Spring 2018 EXPO Job & Internship Fair
Perry Field House, BGSU Main Campus

**Job and Internship Fair:** Tuesday, February 6, 2018 from 10:00 a.m. – 3:00 p.m.
*(Employer Check-in & Set-Up begins at 8:00 a.m. on February 6)*

**Interview Day:** Wednesday, February 7, 2018 from 8:00 a.m. – 5:00 p.m.

**Driving Directions**

**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), continue to 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)

**Perry Field House and Parking Information**

Perry Field House is located at 801 North Mercer Road in Bowling Green, Ohio. Take Exit 181, East Wooster Street to Mercer Road. Turn right and follow Mercer Road to Perry Field House, located on the left side.

Recruiters may drive up to the main entrance of the Perry Field House where staff will help unload their materials before parking. **A parking attendant will provide parking passes as employers enter the lot.** Parking passes must be placed in a visible location on each vehicle’s front dashboard. If you will be participating in the Interview Day the provided parking pass will be valid for both February 6 and 7, 2018.

**Hotel Accommodations**

For recruiters traveling from out-of-town who wish to stay nearby, these are some local hotels close to campus. The Career Center neither endorses a particular establishment nor negotiates accommodation rates. Recruiters are encouraged to book rooms early for the best accommodations.

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

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

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

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

- **Holiday Inn French Quarter**
  10630 Fremont Pike
  Perrysburg, Ohio 43551
  Phone: 419-874-3111

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  12710 Roachton Road
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Booth Displays and Set-Up

- **Set-Up:** Employer check-in and set-up begins at 8:00 a.m. Assistance will be available for unloading materials. Recruiters are responsible for unpacking and setting up their displays, as well as repacking and shipping materials after the fair.
- **Booth Size:** Each space allows room for a floor display to be placed behind an 8' table.
- **Table and Layout:** 8' tables are arranged in alphabetical order and include a white tablecloth with two chairs.
- **Audio Displays:** Audio displays are discouraged due to the noise level of the event and comfort of neighboring organizations.
- **Balloons:** Balloons are not permitted due to the high ceilings in the Perry Field House.
- **Banners:** Banners cannot be hung on the walls so please bring appropriate supplies, such as heavy tape, to hang banners on the table.
- **Electrical Outlets:** Electrical outlets are unavailable for use at the event. Please bring displays that do not require electricity or video hookup.
- **Wireless Internet:** Space is equipped with wireless internet access. Please contact the IT department to make sure all firewalls and security software allow accessibility. Log-in instructions will be provided at the event.

Copying and Duplication

Copier service will not be available 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 East Poe Road**
- **FedEx Copy Services (419-354-3977) 115 Railroad Street**
- **Staples Copy and Print Center (419-819-3005) 1135 South Main Street #215**

Shipping and Handling

Recruiters may ship materials and displays to the Career Center prior to the event. **All shipments must be received by Thursday, February 2, 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 the Spring EXPO Job & Internship Fair. Shipments should be mailed directly to:

**Career Center**  
Bowling Green State University  
225 Bowen-Thompson Student Union  
Bowling Green, OH 43403  
Attn: Spring EXPO Job & Internship 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.**