



FREQUENTLY ASKED QUESTIONS | AGENCY REPRESENTATIVES

1. How do I register for the Career Fair?

Agencies: [Register here](#).

2. Where is the event taking place? How do I get there? Where can I park?

The Public Service Career and Internship Fair will take place at the National Building Museum, located at 401 F Street NW in Washington, D.C., across the street from the Judiciary Square metro station on the red line. For metro accessibility, directions, and parking information, please [click here](#).

3. When is the deadline to register?

The early registration deadline is June 23rd. The last day to sign-up for the event is July 3rd.

4. What is the cost of the fair for agencies?

The cost for each agency or subcomponent registering before June 23rd is \$300.00. The registration fee for agencies or subcomponents registering after June 23rd is \$450.00. The registration fee includes a ten foot space, as well as lunch and refreshments for agency representatives. A six foot table and two chairs will also be furnished upon request at no extra charge. An additional ten foot space can be purchased for \$150.00 per agency or subcomponent. All agencies or subcomponents must register by July 3rd.

5. How can I pay for this event?

When you register for the event, you can pay by credit card using PayPal or request an invoice. If you register before June 23rd and request an invoice, you can lock in the Early Registration rate at discounted price and pay at any point before July 10th.

6. Can I select my booth location?

Agencies may request to be placed near other agencies or subcomponents. We will do our best to accommodate your wishes.

7. How do I know where my booth is located?

Partnership staff will contact you one to two weeks prior to the event with your booth location.

8. Will I have internet access on the day of the event?

If you specify or specified in your registration that you will need internet access at your booth, it will be provided for you at no additional charge.

9. Should large displays and trade shows be transported on the day of the event or can they be shipped in advance?

Beginning on July 6th, you can ship your event materials to the National Building Museum. Please clearly address your mailing labels to:

National Building Museum
Public Service Career and Internship Fair
Attn: Chris Frame, Room 126
401 F Street NW
Washington, DC 20001



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After the event, you can drop your materials off at the FedEx box located at the National Building Museum or prepare your trade shows for pickup by UPS, which makes daily stops at the National Building Museum. Agencies are welcome to transport their own displays to and from the venue on the day of the event.

10. When will lunch be served?

Buffet-style lunch for agency representatives will be served from 2 p.m. to 4 p.m. Light refreshments will be available throughout the evening.

11. How many representatives can I bring from my agency?

You can bring as many representatives as you would like. We encourage you to bring at least three representatives, as we are expecting a large audience of students and jobseekers.

12. When can I set up and dismantle my booth?

On the day of the event, agencies can begin arriving at 1:00 p.m. to set up their trade shows and displays. All displays must be set up by 2:30 p.m. After the event, agencies will have two hours to break down their stations and prepare their materials for shipping.

13. How can we best prepare for the event?

On Tuesday, July 7th, the Partnership and The George Washington University Career Center Network will host an event exclusively for registered agencies on best practices for recruiters. The event will take place from 3:00 p.m. to 4:30 p.m. at the GW School of Law, Student Conference Center, Lisner Hall, Room 201, located at 2023 G Street, NW.

The event will address such questions and issues as: What are hiring trends for the federal workforce? What are students looking for in an employer and how can the federal government deliver it? How to prepare for a career fair; how to attract attendees to your table; how to identify the best candidates out of hundreds you meet; and effective ways to follow up with them.

14. How many students and jobseekers are expected to attend the event?

Last year more than 3,000 students and young professionals attended the event. We anticipate an even larger crowd will participate in the Public Service Career and Internship Fair this year!

15. Who should I contact if I have any further questions?

Please see the [agency registration page](#) for contact information.