

General Information for WorkForce 2012

The Wisconsin Private College Career Consortium (WIPCCC) is excited to host the **21st annual WorkForce Career & Internship Fair.**

Last year, 142 Employers and over 1,000 students connected at the WorkForce Career & Internship Fair. Each year, students and alumni from most of the 20 private colleges and universities in Wisconsin attend this fair.

- Registration is through [MU Career Manager](#).
- Early Bird registration rates for corporate employers are available through Thursday, December 30, 2011.

Registration Fees

Please see the "WorkForce 2012 Registration Rates" link on the employer page of www.wipccc.org for registration rates and sponsorship opportunities.

Fees include a table, registration, parking and buffet dinners for **two recruiters**.

Payment is due by Feb. 16, 2012. A \$50 late fee will be added to payments made after 2/16/12.

Parking

Parking for two employers representatives is covered by your registration fee. Park in the Marquette University 16th Street or 13th Street Parking Structures. Please let the parking attendant know you are a RECRUITER attending the career fair.

Location of WorkForce 2012

Marquette University Alumni Memorial Union, 1442 W. Wisconsin Avenue, Milwaukee, WI 53233

Please see the WorkForce homepage for campus map and directions information.

Display Area Guidelines

Each organization will have one six-foot table and two chairs. Please limit any floor displays to six- to eight-foot dimensions, as the Fair will be crowded. Without sponsorship, additional display space may be purchased at the time of registration. An additional 4 ft of floor space will cost \$175.

Set-up Times and Fair Hours

Set-up will begin at 2:00 p.m. WorkForce will run from 4:00 p.m. until 8:00 p.m. in the Alumni Memorial Union Ballroom. Porters will be available to assist with any heavy or bulky material prior to and after the Fair. See "[Mailing and Loading Dock Information](#)" on the WorkForce homepage.

Meals and Refreshments

There will be a light buffet dinner offered from 3:30 - 6:30 p.m. in the Lunda Dining Room and Henke Lounge on the second floor of the Alumni Memorial Union.

Fax and Telephone Messages

Telephone messages will be taken at the Alumni Memorial Union (AMU) information desk, (414) 288-7250. Faxes can be sent through Career Services at (414) 288-5302 until 5:00 p.m. Please indicate your organization's name and that you are a WorkForce participant. Messages will be delivered to your table.

Advertisements

If your organization would like to publicize directly with the colleges and universities attending the fair, please visit www.wipccc.org → Employers → "Directory of Career Services Staff" to contact Career Centers directly.