



Spring 2016 DFW Career Fair

Tuesday, May 17, 2016

6:00 pm - 8:00 pm

Lewisville Convention Center/Hilton Garden Inn

2700 Lake Vista Dr. Lewisville, TX 75067

Thank you for registering for the MAC3 DFW Career Fair! At this fair, you will be able to recruit candidates from the DFW area and beyond for your full-time, part-time and internship positions. The event will be advertised to **all current students & alumni** (including December grads!) at each of our **34 member colleges!**

Location, Parking & Directions: Lewisville Convention Center/Hilton Garden Inn - 2700 Lake Vista Dr. Lewisville, TX 75067. The direct entrance to the fair can be found by parking on the left side of the building. [Click here for directions.](#)

Schedule: 4:30 – 6:00PM Employer Check-In ****Please do not arrive prior to 4:30****

4:30 – 6:00PM Dinner Available for Recruiters

6:00 – 8:00PM Career Fair

Table & Space Information: You will receive one (1) 8 ft. table with a disposable tablecloth. Tables are first come, first serve. Electricity is available on tables along a main wall but cannot be guaranteed anywhere else. Free WIFI is available.

Refreshments: A sandwich, chips, drink and dessert will be available for two recruiters per each employer and is included in your registration fee. Additional recruiters are \$10 each and if registered, food will be provided for them as well.

Cancellation Policy: Due to the majority of our expenses being incurred at the time of your registration:

- Organizations who register and cancel on or prior to Tuesday, May 10, 2016 will receive a refund less a \$50 cancellation fee.
- Organizations who cancel on or after Wednesday, May 11, 2016 or later will receive **NO REFUND**.
- Registered organizations who do not show up for the Career Fair will receive **NO REFUND** (if your payment is not received by Wednesday, May 17, 2016, your organization will be billed for the full registration fee).

Shipping:

- MAC3 is **not responsible** for employer materials shipped by carriers (i.e. FedEx, UPS, etc.). Displays and materials may be shipped 24 hours in advance to the Lewisville Convention Center and must be clearly marked: **HOLD FOR MAC3 CAREER FAIR**. It is highly encouraged to bring materials rather than ship them.
- After the Career Fair, attach shipping air bill(s) to display packages and contact carrier to schedule pick-up no later than the following day. MAC3 and the Lewisville Convention Center are **not responsible** for lost or damaged displays.

University Career Center Members: <http://www.maccc.org/#!/members/cndp>

If you have any questions, please contact the MAC3 Events Coordinator at CareerFair@maccc.org