

XFAIR 2015

FEBRUARY 2, 2015, MIT CAMPUS

Planning for the fair

PRE-FAIR INFORMATION

XFAIR IS NOT YOUR AVERAGE CAREER FAIR

xFair 2015 is scheduled for February 2nd, 2015 from 10 AM to 4 PM in Rockwell Cage (120 Vassar St., Cambridge, MA, 02139).

xFair is more than just booths, name tags and blazers — it's both a career fair and an expo, a showcase of raw talent, raw ideas, and raw passion. With 2000+ undergraduate and graduate students in attendance, xFair is MIT's largest spring career fair.

IMPORTANT DEADLINES

1/09/15: Payment must be received by xFair — otherwise, we reserve the right to rescind the company's invitation.

1/09/15: The logistics portal must be completely filled out. This includes crucial details such as marketing materials, A/V requests, attending representatives, and more.


1/23/15: All shipped packages should be received. We allot extra time so we can notify you of any missing packages and resolve these issues before the fair.

DAY-OF SCHEDULE

xFair: Rockwell Cage (120 Vassar St., Cambridge, MA, 02139)

- 7:00AM** Company Check-in Begins (Breakfast Included)
- 10:00AM** Student Check In
- 12:30PM** Lunch
- 4:00PM** Fair Ends

Banquet (selected sponsors): MIT Media Lab (75 Amherst St, Cambridge, MA 02139)

- 6:00PM** Networking Reception
 - 6:45PM** Dinner
 - 8:30PM** Banquet Ends
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LOGISTICS PORTAL

Our log portal will be opening soon. You will receive an email with the link and your account credentials. The portal will be the primary means of collecting and aggregating company data. For logistical purposes, it is essential that all required details are filled out in time.

Please complete all the sections in the portal by **1/09/15** so that we can secure all parking spots, etc. in time. If you have any extenuating circumstances and won't be able to complete the portal in time, please let your CR liaison know.

BOOTHS

Company booths are the core of xFair – they're a reflection of both the company and the fair. Students are looking for interesting and engaging booths with displays and demonstrations they can learn from and ideally even interact with. Each booth measures 10' x 8' and includes one 6' x 2' table, two chairs, and electrical outlets. Free Wi-Fi is available through MIT's guest networks.

We encourage every company to invest time in creating an xFair display! In past years, we have seen incredible displays from a wide variety of companies. Organizations with tangible products have brought in prototypes of their latest models and designs, while software companies tend to demo their latest (and sometimes unreleased) products on large, gorgeous displays. Others with products that are more difficult to demonstrate have instead compiled videos, infographics, and posters on the impact of their work and the science or engineering behind them. As an added bonus, MIT students will be demoing cool projects that they have been working on, ranging from 3D printers to flying drones.

If you have any question or ideas you want to run by us, don't hesitate to reach out.

INVOICE & PAYMENTS

You'll receive an invoice upon being confirmed for acceptance into the fair. Payment should be received by **1/09/15**. If you prefer to pay by wire transfer, let your CR liaison know and we can provide you instructions. Otherwise, please send all checks to:

MIT xFair
W20-549
84 Massachusetts Avenue
Cambridge, MA 02139

PACKAGES & SHIPPING

MIT Mail Services will be receiving and storing packages intended for use at xFair. To ensure that you receive all of your shipments on the day of the fair, please send your packages to the exact address below (note that it is different from the invoice address):

xFair
WW15
350 Brookline St.
Cambridge, MA 02139

Packages for the fair must be received at this address by **1/23/15**. We will be taking inventory of the packages soon after this deadline and will notify you of how many of your packages we received. Because MIT Mail Services receives and sorts a large number of packages a day, mislabeled items have a high chance of not being sorted into xFair's group of packages. In order to prevent avoidable delays, please be sure your packages are labeled clearly with **xFair and your company's name**.

If you are shipping your packages back right after the fair, we will provide you FedEx labels and cover the cost of shipping. We will also include stickers to place on your packages that indicate your packages are to be shipped that day. Please attach both the label and sticker to your packages and leave your packages in front of your booth to be collected.

A/V SERVICES

Based on feedback and past experience, xFair is simplifying its A/V services to offer a selection of a **PC Laptop, 32" LCD Monitor, and/or 40" LCD Monitor**. Companies can choose any or all of the three, and xFair will provide them at no extra cost. You can request these items through the logistics portal.

(These do cost us \$150, \$150, and \$200 respectively to rent from MIT A/V Services, however, so we kindly ask that companies only request items as necessary!)

PARKING

For platinum, gold, and silver sponsors, complimentary parking will be provided at the **Kresge (35), 139 Mass Ave (15), and Westgate Lot (40)** (located at the end of Amherst Alley in front of Next House at 500 Memorial Drive). If you are slated for using Westgate, notify the parking attendant that you are attending xFair for access to the lot. Gold sponsors will have guaranteed spaces, while silver sponsors will receive spaces on a first-come, first-serve basis.

For sponsors without complimentary parking, there is a pay-per-hour parking lot at the corner of Vassar St. and Massachusetts Ave.

BANQUET

The banquet is an excellent opportunity for sponsors to connect with students of interest. Platinum and gold sponsors are guaranteed a table at the banquet, while silver sponsors will receive a table on a first-come, first-serve interest basis.

The banquet is scheduled from **6:00 to 8:30pm** after the fair (February 2) at the **MIT Media Lab** (75 Amherst St, Cambridge, MA 02139). It will begin with a 30 to 45 minute networking reception followed by dinner. Attire is business casual.

More information about banquet invitations for students will be released as the fair approaches.

INTERVIEW ROOMS

Interview rooms can be reserved for the day after xFair, Tuesday, Feb. 3rd. For Platinum and Gold sponsors, interview rooms are available for half a day (9:00 AM - 1:00 PM or 1:00 PM to 5:00 PM) or a full day (9:00 AM - 5:00 PM). For Silver Sponsors, interview rooms are available on a space-permitting basis for half a day or full day as well. For Bronze Sponsors, there is a small chance for interview rooms if interview rooms are still available.

Interviews will take place at the **GECD (Global Education and Career Development) building E39 Second Floor**. Upon arrival, you will be greeted by a staff member and assigned to a specific interview room. Please arrive 30 minutes before your first scheduled interview; you are welcome to arrive as early as 8:30AM.

CONTACT

Feel free to contact us with any questions or comments. Your corporate relations (CR) liaison is always available to answer any questions, or you can reach us at **xfair-cr@mit.edu** and **xfair-log@mit.edu**.