2020 Engineering Career Fair - Employer Information Packet

What: Kansas State Engineering Career Fair
Where: Carl R. Ice College of Engineering Complex – 1701B Platt Street, Manhattan, KS 66506
Dates: Tuesday, February 11 and Wednesday, February 12, 2020
Time: 11:00 am – 4:00 pm each day

Thank you for your reservation to attend the 2020 K-State Engineering 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 who created the career fair registration only. Do not reply back to this automated email.

Changes to your registration must be requested by e-mailing Sammie Hillstock at shillstock@ksu.edu. The deadline to request registration changes is Friday, January 27, 2020. After this date, all fees reflected on the invoice must be paid no later than the first day of the career fair on Tuesday, February 11, 2020. 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:

- Career Fair Agenda
- Shipping Information
- Next Day Interview Information
- Next Day Interview Schedule
- Terms of Use Contract
- $300 Contribution Information
- Hotel Information (external link)
- Campus Map (external link)
- Manhattan Visitor Information (external link)

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

Sincerely,

Anne DeLuca
Career Fair Committee Chair
# 2020 Engineering Career Fair Agenda

## Monday, February 10

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>5:00-7:00 pm</td>
<td>Multicultural Engineering Program Reception</td>
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<tr>
<td></td>
<td>Hosted in the Engineering Complex Atrium. Sponsored by the Multicultural Engineering Program (MEP). Registration for this event is processed through Handshake.</td>
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</tbody>
</table>

## Tuesday, February 11 & Wednesday, February 12

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:30 am – 10:30 am</td>
<td>Booth set-up/Employer Registration</td>
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<td>Students will be available to assist employers with transporting display materials to the complex and booth set-up, if needed.</td>
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<tr>
<td>11:00 am</td>
<td>Engineering Career Fair open to students</td>
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<td>*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.</td>
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<tr>
<td>11:30 am – 1:00 pm</td>
<td>Lunch (2nd floor upstairs)</td>
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<td>Companies with only one (1) recruiter present may request a volunteer to watch their booth at the Employer Registration table.</td>
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<tr>
<td>4:00 pm</td>
<td>End of Fair</td>
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<td>Volunteers will be available to assist employers with teardown.</td>
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</tbody>
</table>

## 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, consider posting on your display those disciplines in which you are interested and any specific job or internship opportunities you might have available.

## Shipping
- Display materials may arrive at the College of Engineering no earlier than **Friday, February 7, 2019**. Please address as:

  College of Engineering Deans Office, package _ of _  
  Attn: Career Fair – (Company Name)  
  1046 Rathbone Hall  
  1701 B Platt Street  
  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. For more information, please email advertising@ksu.edu or call 785-532-6560.

## Parking
- Parking for the Engineering Career Fair will be available in the parking garage located off of Anderson Avenue, just south of the K-State Student Union at 706 N 17th Street, Manhattan, KS 66506. **A parking QR code will be emailed approximately 4 days before the fair to all Registrants, which allows for free entry and exit into the garage and can be printed and copied as many times as needed for all attendees at no cost.** If you have display materials to drop off, please do so before entering the garage at the loading dock of the Engineering Complex, corner of Denison Avenue and College Heights.
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 **Friday, February 7, 2020**. Packages may be addressed as follows:

**College of Engineering Deans Office, package _ of _**
Attn: Career Fair – *(Company Name)*
1046 Rathbone Hall
1701 B Platt Street
Manhattan, KS 66506

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/Pick-Up Instructions - after the career fair**

1) **PRIOR to the end of the career fair**, please schedule/arrange for your company’s materials to be picked up between 4:00pm-5:00pm at the address below:

   **College of Engineering**
   1730 College Heights Road
   Manhattan, KS 66506
   Main Office: 785-532-5590

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

3) Transport your packages to the loading dock, located on the 1st floor of the engineering complex – take the elevator down to the first floor, turn left, and go all the way down the hall to reach the loading dock.

   Volunteers will be available if you need assistance with disassembling your display, or transporting your materials to the loading dock. **Please note the career fair committee cannot assume responsibility for shipping pick up nor guarantee next-day delivery.**

**Shipping Carrier Contact Information**

- **FedEx**
  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)
2020 Engineering Career Fair
Parking & Display Unloading Information

If you have any questions about the information on this page, please contact Sammie Hillstock at shillstock@ksu.edu.

Parking

Parking for the Engineer Career Fair will be available in the parking garage, located on 17th Street just south of the K-State Student Union. A parking QR code will be emailed approximately 4 days before the fair to all Registrants (person who created the career fair registration). This code allows for free entry and exit from the parking garage, and can be printed and copied as many times as needed for all attendees at no cost.

Parking garage address: 706 N 17th Street
Manhattan, KS 66506

If you have display materials to drop off, please do so at the Engineering Complex loading dock, corner of College Heights and Denison PRIOR to entering the garage. See below for more information.

Display Unloading & Drop-off

Display and Freight drop-off will be available at the Engineering Complex loading dock, located on the corner of College Heights and Denison Avenue. Please drop-off displays prior to parking in the parking garage.

Volunteers will be available to assist with display drop-off.

Please see the map on the right to locate the display/freight drop-off spot.

There will be a shuttle running between the shuttle pick-up and the shuttle drop-off areas before and after the Career Fair.
2020 Engineering Career Fair
Next Day Interview Confirmation Information

Next Day Interviews will be held on campus as follows:

Dates:       Wednesday, February 12
             Thursday, February 13
Time:        8:30am – 4:30pm each day
Location:    K-State Student Union Ballroom (2nd floor) - 918 N 17th Street, Manhattan, KS 66506
Fee:         No additional cost

Registrations for Next Day Interviews are processed through the 2020 K-State Engineering 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.

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 Champions/Sponsors only.

Reservations for Next Day Interviews include the following amenities:

- 1 interview table and 2 chairs placed in the Union 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, or in advance on our website here. 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. To purchase additional permits in advance, please visit the following website: https://www.k-state.edu/parking.

For questions about Next Day Interviews, or to make changes to your interview reservation, please contact Debbie Owens, On Campus Interview Coordinator, at dowens@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:______________________________________________________________

**Interviews may be scheduled no earlier than 8:30am, and no later than 4:30pm.**

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2020 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 table, due to fire code regulations. Any revisions to an organization’s current registration must be made by contacting the K-State Career Center at shillstock@ksu.edu or 785-532-3450.

Financial Obligations and Refunds

- Submission of the online 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 27, 2020. To cancel, email Sammie Hillstock at shillstock@ksu.edu.
- 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’s Dean’s Office, 1046 Rathbone Hall (785-532-6506), 1350 AM KMAN Radio, the Career Center - (785-532-6506), or TRS 711.

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 closing at 4:00 pm.
- 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 no earlier than Feb 7, 2020.)

College of Engineering: Dean’s Office, package _ of _
Attn: Career Fair - (Company’s Name)
1046 Rathbone Hall
1701 B Platt Street
Kansas State University
Manhattan, Kansas 66506

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

Use of Space

- Exhibitor will 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 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 January 27, 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 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.