

25th Annual Challenge Job Fair and Internship Fair
Kirkley Hotel, Lynchburg, VA
November 12 - 13, 2008

Employer Booth Assignment Information

PLEASE RETURN COMPLETED FORM TO CONNIE HAYES, RANDOLPH COLLEGE,
IMMEDIATELY at CHAYES@RANDOLPHCOLLEGE.EDU or fax 434-947-8330.

IF YOU HAVE NEED FOR AV FOR YOUR BOOTH, YOU NEED TO RESERVE THAT
DIRECTLY THROUGH sclaypoole@kirkleyhotel.com AT THE KIRKLEY HOTEL.

COMPANY/ORGANIZATION: _____

PERSON COMPLETING THIS FORM: _____

EMAIL OF ABOVE PERSON: _____

TELEPHONE NUMBER OF ABOVE PERSON: _____

NUMBER OF RECRUITERS FROM YOUR ORGANIZATON REGISTERED TO ATTEND
CHALLENGE: _____

NUMBER OF RECRUITERS THAT WILL BE CONDUCTING AFTERNOON INTERVIEWS
WITH STUDENTS: _____

1. Will you be setting up a display board of any sort at your table? ___yes ___ no
If yes, your display: _____table-top _____stand-alone (floor model)
What are the approximate dimensions of the display? _____ length _____ height

2. Do you require power for your table? ___ yes ___ no
The hotel does not provide power strips or extension cords. Be sure to bring your own with you in case you are not placed directly in front of an outlet. The hotel is wireless. We will not know the exact room set up until just before the job fair.

3. Will you be using audio-visual materials, such as on-going videos that produce sound? ___ yes ___ no If yes, please briefly describe. *Communicate directly with sclaypoole@kirkleyhotel.com to reserve AV equipment.*

4. Does your company/organization have to comply with the OFCCP regulations?
___ yes ___ no
If yes, what instructions should we give students in order that they may talk with you about opportunities during the job fair (i.e., apply online before coming to the fair; visit the website and complete an initial questionnaire, etc.)

Questions about set up should be directed to Connie Hayes, chayes@randolphcollege.edu,
434-947-8116. Please return the completed form by fax to her at 434-947-8330.