

Materials

Please prepare to bring several materials describing your organization, such as brochures, handouts, annual reports, business cards etc. as we are expecting approximately 400+ students to attend the event. Also, consider providing small giveaways such as pens, key chains, bumper stickers, or other items that students can take with them.

The Career Services Office will have laminated signs with the employer's name at each assigned table, however, feel free to bring any additional sign/display materials that can easily fit on your assigned table. All tables will be 5 feet long and covered a linen table cloth. (If the display items require more space, please contact the Career Services Office to make arrangements).

If you plan to bring your materials with you on the day of the fair, please be sure any and all materials can enter through the Monument St. entrance. At this location, everyone enters through a revolving glass door and ***if your materials cannot fit through this entrance, you will need to enter through a different entrance (per school security policy)***. We will plan to have volunteers stationed near the Monument St. entrance to assist you with your materials if needed.

If you would like to have your materials shipped before the Career Fair, the Career Services Office will gladly store these materials beforehand (additionally, we will place these materials at your assigned table before the fair). ****Please DO NOT send materials to the Career Services Office mailing address at 2017 E. Monument St.**** All delivered materials should be sent to the following address:

**Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Suite E-1002
Baltimore, MD 21205
Attn: Student Affairs/Career Services**

If you plan to send company/agency mailed materials/displays to the Career Services Office, please ensure that you make arrangements to have them returned to your agency. Federal Express picks up large packages at the loading dock. Our volunteers will be available to help you take your materials back to the loading dock. **The Career Services Office will not be responsible for any displays left behind.** Daily pick-up time for FedEx is 6:45 pm. For more information, you can contact FedEx at 1-800-GOFEDEX; www.fedex.com.