BGSU Teacher Job Fair 2018
Thursday, April 5, 2018
8:00 a.m. – 5:00 p.m.
Perry Field House

DIRECTIONS TO BGSU

- From Detroit Metropolitan Airport: Take I-94 West to I-275 South to I-75 South to Bowling Green Exit 181 (1 hour 45 minutes)
- From Toledo Airport: Take Route 2 East to I-475 East to I-75 South to Bowling Green Exit 181 (40 minutes)
- From Ohio Turnpike: Take Exit 64 off Interstate 80/90 to I-75 South to Bowling Green Exit 181 (30 minutes)
- From Columbus Airport: Take I-670 East to I-270 North to I-71 North to US 36/OH 37 West (Exit 131). Then US 36/OH 37 West to US 23 North to Route 15 West to I-75 North to Bowling Green Exit 181 (2 hours 30 minutes)

HOTEL ACCOMMODATIONS
For recruiters traveling from out-of-town who wish to stay nearby, below are local hotels close to campus. The Career Center neither endorses a particular establishment nor negotiates accommodation rates. The hotels listed are closest to BGSU’s main campus. Recruiters are encouraged to book rooms early for the best accommodations.

Best Western Falcon Plaza
1450 E. Wooster St,
Bowling Green, OH 43402
Phone: 419-352-4671

Fairfield Inn & Suites by Marriott
1544 E. Wooster Street
Bowling Green, OH 43402
Phone: 419-352-0033

Hampton Inn
142 Campbell Hill Road
Bowling Green, OH 43402
Phone: 419-353-3464

Holiday Inn Express
2150 Wooster Street
Bowling Green, OH 43402
Phone: 419-353-5500

Holiday Inn Express
12710 Roachton Road
Perrysburg, OH 43551
Phone: 419-931-9999

Hilton Garden Inn at Levis Commons
6165 Levis Commons Blvd.
Perrysburg, OH 43551
Phone: 419-873-0700

EMPLOYER MIXER (WEDNESDAY, APRIL 4, 2018)
For employers who registered for the Employer Mixer, the event will be on Wednesday, April 4, 2017 from 5:30-7:30 p.m. in the Mylander Room, 207 of the Bowen-Thompson Student Union. For those attending the mixer, a parking map and pass will be sent via email in advance. **Please note this is a new location for the mixer**

Directions to the Bowen-Thompson Student Union
Go west off Exit 181, take OH-64/E. Wooster Street to Thurstin Street (Fourth stop light). Turn right onto Thurstin, then after the 4-way stop, make a right into the parking lot of the Bowen-Thompson Student Union (LOT 7).
FAIR LOGISTICS AND DETAILS (APRIL 5, 2018)

DIRECTIONS

Directions to Perry Field House
801 N. Mercer Road
Bowling Green, Ohio 43403

➢ Go west off Exit 181, East Wooster Street to Mercer Road (2nd traffic light). Turn right and follow Mercer Road to Perry Field House, located on the left side of the road.

PARKING

This year, a parking attendant will provide parking passes as employers enter the lot. Passes will not be sent in advance. Parking passes must be placed in a visible location on each vehicle’s front dashboard. If necessary, representatives may drive up to the main entrance of the Perry Field House where staff will help unload their materials before parking.

DISPLAYS & SET-UP

• Set-Up: Representatives may arrive any time after 7:00 a.m. for set-up. Assistance will be available for unloading materials. Recruiters are responsible for unpacking and setting up their displays/materials, as well as repacking and shipping after the Teacher Job Fair. (For more details, refer to shipping and handling instructions below.)

• Booth Size: Each space allows room for a floor display to be placed behind an 8’ table.

• Table & Layout: 8’ tables are arranged in alphabetical order and include a white tablecloth with two chairs.

• Banners: Banners cannot be hung on the walls so please bring appropriate supplies, such as heavy tape, to hang your banner on the table.

• Audio Displays: Audio displays are discouraged due to the noise level of the event and comfort of neighboring companies.

• Electrical Outlets: Electrical outlets are unavailable for use at the event. Please bring displays that do not require electricity or video hookup.

• Balloons: Balloons are not permitted due to the high ceilings in the Perry Field House.

COPYING & DUPLICATION SERVICES

Copier service is unavailable on site. These are some local print service locations within the city of Bowling Green for recruiters to make copies prior to the event:

• The Copy Shop (419-352-4068) 440 E. Poe Road
• FedEx Copy Services (419-354-3977) 115 Railroad Street
• Staples Copy & Print Center (419-819-3005) 1135 S. Main Street #215
WIFI ACCESS

The Perry Field House is equipped with wireless internet access. Please contact your IT department to ensure all firewalls and security software allow accessibility. Wifi login information will be provided on the back of your provided nametag. See a Career Center staff member at the event if you need assistance logging into your BGSU Guest account.

FOOD & BEVERAGE

Meals are included in the registration fee. A light breakfast will be available in the morning, and a buffet lunch will be served at 12:00 PM in the designated Employer Lunch area in the Perry Field House. Coffee and water will be available throughout the day.

SHIPPING & HANDLING

Recruiters may ship materials and displays to the Career Center prior to the event. All shipments must be received by Tuesday, April 3, 2018. Recruiters should refer to the courier’s tracking system to confirm successful arrival and shipment. All shipments must be clearly labeled with the organization’s name and specify Teacher Job Fair. Shipments should be mailed directly to:

Career Center
Bowling Green State University
225 Bowen-Thompson Student Union
Bowling Green, OH 43403
Attn: Teacher Job Fair

Items will be stored at the Career Center until the event. Every effort will be made to have any shipped materials waiting at the recruiter’s display table upon arrival. Recruiters are responsible for preparing all items for courier pick-up at the end of the fair. Return shipping addresses should be marked along with completed shipping forms and account numbers. Recruiters must arrange a pick-up time with their courier by 6:00 p.m. on the day of the fair from 801 North Mercer Road, Bowling Green, Ohio 43403. Shipments must be placed in the main entrance foyer of the Perry Field House. Career Center is not responsible to arrange return shipments and reserves the right to dispose of shipments not picked up by deadline.

TEACHER JOB FAIR CANCELLATION POLICY

Registered organizations will receive a full refund of registration fees for cancellations made before Monday, April 2, 2018. Due to the cost of meals, room rental fees, and other associated expenses, organizations that cancel on or after Monday, April 2, 2018 or fail to show the day of the event will be required to pay the full registration fee.
EVENT SCHEDULE

7:00 AM – 8:00 AM  Employer Arrival and Set Up
Light Breakfast and Refreshments Available

8:00 AM – 9:20 AM  Interview Sign-Up Open Session

9:30 AM – 12:00 PM  Scheduled Interviews (Every Half Hour)

12:00 PM – 1:15 PM  Employer Luncheon

1:15 PM – 2:45 PM  Scheduled Interviews (Every Half Hour)

2:45 PM – 3:00 PM  Break

3:00 PM – 5:00 PM  Scheduled Interviews (Every Half Hour)