

Career Expo Terms of Use

Career Fair Management

Career Expo is coordinated by the Career Center. The Career Center reserves the right to design policies and procedures as necessary to ensure the success of the event.

Registration

- There is a limit of 4 representatives per booth at any given time unless an additional booth is purchased. This is to ensure fairness to the booths around you.
- This event is for bona fide employers of college interns and graduates for hiring purposes only.

Financial Obligations and Refunds

- Submission of the on-line registration triggers acknowledgement of the organization's financial obligation for all fees associated with the event. All fees paid (minus \$50 administration fee) will be refunded **ONLY** if the registration is cancelled by the applicable date.
- Organizations are responsible for any additional fees for services (such as additional representatives) added after the initial registration and payment received.
- Any organization, whose registration fees have not been received by the day of the event, **MUST** pay said fees by credit card, check, or cash at the time of event check-in.

Contingencies

- If North Dakota State University closes due to inclement weather or any other unforeseen campus emergency, this event will be cancelled.
- In the event of such a cancellation, up to 50% of the organization's registration fee will be refunded.
- Consult the following for official news of a university closing: NDSU website (www.ndsu.edu), AM 970 WDAY radio, Career Center voice mail 701-231-7111.
- In the event an organization cancels because of bad weather in their area or any other unforeseen circumstance, the Career Center will determine if a 50% refund is to be made.
- No refunds will be made for an organization who is a "no-show" the day of the event for any reason.

Use of Space

- Organization will be provided one 8' table and two chairs in approximately 10' (width) of space and are asked to keep representatives within that allotted space.
- Fire exits must be kept unobstructed 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.
- Organizations should bring their own extension cords, power strips and equipment.
- Bring a mat or rug to stand on; the floor for this event is concrete.