

Mei-Zhu Business and Management Enterprise Expo Booth Setup Explanation

Event Date:

Career Fair : October 3, 2025 (Friday) 12:30 PM ~ 5:00 PM

Recruitment Seminar : September 29, 2025 to October 2, 2025 18:30~19:10,
19:20~20:00

Event Location:

1. Career Fair : Mong Man Wai Building Main Plaza (tentative)
2. Recruitment Seminar : Mong Man Wai Building R102 Lecture Hall (tentative)

Event Timeline:

3. Apr 16 – Aug 15: Register job openings, submit company logo & DM
4. Aug 25: Notify booth layout (Career Fair)
5. Sep 8: Submit info session presentation (PPT)
6. Sep 24: Send pre-event notice to companies

Event Related Forms:

- Company Event Registration Form (from now until August 15):
<https://forms.gle/xxGK5bcT4P8TiE187>
- Company Job Vacancy Registration Form (from now until August 15):
<https://forms.gle/SPu5Tq5U9k1xdDqe7>

Event Information:

1. **Career Fair**
 - Location: Mong Man Wai Building Main Plaza (tentative)
 - Booth Equipment:
 - Conference table + tablecloth x 1
 - Chairs x 4
 - Poster stand x 1
 - Company name poster x 1
 - Generator + 110V power socket extension cord
 - Wireless internet
 - Tent x 1

- Bottled water

2. Recruitment Seminar

- Location: Mong Man Wai Building R102 Lecture Hall (tentative)
- Time: From September 29, 2025, to October 2, 2025, 18:30-20:00, each session 40 minutes, scheduled by the event organizing committee
- Fees: Only open to companies participating in booth setup, **no additional fee**
- Venue Facilities: Projection equipment, audio equipment, bottled water, VIP lounge

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