

Career Event Terms of Use Contract Sample – REFER TO YOUR TERMS OF USE CONTRACT FOR THE SPECIFIC EVENT

Career Fair Management

- [see specific career event contract for applicable title](#) is coordinated by the Career and Employment Services and [see specific career event contract for applicable colleges](#). 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 Career and Employment Services at 785-532-6506

Financial Obligations and Refunds

- Submission of the on-line registration triggered 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 [see specific career event contract for applicable date](#). 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.
- 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 [see specific career event contract for applicable time](#).
- All exhibits, displays and other materials and property of the Exhibitor need to be removed after the official [see specific career event contract for applicable time](#) 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 who are attending the career fair and would like to ship display materials in advance, please ship to the following address)

Specific to Each Fair

- The fair committee 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' or 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 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.
- After [see specific career event contract for applicable date](#) 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 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