

**Registered Companies:**

We are very excited to have you participating in the Sales Career Fair & Reception on Wednesday, October 21st from 4:00 - 7:00 p.m. in the Brown Ballroom of the Bone Student Center. Light appetizers, cookies and beverages will be served compliments of Infogix, Inc and White Lodging

Booth set-up is available beginning at 2:00 p.m. and we will have student ambassadors from Pi Sigma Epsilon available to assist you with your booth materials and finding your table.

Please let me know ASAP if you need an electrical drop. If I do not receive a request, I will assume that you DO NOT need electricity for your booth.

Parking/Campus Map :

Parking is available in the Bone Student Center parking lot located on the north side of the Bone Student Center. Your parking is included in the registration we simply ask that you write "PSI" on the back of your parking ticket so the Sales Institute will be billed for your parking.

A campus map can be located at <http://www.ilstu.edu/map>

Shipment of Booth Materials :

If you would like to ship your booth materials, you may send them to my attention (Mike Boehm) at the following address:

c/o Mike Boehm - Sales Career Fair
ISU Career Center
101 North University
Room 185 Student Services Building
Illinois State University
Normal, IL 61790-2520
Phone 309.438.2200 - Career Center main number

Payment/Invoice :

Payment is due by October 15th and you may pay by check or credit card. Please let me know if you need a receipt or invoice.

Interview Suites :

If you would like to reserve interview suites for your on-campus interviews, please contact Pat Heck in the Career Center. She can be reached at 309.438.5754 or by e-mail (paheck@ilstu.edu).

SALES CAREER FAIR & NETWORKING RECEPTION

WEDNESDAY, OCTOBER 21TH 4:00 – 7:00 P.M.

BONE STUDENT CENTER BALLROOM

RECEPTION CO-SPONSORED BY
INFOGIX AND WHITE LODGING

Other Recruiting Resources :

The Career Center is strongly encouraging students to utilize eRecruiting and approximately 70% of graduating students have uploaded their resumes to eRecruiting. If you need a log-on ID and password, please contact Pat Heck.

The eRecruiting website is very user-friendly and enables you to review resumes, select resumes based upon key characteristics (e.g. major, GPA, graduation date), and invite students to apply for your position and/or sign-up for your on-campus interviews. We are pleased that you've selected ISU as one of your resources for sales professionals and look forward to assisting you in identifying the right students for your career opportunity.

Please contact me should you have any questions about the upcoming event. We look forward to seeing you on the 21th!

Best wishes,

Mike

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