesday, September 26, 2017

Moloney Hall
University Crossing
220 Pawtucket Street
Lowell, MA 01854
3:30 pm - 6:00 pm

**Agenda:**

2:15-3:15 pm   Employer Check in/Refreshments
3:30-6:00 pm   Fair hours
6:00-6:30 pm   Employer Move Out

**Event Layout/Materials/Displays:**

Each company is assigned an 8’ x 6’ piped and draped booth with a 6’ draped table with chairs for registered attendees. Booth signs with name of company are included. Companies may bring tabletop displays or banners, keeping in mind there is very little floor space in this new location. Pamphlets and job descriptions are also recommended. Giveaways are optional.

**Electricity/WIFI:**

There is no electrical service available in this location. WIFI is available at no charge.

**Advance Shipping of Materials:**

Material drop off the day of the event is available but If you wish to ship material in advance (table top displays or handouts), please address your packages to:

UMass Lowell Career & Co-op Center
Attn: Karen O’Donnell (Accounting Fair)
220 Pawtucket Street, Suite 450
Lowell, MA 01854-5148

Make sure your packages arrive no later than September 19 and please include return shipping labels. We cannot be responsible for return shipping on event materials. Shipped materials will be brought to your booth in time for employer check-in.

**Directions/Parking:**

Event parking will be located at the Tsongas Center, 300 Martin Luther King Jr Way, Lowell, MA 01852. Employers will park in the surface lot adjacent to the center (Lot B). There is no charge to park in the surface lot. Shuttle buses will be available to transport employers to University Crossing (event location). Buses will depart from the parking lot starting at 2:15 pm and run thereafter every 15 minutes.

Visit the following link for directions to the Tsongas Center Lot B from your location:

[http://www.uml.edu/maps/#/parking/tsongas-lot-b](http://www.uml.edu/maps/#/parking/tsongas-lot-b)
**Material Drop-off:**
Employers who wish to drop off materials prior to parking can proceed first to the Salem Street Parking Lot, across from University Crossing. Here you may temporarily park and unload event materials. Students will be on hand to assist. You may then proceed to the Tsongas Center Lot B to park and shuttle back to University Crossing.

Below is a link for a map and directions to the drop-off location:
http://www.uml.edu/maps/#/parking/salem-lotadmissions-lot

From the Salem Street Lot, exit the parking lot and take a left onto Salem Street, then a right onto Pawtucket Street. Go straight through the set of lights and the road becomes Father Morrisette Boulevard. Continue straight for 3/4 mile and you will see the Tsongas Center on your left. Take a left onto Arcand Drive/Martin Luther King Jr Boulevard. Parking is in the surface Lot B to the right of the center.

**Employer Check in:**
All employers enter the University Crossing building at the Admissions entrance on Salem Street, a short distance from the drop off point at the Salem Street bus stop. Take the elevators to the 2nd floor. Check-in desk is in the foyer outside Moloney Hall. Refreshments will be served.

**Shuttle Service back to Tsongas Lot B:**
Event ends at 6:00 pm. Shuttle service from the Salem Street bus stop (same as the drop off stop) will return to the parking lot at 6:15 pm and 6:45 pm. The Salem Street bus stop is a short walk from the Admissions entrance of University Crossing. Take a left on Salem Street when exiting the building through the Admissions entrance. The Salem Street bus stop is a short distance down on your right.