Dear Graduate School Representative:

Thank you for registering for this year’s Graduate and Professional School Fair at the University at Albany! We are delighted that you will be participating. This year’s event will be held on October 7, 2015 in the SEFCU Arena on the main UAlbany campus from 3:00—6:00 pm. Please note that we’ve returned to our usual week and timeframe this year.

This document includes the information you will need to prepare for the event on October 7. Please don’t hesitate to contact us if you have any questions.

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**Venue Information and Parking:**

The SEFCU Arena is located on the main UAlbany campus, and is easily accessible from all major highways in Albany. Parking is free for graduate school representatives in the SEFCU parking lot, with overflow parking in the Dutch Gold Parking Lot. **PARKING IN ANY OTHER LOT ON CAMPUS WILL RESULT IN A PARKING TICKET.** A printable map of the main UAlbany campus can be found at [http://www.albany.edu/map/](http://www.albany.edu/map/). The SEFCU Arena is on the bottom center of the map, with the SEFCU parking lot just below it (to the left of the athletic fields).

Wireless access will be available in the venue, although there will not be an electrical outlet at your table.

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**Arrival and Setup:**

The fair begins at 3:00 pm, so you may arrive and begin to set up any time after 2:00 pm. There will be volunteers available at the parking-level entrance to the SEFCU Arena to help you carry your materials to your table. Unfortunately, we are not able to accept any materials by mail before the fair.
Refreshments:
Light refreshments will be served during the fair on the floor of the SEFCU arena. In addition, bottled water will be brought to your table during the fair.

Shuttles to the Albany-Rensselaer Amtrak Station:
As in years past, we will offer a shuttle service after the fair from the SEFCU Arena to the Albany-Rensselaer Amtrak station. The shuttle will cost $10 per person and will leave immediately after the fair (by 6:15 pm). If you did not select the shuttle option during registration and would like to take advantage of this service, please send an email to careerweb@albany.edu.

Hotel Accomodations:
There are several hotels conveniently located across the street from the UAlbany campus:

**Hilton Garden Inn Albany/SUNY Area**
1389 Washington Ave.
(518) 453-1300

**Holiday Inn Express Albany Western Ave University**
1442 Western Ave.
(518) 438-0001

**Fairfield Inn by Marriott Albany SUNY**
1383 Washington Ave.
(518) 435-1800

**Courtyard Albany Thruway**
1455 Washington Ave.
(518) 435-1600
Advertising:

Participating schools may purchase an advertisement in the Graduate Fair brochure for the following prices:

Full page - $150.00

Half page - $100.00

Advertisements must be purchased no later than September 18, 2015. Please contact Cathy Parker at careerweb@albany.edu or (518) 437-4908. If you have already registered for the fair and would like to purchase an advertisement.

For Further Information:

If you need further information please contact Career Services at careerweb@albany.edu or (518) 437-4900, or visit http://www.albany.edu/discovergradschool. We look forward to seeing you on October 7!