2019 Agri-Industry Career Fair Confirmation Information

What: Kansas State Agri-Industry Career Fair
Where: K-State Union, 2nd Floor Ballroom
Date: Wednesday, January 30, 2019
Time: 11:00 am – 4:00 pm

Thank you for your reservation to attend the K-State Agri-Industry Career Fair on Wednesday, January 30, 2019. 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 Sammie Hillstock, Project Manager, e-mail: shillstock@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.

- **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

We look forward to your participation on Wednesday, January 30, 2019.

Sincerely,
Mary Ellen Barkley
Career Fair Committee Chair
Wednesday, January 30, 2019 Agri-Industry Career Fair Agenda and Information

8:30 am – 10:30 am
Booth Set-up/Employer Registration – K-State Student Union Ballroom, 2nd Floor
  • Volunteers will be available to assist employers with transporting display material to the ballroom and set-up if needed.

10:30 am – 12:00 pm
Lunch – Suggested lunch time

11:00 am – 4:00 pm
Agri-Industry 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.

4:00 pm
END OF FAIR
  • Volunteers will be available to assist employers.

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 K-State Union no earlier than January 23, 2019. Please address them as follows:

    K-State Union Director's Office
    918 N. 17th Street
    2nd Floor Student Union - Agri-Industry Career Fair
    Manhattan, Kansas 66506.
    Phone: 785-532-6591

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. Go to collegian@k-state.com for details about advertising or call 785-532-6560.

Parking
  • Parking for the Agri-Industry Career Fair will be available in the parking garage located on 17th Street, just south of the K-State Student Union. If you have display materials to drop off, please do so before entering the garage. Volunteers will be available just north of the parking garage on 17th Street and will take your materials to the Union ballroom while you park. All organizations who have provided us with advance notice of their parking needs will, during the check-in process, receive parking validations for exiting the parking garage.

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 www.manhattan.org
2019 Agri-Industry Career Fair Freight Information

Shipping Instructions
- Display materials may be shipped after January 23, 2019 as follows:
  (Company Name)
  K-State Union Director’s Office
  918 N. 17th Street
  2nd Floor Student Union – Agri-Industry Career Fair
  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 in front of the stage at the east end of the Union Ballroom 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 stage area of the Ballroom.

Shipping Company Contact Information
- Fed Ex
  1.800.GOFEDEX (1.800.463.3339)
  http://www.fedex.com/

- DHL
  1.800.CALLDHL (1.800.225.5345)

- United Parcel Service (UPS)
  1.800.PICKUPS (1.800.742.5877)
  www.ups.com
2019 Agri-Industry Career Fair Next Day Interview Confirmation Information

Thursday, January 31, 2019
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 Agri-Industry 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-Thursday, January 31, will be held in the K-State Student Union, 2nd Floor.
- Check in will be on the 2nd floor.
- 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,
Mary Ellen Barkley
Liaison to the College of Agriculture
**Thursday, January 31, 2019 Agri-Industry Career Fair Next Day Interview Schedule**

Organization: _____________________________________________

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2019 Agri-Industry Career Fair Terms of Use Contract

Career Fair Management
• K-State’s Agri-Industry Career Fair is hosted and coordinated by the College of Agriculture 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 will be invoiced following the career fair at the regular registration fee 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 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 January 16, 2019.
• 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, Career end Employment Services - (785-532-6506)

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 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.
• (Shipping- Employers who are attending the career fair and would like to ship display materials in advance, please ship to the following address) K-State Union Director’s Office 918 N. 17th Street 2nd Floor Student Union – Agri-Industry Career Fair Office Phone: 785-532-6591 Manhattan, Kansas 66506 (Displays may be shipped after January 23, 2019.)

• The fair committee recommends you bring your own extension cords, power strips, and equipment.

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 (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 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 January 16, 2019 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 charlotte@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. 28, 2017.