2018 Engineering Career Fair Confirmation Information

What: Kansas State Engineering Career Fair
Where: K-State Engineering Complex
Date: Tuesday and Wednesday, February 6 & 7, 2018
Time: 11:00 am – 4:00 pm

Thank you for your reservation to attend the K-State Engineering Career Fair on Tuesday, February 6 or Wednesday, February 7, 2018. Included in this approval packet is your company’s receipt or invoice, as applicable. Please carefully review the information on that document. If there is anything on your registration that you’d like to change/correct, or information that you’d like to add, please contact us by email or phone. The person completing the registration is the only one that will receive this confirmation. We encourage you to forward this information to all your company’s representatives attending the fair. Your contact for the career fair is Debbie Guillen, Project Manager, e-mail: debra3@ksu.edu, phone: 785-532-3450.

The following information will be helpful to all company contacts and representatives:

- **Terms of Use Contract** – (Within this document) By completing and submitting the registration form, you are acknowledging your implied agreement to be bound by the terms of the Terms of Use Contract.

- **Career Fair Agenda** – (Within this document) Agenda of the day’s activities.

- **Parking Information** – (Within this document) Important information regarding parking for the fair.

- **Hotel Information** – (External link) Please go to [www.manhattan.org](http://www.manhattan.org) for hotel options.

- **Shipping Information** – (Within this document) Details regarding shipping your display material to K-State prior to the fair as well as instructions on how to ship it out following the career fair.

- **Next Day Interviews** – (Within this document) General information for companies participating in Next Day Interviews.

- **Next Day Interview Schedule** – (Within this document) Companies participating in Next Day Interviews may use this form to schedule student interviews. This is provided as a courtesy but please feel free to use your own type of scheduling tool if you prefer.

- **Manhattan Map** – (External link) Please go to [www.manhattan.org](http://www.manhattan.org) which includes a list of area hotels.

- **K-State Campus Map** – (External link) An interactive campus map

- **Career Fair Door Prizes** – If your company would like to donate door prizes please feel free to drop them off at the Employer Registration table the day of the career fair.

We look forward to your participation on Tuesday, February 6 or Wednesday, February 7, 2018.

Sincerely,

Anne DeLuca
Career Fair Committee Chair
2018 Engineering Career Fair Terms of Use Contract

Career Fair Management
- K-State's Engineering Career Fair is hosted and coordinated by the College of Engineering along with the K-State Career Center. 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 fair committee's interpretation of these rules and regulations shall be final and conclusive.

Registration
- There is a limit of 4 representatives per booth. Any revisions to an organization's current registration must be made by contacting the K-State Career Center at 785-532-6506.
- Early Bird registration fees will apply only if fees are paid in full, on or before the actual career fair. Unpaid registration fees, including fees for the Multicultural Engineering Program (MEP) Reception, will be invoiced following the career fair at the regular registration fee of $775 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 and acknowledges Exhibitor's financial obligation for all fees associated with this event. All fees paid will be refundable or waived ONLY if registration is cancelled by January 23, 2018.
- Exhibitors are responsible for any additional services (such as additional representatives) 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, the Career Center - (785-532-6506)

Installation and Removal of Exhibits
- Exhibits are to be installed and removed at the expense of the Exhibitor.
- 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.
- Pending availability of shipping companies, displays will be shipped the day of the fair. Exhibitors will receive detailed instructions as to the packaging and information needed in order for these items to be shipped.

Use of Space
- Exhibitor shall be provided one 8’ table and two chairs in approximately 10’ (width) of space.
- Exhibitor should note on registration form the type of display (i.e. 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 obey 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 January 23, 2018 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 the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6620 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017.

148 Berney Family Welcome Center, 705 N. 17th Street, Manhattan KS 66506 | (785) 532-6506 | careercenter@k-state.edu | k-state.edu/careercenter
2018 Engineering Career Fair Agenda and Information

Monday, February 5, 2018

5:00-7:00 pm
Engineering Complex Atrium

Engineering Career Fair Reception – Sponsored by the Multicultural Engineering Program
Meet members of Women in Engineering Program, Multicultural Engineering Program, Engineering Ambassadors, Engineering Student Council, and faculty. The registration limit for this event is 35 companies with 2 representatives per company.

To register for the Multicultural Engineering Career Fair Reception, login to your Career Center account >click Career Fairs & Events on the menu bar >click on the Engineering Career Fair MEP Reception icon

- Registration fee $50 per company
- Limit of 2 representatives per company
- Recruiters will receive a resume book including students from various engineering organizations (Multicultural Engineering Program, Women in Engineering Program, Engineering Ambassadors, and Engineering Student Council)

Tuesday and/or Wednesday, February 6 or 7, 2018

8:30 am – 10:30 am
Booth Set-up/Employer Registration
*Students will be available to assist employers with transporting display material to the complex and set-up if needed.

11:30 am – 1:00 pm
Lunch – Volunteers will be available if you need assistance at your booth during lunch. This will be given to companies who only have one (1) recruiter present.

11:00 am – 4:00 pm
Engineering Career Fair Open to Students
*Since candidates anticipate that the fair will continue through 4:00 pm, we ask that you and your representatives plan to remain at your booth until the conclusion of the fair. (Refreshments will be served onsite.)

4:00 pm
END OF FAIR
*Volunteers will be available to assist employers with teardown.

Display Information
- The information you provided on your registration will be made available to students to help them identify your interests and guide them to appropriate booths. To further assist students, you might consider posting on your display those disciplines in which you are interested and any job opportunities you might have available.
- Shipping-Displays and materials may be shipped to the College of Engineering no earlier than January 30, 2018. Please address them as:
  College of Engineering
  Attn: Career Fair – (Company Name)
  1730 College Heights Rd
  1048 Rathbone Hall
  Manhattan, KS 66506

  - The maximum exhibit size is 8’ due to facility requirements.

Collegian Advertisements
- Announce your arrival on campus to the K-State student body by advertising in the student newspaper, the Kansas State Collegian prior to the career fair. Please email the Collegian staff at adsales@spub.ksu.edu for details about advertising or call 785-532-6560. Visit the following website for information: http://www.kstatecollegian.com

Parking
- Parking for the Engineering Career Fair will be available in the parking garage located 1700 Anderson Avenue, just south of the K-State Union. If you have display materials to drop off, please do so before entering the garage.
- Drop off will be at the loading dock of the Engineering Complex, corner of Denison Avenue and College Heights. Volunteers will be available.
- All organizations who have provided us with advance notice of their parking needs will receive a parking QR code by e-mail. Please print for garage entry and exit.

Travel & Lodging
- A city map, indicating the major streets/thoroughfares in Manhattan has been included in your email approval packet. For information about transportation and lodging options, please go to http://www.manhattan.org

Handshake Account
- If you desire to interact with candidates from a particular academic discipline, we encourage you to search our database prior to the career fair for candidates meeting your criteria. As an employer, you can obtain access to candidates registered with the K-State Career Center. Go to http://www.ksu.edu/careercenter and, under Handshake, click on “Handshake Employers: Create a free Handshake account”.

148 Berney Family Welcome Center, 705 N. 17th Street, Manhattan KS 66506 | (785) 532-6506 | careercenter@k-state.edu | k-state.edu/careercenter
2018 Engineering Career Fair Display Unloading & Parking Information

What: Kansas State Engineering Career Fair
Where: K-State Engineering Complex
Date: Tuesday and Wednesday, February 6 & 7, 2018
Time: 11:00 am – 4:00 pm

Parking for the Engineer Career Fair will be available in the parking structure located on 17th Street, just south of the K-State Student Union. If you have display materials to drop off at the Engineering Complex loading dock, corner of College Heights and Denison. Please do so before entering the garage. Volunteers will be available at the freight drop off spot in the Engineering Complex. Please see map below to locate the freight drop off spot.

You will be emailed a parking QR code that will be required in order to enter and exit the garage on the day of the fair. This QR code allows for one entrance into the garage and one exit out of the parking garage. Please disregard the electronic sign board for the parking garage if it says FULL. Scan the QR Code at the entrance of the garage.

We look forward to your participation on Tuesday, February 6 or Wednesday, February 7, 2018.

Sincerely,
Anne DeLuca
Career Fair Committee Chair
2018 Engineering Career Fair **Freight Information**

**Shipping Instructions**
- Display materials may be shipped after January 30, 2018 as follows:

  College of Engineering  
  Attn: Career Fair – (Company Name)  
  1730 College Heights Road  
  1048 Rathbone Hall  
  Kansas State University  
  Manhattan, KS 66506

- **Remember to contact your preferred shipping carrier prior to the end of the fair to schedule a pick-up.**

- The career fair committee cannot assume responsibility for freight pick up nor guarantee next day delivery.

- If you are shipping display material after the conclusion of the fair, it needs to be placed at the employer registration table with the completed shipping form attached to your display case. Be certain you have notified your preferred carrier prior to the fair to arrange a pick up.

- Please attach a **completed** shipping form including complete shipping information and your account number.

- There will be volunteers available if you need help disassembling your display or getting your freight to the employer registration table.

**Shipping Company Contact Information**
- **Fed Ex**  
  1.800.GOFEDEX (1.800.463.3339)  

- **DHL**  
  1.800.CALLDHL (1.800.225.5345)  

- **United Parcel Service (UPS)**  
  1.800.PICKUPS (1.800.742.5877)  
  [www.ups.com](http://www.ups.com)
2018 Engineering Career Fair *Next Day Interview Confirmation Information*

**Wednesday, February 7, and Thursday, February 8, 2018**
K-State Student Union Ballroom
8:30 am – 4:30 pm

If your company has registered to conduct Next Day Interviews, thank you for your reservation to attend the Engineering Career Fair and for participating in Next Day Interviews. Space is available on a first-come, first-served basis. We will contact you prior to the fair if space is not available.

**General Next Day Interview Information**
- Next Day Interviews- Wednesday, February 7 or Thursday, February 8, 2018 will be held in the K-State Student Union Ballroom on the 2nd floor, or the Berney Family Welcome Center.
- Check in will depend on your location. Details will be in your interview packet the day of the fair.
- Parking information and permit will be included in your Career Fair Employer Packet the day of the fair.
- Lunch is on your own.

If you have any questions, please feel free to contact Debbie Owens by phone (785) 532-1681, email dowens@ksu.edu, or fax (785) 532-6802. We look forward to seeing you at the Career Fair and Next Day Interviews.

Sincerely,
Anne DeLuca
Liaison to the College of Engineering
Next Day Interview Schedule

Organization: 

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