2017 All-University Career Fair Terms of Use Contract

Career Fair Management
- The All-University Career Fair is coordinated by the Career Center and the Colleges of Agriculture; Arts and Sciences; Business Administration; Engineering; Human Ecology; and Technology and Aviation. The Career Fair Committee reserves the right to make rules and regulations as necessary to ensure the success of the fair and to change and amend them periodically. The fair committee's interpretation of these rules and regulations shall be final and conclusive.

Registration
- There is a limit of 5 representatives per booth. Any revision to an organization's current registration must be made by contacting the Career Center at (785) 532-3450.
- Unpaid registration fees will be invoiced following the career fair at the regular registration fee and will also include any additional costs that are incurred the day of the fair, such as additional representatives.

Financial Obligations and Refunds
- Submission of the on-line registration triggers acknowledgement of the organization's financial obligation for all fees associated with this event. All fees paid will be refundable or waived ONLY if the registration is cancelled by August 28, 2017. The Career Fair Committee reserves the right to re-sell booth space under any cancellation circumstances.
- Exhibitors are responsible for any additional fees for services (such as additional representatives, requests for electrical or internet access) added after the initial registration and payment have been received.

Contingencies
- The fair committee reserves the right to cancel this contract in case the premises are destroyed or damaged as to render them unfit for the event, by fire or the elements or any other cause, or any circumstances beyond the control of the fair committee making it impossible for fulfillment of this contract.
- If Kansas State University closes due to inclement weather in the Manhattan, Kansas area or other unforeseen campus emergencies, this event will be cancelled.
- Upon cancellation of the event by the university, up to 50% of the Exhibitor’s registration fee will be refunded and the fair committee is to be released of any and all claims for damages, lost costs, or expenses sustained or incurred by the Exhibitors.
- Consult the following for official news of a university closing: K-State website (www.ksu.edu), 1350 AM KMAN Radio, Career Center - (785-532-6506)

Installation and Removal of Exhibits
- Exhibits are to be installed and removed at the expense of the Exhibitor.
- No exhibits shall be installed until booth payment for the space reserved has been presented.
- All exhibits need to remain in place until after the official closing of the fair at 4:00 pm.
- All exhibits, displays and other materials and property of the Exhibitor need to be removed after the official 4:00 pm closing.
- If needed, the fair committee will monitor the pick-up by shipping companies of Exhibitors' items. Exhibitors will receive detailed instructions as to the packaging and information needed in order for these items to be shipped. Shipping—Employers attending the career fair who would like to ship display materials in advance, please ship to the following address:
  (Company Name) c/o Bramlage Coliseum, Director's Office-AUCF (Please state Tuesday, Wednesday or Thursday)
  1900 College Avenue, Suite 137
  Manhattan, KS 66502
- The fair committee recommends you bring your own extension cords, power strips and equipment.
- The Exhibitor agrees to provide insurance for personal injury and property in such amounts as the Exhibitor deems adequate to protect his/her interests and property.

Use of Space
- Exhibitor will be provided one 8' table and two chairs in approximately 10' (width) of space.
- Exhibitor should note on registration form the type of display (ie. table-top, floor display, etc.) and special requests for committee's use in assigning booth spaces.
- Disturbing noises or forms for attracting attention to an exhibit, which are objectionable to the fair committee, will be excluded.
- All decorations must be flame-proofed or be of fireproof material. Fire exits must be kept open at all times.
- All aisles must be kept clear of exhibit material.
- Nails, tacks, screws or tape may not be used on the building walls or pillars.
- All Exhibitors are asked to work in front of their table.

Liability and Insurance
- The fair committee shall not be responsible for the loss, theft or damage of or to the property of the Exhibitor. Exhibitor waives any claim against the fair committee, Kansas State University and the State of Kansas and its employees for liability, loss or damage to the Exhibitor’s property.
- The Exhibitor agrees to provide insurance for personal injury and property in such amounts as the Exhibitor deems adequate to protect his/her interests and property.

Observance of Law and Regulations
- The Exhibitor shall observe and comply with all Federal, State, and Municipal laws, charters, ordinances, rules and regulations. This show is for promotional purposes only.
- Weapons Policy. On July 1, 2017, the exemption period expires for Kansas State University and other Kansas Board of Regents schools to prohibit the concealed carry of weapons on campus. Weapons Policy Information can be located here: https://www.k-state.edu/police/weapons/index.html

Privileges
- In the event the Exhibitor does not occupy the space, the fair committee shall have the right to occupy the space in any manner it deems best.
- After August 28, 2017 the Exhibitor agrees to pay the full sum for all fees owed regardless of whether the booth space has been occupied by the Exhibitor or not.

Notice of nondiscrimination
Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the University's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policy is the University's Title IX Coordinator: the Director of Employee Relations, equity@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6220. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277.