2018 Public Health Career Fair – Materials (before the fair)

- **Shipping Your Materials before the Career Fair:** If you would like to have your materials shipped before the Career Fair, the Career Services Office will gladly store them beforehand (additionally, we will place these materials at your assigned table before the fair).

  All delivered materials should be sent to the following address:
  
  **Johns Hopkins Bloomberg School of Public Health**
  
  **615 N. Wolfe St., Suite W1600**
  
  **Baltimore, MD 21205**
  
  **Attn: Student Affairs/Career Services**

  **DEADLINE FOR SHIPPING MATERIALS: WEDNESDAY FEBRUARY 28, 2018**

- **Organization and Company Materials:** Please prepare to bring materials describing your organization, such as brochures, handouts, annual reports, business cards, etc. We are expecting approximately 500+ students to attend. Also, consider providing small giveaways such as pens, key chains, bumper stickers, or other items that students can take with them.

- **Signs and Displays:** The Career Services Office will have signs with your organization’s name at your assigned table, however, feel free to bring any additional sign/display materials that will 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 immediately to make arrangements).*

- **Delivering Your Materials on the Day of the Career Fair:** 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 Street 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 have volunteers stationed near the Monument St. entrance to assist you with your materials if needed.

- **Returning Materials After the Career Fair:** 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. Drop-off locations for pick-up are located on the 1st floor of the building near the Student Affairs suite (E-1002). Our volunteers will be available to help you take your materials to this location. *The Career Services Office will not be responsible for any displays left behind.*