Thank you for your reservation to attend the 2020 K-State Agri-Industry 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. The invoice and packet are only sent to the individual that created and submitted the registration. We strongly encourage you to forward this packet to all representatives attending the fair.

Changes to your registration may be requested by e-mailing Sammie Hillstock at shillstock@ksu.edu prior to January 15, 2019. After this date, all fees reflected on the invoice must be paid no later than the day of the career fair on January 29, 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:

- Terms of Use Contract
- Career Fair Agenda
- Shipping Information
- Next Day Interviews
- Next Day Interview Schedule
- Hotel Information (link)
- Manhattan Map (link)
- K-State Campus Map (link)

We look forward to your participation on Wednesday, January 29, 2020 and appreciate being included in your spring recruiting efforts.

Sincerely,
Mary Ellen Barkley
Career Fair Committee Chair
Agri-Industry Career Fair Information

Wednesday, January 29th, 2020

8:30 am – 10:30am  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.

11:00 am – 4:00 pm  Agri-Industry Career Fair open to students
Since candidates anticipate that the fair will continue through 4:00pm, we ask that you and your representatives plan to remain at your booth until the conclusion of the fair.

10:30 am – 12:00 pm  Lunch
Lunch will be served in the Bluemont room, located adjacent to the Cottonwood room.

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

Display Information
The information you provided on your registration will be available to students to help them identify your interests and guide them to appropriate booths. To further assist students, you might consider posting the disciplines you are interested in on your display, and any job opportunities you might have available.

Shipping Information
Displays and materials may arrive no earlier than January 22, 2020 to the address listed below:

K-State Union Director’s Office
918 N. 17th Street
2nd Floor Student Union - Agri-Industry Career Fair
Manhattan, Kansas 66506.

It is the responsibility of the exhibitor and attending representatives to arrange and schedule return shipping pick up. For more information, please see the “Freight Information” document located in this packet.

Parking
Parking 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 sent via e-mail to all Registrants approximately 4 days before the fair. This code can be printed and copied multiple times as needed. 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 to take your materials to the Union ballroom while you park.

Collegian Advertisements
Announce your arrival on campus by advertising in the student newspaper, the Kansas State Collegian, prior to the career fair. Contact collegian@k-state.com or call 785-532-6560 for details about advertising.

Travel & Lodging
For information about transportation and lodging options, please go to www.manhattan.org.
2019 Agri-Industry 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

Display materials may arrive no earlier than January 22, 2020. Please mark your materials 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

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) Drop off your packages at the stage, which is located in the Union Ballroom where the career fair is held.

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

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
Next Day Interviews will be held on campus as follows:

**Date:** Thursday, January 30, 2020  
**Time:** 8:30am – 4:30pm each day  
**Location:** K-State Student Union Ballroom (2nd floor) - 918 N 17th Street, Manhattan, KS 66506

If your company has registered for 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-serve basis. Please note that Next Day Interviews are hosted in the Union Ballroom, which is a public conference venue capable of accommodating multiple interviews at a time.

Registrations for Next Day Interviews are processed through the 2020 Kansas State Agri-Industry Career Fair on Handshake. To register for interviews, please indicate the number of interview table(s) your company would like to reserve when filling out your career fair registration.

Reservations for Next Day Interviews include the following amenities:

- At least 1 interview table and 2 chairs placed in the ballroom (may reserve up to 4 tables)
- 1 complimentary parking pass per company, which will be included in the information packet you’ll receive at career fair check-in the day before.
- Lunch is on your own.

Additional tickets may be purchased in advance, or 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. 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.

We look forward to your attendance at the career fair and next day interviews!

Sincerely,

Mary Ellen Barkley  
Liaison to the College of Agriculture
Agri-Industry Career Fair
Next Day Interview Schedule

Organization: ____________________________________________

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

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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 15, 2020.
- 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 must 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.
- 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.
- 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 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 Exhibit’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.
- 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 15, 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 66508-4801, 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 charlot@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.