



## Career Day Additional Information

### **Career Day:**

Date: March 6, 2019

Time: 1:00 pm – 4:30 pm

Location: Campus Center Ballroom, Campus Center 307, 308 309, & 310 (combined into one room)

### **Fees:**

\$175 (until 2/20/19)

\$200 (late registration upon space availability, 2/21/19-3/1/19)

Please note: late registration does not guarantee inclusion in the printed program.

### **Liability Waivers: **NEW****

The University of Hawaii's Risk Management office now **requires** a waiver form from all outside or non-UH vendors or exhibitors for all events held at the University. This requirement includes participation in our Career Fair. **Each participant of the Career Fair, must sign this form.** No one individual can sign this form on behalf of the company. For example, if you have five people that will be tabling during the Career Fair, each person tabling, must complete this form. This form is included among the attachments to this registration. Please print a copy of the form for each individual attending the career fair. **Each** individual attending the career fair must submit a completed and signed form at registration sign in on March 6. **Individuals will not be permitted to enter the venue without submitting a completed and signed liability waiver.**

### **Registration:**

Registration includes:

- Deans luncheon **NEW**: Two guests per company (These guests WILL NOT receive boxed lunches, unless you order additional boxed lunches to pay for). *Additional guests = \$25.00 each* (Please note that due to limited space and partner with the Engineering Consortium, we are limiting Deans Lunch **to first 70 sign-ups with names provided.**)

Those that do not make the first 70 list, will be put on a wait list and provided a boxed lunch. Notifications and changes will be provided by Wednesday, February 27, 2019.

**OR**

- Boxed Lunches: 2 per company (**If not attending the Deans luncheon**) Additional boxed lunches may be purchased for \$15 each.
- One table, two chairs. Due to the increased number of companies' interest in participating in the Career Fair, **we will be charging a full table price for additional tables at \$175 – the cost of a company making a registering for the fair.** On a **first come, first serve basis, for the first 5 requests**, companies can request up to **one additional table** (for two tables total) for \$175 and up to **two additional chairs** (4 chairs total) at \$5 for an additional \$10 total.
- There will be an overflow room in Campus Center 307,308, 309, & 310 (expanded into one large room), , as the Campus Center Ballroom can only accommodate only 80 tables.
- Should we reach capacity of 104 companies registered (number of tables available for both Campus Center Ballroom and Campus Center 307, 308,309 and 310), we will not be able to honor any additional table requests.
- **One parking pass** to be used at **Parking Structure 20 OR the Hawaiian Studies** parking lot, depending on time of registration. This will be given out to the first 70 paid registrants, as we have only been allotted 50 spaces in parking structure 20 and 20 spaces in Hawaiian Studies. **Those receiving a parking pass will be able to park in both areas – even if the lot signs indicates “Parking Structure Full”.**
- \$25.00 Additional guests for Deans Luncheon (in addition to the 2 already included in Deans Lunch)
- \$15.00 Additional boxed lunches (in addition to the 2 boxed lunches included in the registration for those not attending the Deans Lunch; OR for additional boxed lunches for representatives attending Deans Lunch)
- **Please note: Final counts for food orders are submitted one week prior to the Career Fair. We will not be able to make any changes regarding lunches or changes to the Deans Lunch after February 27th.**
- If representatives are attending the Deans lunch, they will not receive boxed lunches – unless they purchase additional boxed lunches.
- **If you do not RSVP for the Deans lunch with the names of the guests, we will not have you on the list for the Deans lunch. To be included in the first 70 attendees, names must be provided.**
- Only 2 guests per company are invited for FREE to attend the Deans Lunch. Additional guests are \$25.00 (so if you have 4 total coming from your company to the Deans lunch, you need to add two more people for a total of \$50).
- Parking: We will have 70 spaces available, 50 spaces in parking structure 20 to the first 50 companies that register AND pay the Career Fair fee and 20 in the Hawaiian Studies parking structure, for the next 20 registrants. One permit per company. After the first 50, we will be directing folks to park at the parking structure next to the Native

Hawaiian Studies building and/or grass area in East West Center (pending approval) and/or shuttling folks from a different site.

- We will provide areas for you to drop off to the Campus Center ballroom and assistance to bring up your supplies on Career Day. A map of the loading zone will be provided as the date gets closer. Loading/drop off zone will be at the same location as the Fall 2018/Spring 2018 Career Fair.
- If you choose not to use the one permit provided to each company, please inform us of this on the registration so we may provide any extra permits to other vendors.
- We appreciate your patience regarding parking as parking is extremely limited on campus and requests for more than 70 permits are not possible due to giving priority to students. However, we continue to negotiate and work with commuter services to provide you better service.
- Table Location: Table placements is managed by our Conference Center. Please look at the map provided in the email and list in ranking order, which table is your preferred location. Choices will be granted on a first come, first paid basis and there is no guarantee you will get your preferred space, although we will do our best to accommodate you or place you in a location.

**Deans Career Day Luncheon Information:**

Time: 11:00am to 12:30pm

Place: ILab, Building 37

***You must RSVP to this event on the registration form and provide the names of attendees to be part of the first 70 list. No names, no Deans lunch.***

**Payment:**

Acceptable Payment Methods: Credit Card or Check

Your credit card (Visa, MasterCard, Discover, JCB, or Diner's Club) is required during the registration process on selection of credit card payment for completion of online registration.

Your registration will be invalid without the payment information.

Make checks payable to: University of Hawai'i. Note: "Engineering Career Day" on the memo line. Mail to: UH Conference & Event Services, 2465 Campus Road, Room 121G, Honolulu, HI 96822.

***Please note, that if paying by check, the placement of your table and eligibility of receiving one of the 70 parking permits, is not guaranteed until payment is received. Placement of tables and receipt of parking permit is on a first come, first paid basis.***