

2020 Design Expo – Agenda

Friday, February 28, 2020

8:30 am – 10:00 am	Set-up/Employer Registration <i>Students will be available on the back (West) side of the Hilton Garden Inn to assist firms with transporting display materials and set-up if needed.</i>
10:00 am – 3:00 pm	Design Expo open to students <i>Since candidates anticipate that the expo will continue through 2:00 pm, we ask that representatives plan to stay until the conclusion of the expo. (Refreshments will be served onsite)</i>
11:00 am – 1:00 pm	Lunch – located in the Pavilion Lounge <i>Volunteers will be available if you need assistance at your booth during lunch. Preference will be given to companies who only have one (1) recruiter present.</i>
3:00 pm	End of Expo <i>Students will be available to assist firms with display materials and tear-down.</i>
3:00 pm – 5:00 pm	Same Day Interviews in Hilton Garden Inn Foyer <i>Firms will move to the foyer to conduct Same Day Interviews with students. Firms will be in charge of creating/maintaining their own schedules within the 2:30-5:00pm time frame. Participation for interviews can be confirmed <u>on the day of the event.</u></i>

Parking Information

Parking for the Design Expo will be available for free on-site. A parking garage is also available on the south side of the Hilton Garden Inn.

Travel & Lodging Information

Hotel rooms have been blocked at the Hilton Garden Inn if you require overnight lodging and you can book these rooms by calling the Hilton Garden Inn. Employers should mention the K-State Design Expo when making reservations. For more information about transportation and other lodging options, please go to <http://www.manhattan.org>.

If you have any questions or concerns, please contact Sammie Hillstock at shillstock@ksu.edu or 785-532-3450.

2020 Design Expo - Shipping Information

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

Shipping Instructions – Before the expo

Display materials may arrive at the Hilton Convention Center **beginning February 26, 2020, and labeled as follows:**

*(Company Name) – package _ of _
Hilton Convention Center
K-State Design Expo
410 3rd St
Manhattan, KS 66502
785-532-9116*

Pick-Up Scheduling – After the expo

- 1) **Remember to schedule and arrange for your materials to be picked up by your preferred shipping carrier **prior to the end of the expo**.** Please schedule pick-ups between 4:00pm and 5:00pm.
- 2) Be sure to attach **a completed shipping form** to all package(s)
- 3) **Bring your packages to Hilton Garden Inn front desk**, with the completed shipping form attached to your display case. Be certain you have notified your preferred carrier prior to the expo to arrange a pick up.

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.

We're sorry, but the design expo committee cannot assume responsibility for freight pick up nor guarantee next day delivery. Once shipped, please contact the Hilton Garden Inn for any questions or inquiries.

Shipping Carrier Contact Information

Fed Ex
1.800.GOFEDEx (1.800.463.3339)
www.fedex.com/

DHL
1.800.CALLDHL (1.800.225.5345)
www.dhl.com/en.html

United Parcel Service (UPS)
1.800.PICKUPS (1.800.742.5877)
www.ups.com

2020 Design Expo - Terms of Use Contract

Design Expo Management

The expo 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 expo 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 PRIOR to the registration deadline of February 14, 2020 at 785-532-6506.

Unpaid registration fees will be invoiced following the career fair at the regular registration fee of \$475 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 online registration triggered and acknowledged 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 February 14, 2020.

Exhibitors are responsible for any additional services (such as additional representatives) added after the initial registration and payment has been received.

Contingencies

The expo 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.

All exhibits need to remain in place until after the official closing of the fair at 2:00 pm.

All exhibits, displays and other materials and property of the Exhibitor need to be removed after the official 2:00 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.

Exhibitor should bring your own extension cords, power strips, and equipment.

Use of Space

Exhibitor will be provided one 6' table and two chairs in approximately 8' (width) of space.

Exhibitor should note on the registration form the type of display (i.e. table-top, floor display, etc.)

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 expo 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.

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 February 14, 2020 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 November 6, 2019.