2019 All-University Career Fair Employer Information Packet

Where: Bramlage Coliseum – 1800 College Avenue, Manhattan, KS 66502
Date: Tuesday, September 24; Wednesday, September 25; Thursday, September 26
Time: 11:00 am-4:00 pm each day

Thank you for your reservation to attend the 2019 K-State All-University Career Fair! Enclosed in this packet, you will find all of the information you need to ensure your visit to Kansas State University is a success. We strongly encourage you to forward this information to all representatives attending the fair. The invoice is automatically sent via e-mail from Handshake to the individual that created the career fair registration only.

Changes to your registration may be requested by e-mailing Sammie Hillstock at shillstock@ksu.edu. The deadline to request registration changes is Friday, August 23, 2019. After this date, all fees reflected on the invoice must be paid no later than the first day of the career fair on Tuesday, September 24, 2019. All other questions and inquiries may be directed to Sammie Hillstock, Career Fair Project Manager, at shillstock@ksu.edu or (785) 532-3450.

The following documents are included in this packet:

1. Terms of Use Contract
2. Career Fair Agenda
3. Evening Event Information
4. Hotel Information
5. Shipping Information
6. Next Day Interview Information
7. Next Day Interview Schedule
8. Advertising in the K-State Collegian
9. Campus Map (external link)
10. Manhattan Visitor Information (external link)

We look forward to your participation and appreciate being included in your fall recruiting efforts.

Sincerely,
Ashley Motley
Career Fair Committee Chair

2019 Updates

Please see the information below regarding a couple of new processes that will be implemented at the career fair this year.

Lunch tickets
In an effort to meet the catering needs of all our guests, we have implemented a ticket system for lunch. Representative registrations now include one lunch ticket per person, and will be distributed at the Employer Check-in table on the day of the career fair. Please present lunch tickets at the Employer Hospitality area when getting lunch.

Water Refill Stations
Water refill stations will be available throughout the concourse of Bramlage Coliseum. In an effort to reduce plastic waste, we encourage attending representatives to bring their own water bottle to utilize these water refill stations.
# 2019 All-University Career Fair Agenda

Sponsored by the K-State Career Center, College of Agriculture, College of Arts & Sciences, College of Business Administration, Carl R. Ice College of Engineering, College of Health and Human Ecology, and the Polytechnic College of Technology and Aviation

## DAY 1 - Tuesday, September 24

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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| 8:00am – 10:30am | **Booth Setup/Employer Registration** – Bramlage Coliseum  
Students will be available to assist employers. |
| 10:45 am – 2:00 pm | **Lunch** – Located on the coliseum floor  
Attendees must present lunch ticket received at check-in. |
| 11:00 am – 4:00 pm | **All-University Career Fair open to students**  
Since candidates anticipate that the fair will continue through 4:00pm, we ask that you please plan to remain at your booth until the conclusion of the fair. |
| 4:00 pm | End of career fair  
Students will be available to assist employers with moving display materials to the dock. |

## DAY 2 - Wednesday, September 25

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<th>Event</th>
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| 8:00am – 10:30am | **Booth Setup/Employer Registration** – Bramlage Coliseum  
Students will be available to assist employers. |
| 10:45 am – 2:00 pm | **Lunch** – Located on the coliseum floor  
Attendees must present lunch ticket received at check-in. |
| 11:00 am – 4:00 pm | **All-University Career Fair open to students**  
Since candidates anticipate that the fair will continue through 4:00pm, we ask that you please plan to remain at your booth until the conclusion of the fair. |
| 4:00 pm | End of career fair  
Students will be available to assist employers with moving display materials to the dock. |

## DAY 3 - Thursday, September 26

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<th>Event</th>
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</table>
| 8:00am – 10:30am | **Booth Setup/Employer Registration** – Bramlage Coliseum  
Students will be available to assist employers. |
| 10:45 am – 2:00 pm | **Lunch** – Located on the coliseum floor  
Attendees must present lunch ticket received at check-in. |
| 11:00 am – 4:00 pm | **All-University Career Fair open to students**  
Since candidates anticipate that the fair will continue through 4:00pm, we ask that you please plan to remain at your booth until the conclusion of the fair. |
| 4:00 pm | End of career fair  
Students will be available to assist employers with moving display materials to the dock. |
2019 All-University Career Fair Evening Event Information

College-hosted evening events will occur following the conclusion of the first two days of the All-University Career Fair. Registrations for all evening events are processed through the All-University Career Fair on Handshake.

### Agri-Industry Employer Dinner

**Date:** Tuesday, September 24 from 5:00pm-7:00pm  
**Location:** K-State Alumni Center Ballroom; 1720 Anderson Avenue, Manhattan, KS 66506  
**Price:** $60.00 per person

This evening event gives employers the opportunity to meet informally with students and College of Agriculture faculty and staff. Food and refreshments will be served. Price is $60.00 per person.

Questions about this event can be directed to Jordan Brown at jordanbrown@ksu.edu or 785-532-5121. Registrations for this event are processed through Handshake.

### College of Engineering Reception

**Date:** Wednesday, September 25 from 5:30pm – 8:00pm  
**Location:** Carl R. Ice College of Engineering Complex; 1701 Platt Street, Manhattan, KS 66506  
**Price:** $200.00 per table, see description

This evening event gives employers the opportunity to visit informally with students, faculty, and staff from the Carl R. Ice College of Engineering. Hors d’oeuvres will be served. The price for this event is $200, which includes one company-sponsored table and seats for two company representatives. Limit two tables per organization. Additional representatives, above the 2 allowed per table, will be $35.00 each. A table must be sponsored in order to attend this event. Spacing is limited.

Questions about this event may be directed to Pat Nelson at panelson@ksu.edu or (785) 532-6686. Registrations for this event are processed through Handshake.

### Management Information Systems (MIS) Social

**Date:** Tuesday, September 24 from 7:00pm – 9:00pm  
**Location:** Business Administration Building BB 2114 & 2116; 1301 Lovers Lane, Manhattan, KS 66506  
**Price:** $100.00 per person

This evening event gives employers the opportunity to meet directly with students, faculty, and administrators from the Management Information Systems (MIS) Club within the College of Business. Food and beverages will be served for employers in attendance. Price is $100.00 per person. Limit 5 representatives per company. Space is limited, so large banners and table displays may not be accommodated.

Questions about this event may be directed to Russell Boyer at rpboyer@ksu.edu or (785) 532-7346. Registrations for this event are processed through Handshake.

### Media & Communications Mixer and Mocktails

**Date:** Tuesday, September 24 from 5:00pm-7:00pm  
**Location:** Dole Hall - Atrium; 1525 Mid-Campus Drive, Manhattan, KS 66506  
**Price:** $25.00 per person

This evening event gives employers the opportunity to network with faculty and meet students from the A.Q. Miller School of Journalism and Mass Communications within the College of Arts & Sciences. Snacks, beverages, and a tour of our KKSU-TV studios and Dole Hall facilities are included. Price is $25.00 per person.

Questions about this event can be directed to Gloria Freeland at gfreela@ksu.edu or 785-532-6890. Registrations for this event are processed through Handshake.
2019 All-University Career Fair Shipping Information

If you plan to ship your career fair materials in advance, please review the information on this page. If you have any questions about this information, please contact Sammie Hillstock at shillstock@ksu.edu.

Shipping Instructions - Before the career fair

Packages may arrive no earlier than **Tuesday, September 10, 2019**. Packages may be addressed as follows:

**YOUR COMPANY NAME, package _ of _**  
2019 All-University Career Fair (please clarify whether Tuesday/Wednesday/Thursday)  
Bramlage Coliseum, Director’s Office  
1800 College Avenue, Suite 137  
Manhattan, KS  66502

If sending multiple packages, please indicate the total number of packages by labeling “package _ of _” (example: package 1 of 2) to assist with tracking.

Shipping Instructions - After the career fair

If you will be shipping materials back to your company or another location after the fair, please do the following:

1) **Schedule and arrange for your materials to be picked up by your preferred shipping carrier prior to the end of the career fair.** Please arrange to have them arrive at the career fair between 4:00pm and 5:00pm.

2) Please attach a completed shipping form to all package(s)

3) Transport your packages to the loading dock that’s located on the first floor of Bramlage Coliseum. An elevator is located at the south end of the concourse.

Volunteers will be available if you need assistance with disassembling your display, or transporting your materials to the loading dock. If you need additional assistance on the day of the career fair, please visit the Employer Registration Table.

Shipping Carrier Contact Information

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<th>FedEx</th>
<th>DHL</th>
<th>United Parcel Service (UPS)</th>
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<tr>
<td>Phone</td>
<td>1.800.GOFEDEX</td>
<td>1.800.CALLDHL</td>
<td>1.800.PICKUPS</td>
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<td>(1.800.463.3339)</td>
<td>(1.800.225.5345)</td>
<td>(1.800.742.5877)</td>
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### 2019 All-University Career Fair Hotel Accommodations

If you are planning to reserve a hotel room for the career fair, we have multiple blocks of rooms reserved at various hotels to ensure that rooms will be available to you. Please note room availability is limited, and the rates listed here do not include tax.

Be sure to make your hotel reservation prior to the “book by” date that’s listed below, and mention that you’re attending the K-State All-University Career Fair. For a list of additional hotels and accommodations in Manhattan, please visit [www.manhattan.org](http://www.manhattan.org).

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Phone</th>
<th>Address</th>
<th>Special Rate</th>
<th>Book by</th>
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<tr>
<td>Four Points by Sheraton Manhattan</td>
<td>785-539-5311</td>
<td>530 Richards Drive, Manhattan, KS 66502</td>
<td>$91.00/per night – mention ‘Kansas State University Career Center Group’</td>
<td>August 23, 2019</td>
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<tr>
<td>Parkwood Inn &amp; Suites</td>
<td>785-320-5440</td>
<td>505 S 17th Street, Manhattan, KS 66502</td>
<td>$99.95/per night – mention ‘All University Career Fair’ or ‘block #2409’</td>
<td>August 24, 2019</td>
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<tr>
<td>Fairfield Inn by Mariott Manhattan</td>
<td>785-539-2400</td>
<td>300 Colorado Street, Manhattan, KS 66502</td>
<td>$102.00/per night</td>
<td>August 24, 2019</td>
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<tr>
<td>Holiday Inn Manhattan at the Campus</td>
<td>785-539-7531</td>
<td>1641 Anderson Avenue, Manhattan, KS 66502</td>
<td>$109.95/per night – must mention ‘CAR’ to receive this rate</td>
<td>September 1, 2019</td>
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Next Day Interviews will be held on campus as follows:

**Date:**
- Wednesday, September 25
- Thursday, September 26
- Friday, September 27

**Time:**
8:00am – 5:00pm each day

**Location:**
K-State Student Union Ballroom (2nd floor) - 918 N 17th Street, Manhattan, KS 66506

**Fee:**
No additional cost

Please note that Next Day Interviews are hosted in a public conference venue capable of accommodating multiple interviews at a time. Due to spacing limitations, private interview rooms are reserved for Career Center Corporate Partners only.

Registrations for Next Day Interviews are processed through the 2019 Kansas State All-University Career Fair on Handshake. To register for interviews, please indicate which interview day(s) your company plans to participate in when filling out your career fair registration.

**Reservations for Next Day Interviews includes the following amenities:**

- 1 interview table and 2 chairs placed in the ballroom
- 1 complimentary parking pass per company/per interview day for the parking garage, which will be included in the information packet you’ll receive at career fair check in the day before.

Additional tickets may be purchased day-of at the parking garage entrance for $5.00. Without a parking validation ticket, the fee to park in the garage is $1.50 per hour/$12.00 per day. Credit card, debit card, and cash payments are accepted.

For questions about Next Day Interviews, or to make changes to your interview reservation, please contact Debbie Owens, On Campus Interview Coordinator, at daowens@ksu.edu. For assistance on the day of the career fair or interviews, please contact the Career Center Front Desk at 785-532-6506 or e-mail careercenter@ksu.edu.
Next Day Interview Schedule

Organization:______________________________________________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
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Tell students what days you’ll be on campus

118 Kedzie Hall, KSU Manhattan, KS 66506
Contact Tori in Advertising Sales at advertising@kstatecollegian.com • 785-370-6357

All University Career Fair

Recruitment Special

Career Fair Dates:
September 24 - 26, 2019
Deadline: 4 p.m. Wed., Sept. 18th
Run Date: Fri. Sept. 20th

Run in the special section and one or more other ads leading up to September 20th and get 25% off each ad

1/8 Page (5.063”w x 2.5”h) ........................................... $155
1/4 Page (5.063”w x 5”h) ........................................... $335
1/2 Page (10.25”w x 10”h) ........................................... $600
Full Page (10.25”w x 10”h) ........................................... $1,100

* Free color with Full Page ad

Full Color $240 • 2 Spot $160 • 1 Spot $80

Tell students what days you’ll be on campus
CORPORATE PARTNER PROGRAM
The Career Center at Kansas State University invites you to help guide students from college to career by joining our Corporate Partner program. Support provided by Corporate Partners facilitates connections between students and employers, provides up-to-date technology resources and promotes career service innovations for K-Staters. In turn, Corporate Partners enhance their brand recognition within the K-State community and establish a positive presence on campus.

PARTNER BENEFITS
From July 1st to the following June 30th, an annual gift of $2,500 to the Career Center Corporate Partner program includes these benefits:

- Prominent display of corporate logo and career opportunities link on the Career Center webpage, lobby computer desktops, social media pages, digital signage and print publications
- Company information searchable in the employer directory kiosk of the Career Center
- Preferred participation in Career Center educational and industry programming
- Deluxe All University Career Fair exhibit space
- Private next day interview accommodations and advance room reservation scheduling
- Free use of the theater in Berney Family Welcome Center for one annual information session
- Complimentary parking for up to two vehicles for recruiting visits
- Participation on the Career Center Employer Advisory Board
- First right of refusal for special sponsorship opportunities

SPECIALTY SPONSORSHIP OPPORTUNITIES
As a Career Center Corporate Partner, you can add other specialty sponsorships to your involvement. Please contact us about current Career Center opportunities.

BECOMING A PARTNER
To join the Career Center Corporate Partner program or learn more about additional opportunities for matching your company’s interests with K-State priorities and initiatives, please contact us.

Kerri Day Keller, Director of the Career Center
Kansas State University, 168 Berney Family Welcome Center, Manhattan, Kansas 66506
785-532-1691  ~  kdkeller@ksu.edu  ~  www.k-state.edu/careercenter

Joe Matope, Director of Corporate Relations
Kansas State University Foundation, 1800 Kimball Ave Suite 200, Manhattan, Kansas 66502
785-532-2425  ~  josephm@ksufoundation.org  ~  www.found.k-state.edu
What do the registration fees include?
The booth registration fee and representative registration fee are separate. The booth registration fee costs $475 and includes a 10’ x 5’ booth space, one 6’ table, and two chairs.
The representative registration fee costs $45.00 per attendee, and includes the following amenities: 1 lunch ticket, free parking (no parking pass needed), wifi access, space accommodation for Next Day Interviews if requested, listing in our career fair app, photocopier access, continental breakfast, fresh cookies from the K-State Bakery Science Club, and afternoon ice cream from K-State's on campus dairy shop, Call Hall. The cookies and ice cream are only offered during the fall All-University Career Fair.

How many representatives can I have at my booth?
We allow a maximum of 5 representatives per booth due to fire code regulations and space limitations.

How long do I have to register?
Registration opens on Handshake on Wednesday, May 29, 2019. The deadline to register is Friday, August 23, 2019. Registrations received after August 23 will be charged an additional $100.00 late fee.

When is the last day to make changes to my registration?
Registration changes may be requested prior to August 23, 2019 by e-mailing Sammie Hillstock at shillstock@ksu.edu. After August 23, all registration fees reflected on the invoice must be paid in full no later than the first day of the career fair on Tuesday, September 24.

When is the last day to cancel my registration?
Registration cancellations must be requested in writing via e-mail prior to August 23, 2019 to Sammie Hillstock at shillstock@ksu.edu. After this date, all registration fees must be paid.

How do I pay for my registration?
We accept credit card, check, and interfund payments. We are unable to accept payments over the phone. Please submit payment for your registration no later than the first day of the career fair on Tuesday, September 24. If payment is not received by the conclusion of the fair, a late fee of $100.00 will be added to the invoice.

Checks may be issued to:

Kansas State University Career Center
Attn: Sammie Hillstock
705 N 17th Street
148 Berney Family Welcome Center
Manhattan, KS 66506-3412
Can I ship my materials prior to the fair?
Yes, display materials may arrive no earlier than Tuesday, September 10, 2019. Please refer to our shipping instructions for further assistance.

How do I ship my materials back to my company after the fair?
Please contact your preferred shipping company in advance to arrange a pick up after the conclusion of the fair. Please refer to our shipping instructions for further assistance.