2019 All-University Career Fair Terms of Use Contract

Career Fair Management
The All-University Career Fair is coordinated by the Career Center and the Colleges of Agriculture; Arts and Sciences; Business Administration; Engineering; Human Ecology; and Technology and Aviation. 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 the Career Center at shillstock@ksu.edu or 785-532-3450. Unpaid registration fees following the career fair will be invoiced with an additional $100.00 late 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 online registration triggers 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 August 23, 2019. 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. 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 Exhibitor. 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. 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. 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. Employers attending the career fair who would like to ship display materials in advance, please ship to the following address:

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 expired 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 August 27, 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 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.