

2011 Terms of Use Contract

Career Fair Management

- K-State's Part-Time Opportunities Fair is hosted and coordinated by Career & Employment Services and the School of Leadership Studies. The 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 career fair committee's interpretation of these rules and regulations shall be final and conclusive.

Registration

- Booth registration fee must accompany the registration form. Government agencies may submit a government voucher. If an Exhibitor wishes to obtain a second booth, that fee must also accompany the form.
- *There is a limit of 5 representatives per booth.*
- Career & Employment Services and the School of Leadership Studies are not responsible for lost registration forms. Confirmation will be emailed to the registrant within 3 business days. If a confirmation email is not received within 3 business days, please contact Career & Employment Services at 785-532-6506.

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, this event will be cancelled. In the event of such cancellation, up to 50% of the Exhibitor's registration fee will be refunded by the fair committee. Consult the following for official news of a university closing: K-State website (www.k-state.edu), 1350 AM KMAN Radio, Career and Employment Services (785-532-6506). Upon return of the payments, the fair committee is to be released of any and all claims for damages, lost costs, or expenses sustained or incurred by the Exhibitors due to a cancellation.

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 3:00 pm.
- All exhibits, displays and other materials and property of the Exhibitor need to be removed after the official 3:00 pm closing.
- Career & Employment Services recommends you bring your own extension cords, power strips, and equipment. There are no on-campus resources available for VCR/TV rental.

Use of Space

- Exhibitor will be provided one 6' table and two chairs in approximately 10' (width) of space.
- Exhibitor should note on registration form special requests for committee's use in assigning booth spaces.
- Disturbing noises or forms of 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, floors, or pillars.
- All Exhibitors are asked to work in front of their table.
- *No exhibitor materials will be allowed on the Union Ballroom Stage.*

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 amount 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.

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. The Exhibitor agrees to pay the full sum for such space regardless of whether it has been occupied by the Exhibitor or not.

Forfeiture

- If the Exhibitor fails to make payments at the time appointed, all rights of the Exhibitor shall cease and the fair committee may thereupon re-sell the space. No refunds will be made after July 25, 2011.

Notice of nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807