**Do!**

- **Arrive early.**
  It is distracting to your recruiting colleagues and disrespectful to your applicants if you are not prepared to start on time.

- **Be aware of your booth space.**
  Be courteous to your recruiting neighbors by placing your displays appropriately and sharing resources, such as power cords.

- **Understand the traffic patterns for your booth.**
  Be sure to keep your line of applicants within your booth space, so you don’t infringe upon another organization’s space.

- **Meet your neighboring recruiters and understand what type of candidates they are recruiting.**
  You might be able to send candidates who are not a good fit for your organization to another recruiter’s table. Hopefully, he/she will reciprocate! **Win-win!**

- **Be professional.**
  You are “on stage” the moment you drive up to the event. Make sure that you are kind, welcoming and approachable.

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**Don’t!**

- **Chew gum or eat in the booth.**
  Hide food and beverages out of sight.

- **Leave early.**
  It is disheartening to potential applicants to see your booth empty during event hours.

- **Be derogatory about any other organization, recruiter, or candidate.**
  You need to be genuine about why your organization is a wonderful fit for the candidate, but never bash the competition. You never know when they may become your collaborator!

- **Forget to say thank you to the event sponsor.**
  This event is an opportunity for you to recruit fabulous talent; show appreciation for the event planners that facilitate the event by saying thank you and completing their post-event survey.