SPRING 2015 “HowU Innovate” Engineering, Architecture & Technology Fair
Thursday, February 5

ENGINEERING, ARCHITECTURE & TECHNOLOGY FAIR
- Open to employers from Engineering, Architecture and Technology sectors and industries with internships, full & part-time opportunities for entry-level, mid-career and experienced candidates. Opportunities may include non-technical positions within the respective sectors to provide non-traditional career gateways to the technology field.
  - **Date:** Thursday, February 5, 2015
  - **Location:** BUC Ballroom & Hilltop Lobby
  - **Sign In & Booth Set Up:** 10:30 AM – 11:30 AM
  - **Time:** 1:00 PM – 4:00 PM.
  - **Target Audience:** All Howard University Students & Alumni with interests and/or academic qualifications for the Engineering, Architecture & Technology fields
  - **Lunch:** 11:30 AM – 12:45 PM
  - **Afternoon Water Break:** 3:00 PM – 3:15 PM
  - **Breakdown:** 4:05 PM

ON-LINE REGISTRATION
- Register online at [https://howard-csm.symplicity.com/events/Spring2015](https://howard-csm.symplicity.com/events/Spring2015)
- **Registration deadline** – Friday, January 23, 2015
- **Payment deadline** – Friday, January 30, 2015
- Registration is on a first come, first serve basis.
- Once capacity for the event has been reached, a waiting list will be generated. In the event of cancellations of pre-registered patrons, spaces will be allocated to wait-listed patrons on the basis of registration date. **Please note that placement on the waiting list does not guarantee participation.**

EMPLOYER FEES

<table>
<thead>
<tr>
<th>Company Type</th>
<th>Booth Rental</th>
<th>Additional Booth</th>
<th>Electrical Outlet Access</th>
<th>Additional Reps (More than 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Employers</strong></td>
<td>$600.00 (Includes meals for 2 representatives)</td>
<td>$350.00</td>
<td>$35.00</td>
<td>$35.00 per Rep</td>
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| Howard University Schools/Colleges/HUH | $150.00 (Includes meals for 2 representatives) | $150.00 | $35.00 | $35.00 per Rep |

- **Fees are to be paid by check, money order, or credit card.**
  - Make checks payable to Howard University
  - Send Payment to:
    Attn: Sheryl A. Witherspoon
    Coordinator, Career Development Programs
    College of Engineering, Architecture & Computer Sciences
    Office of Student Services, Room 1114
    2300 6th Street, NW
    Washington, DC 20059

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Thanks for your cooperation. We look forward to hosting you in February!
BOOTH SET-UP
- **Time:** 10:30 AM to 11:30 AM – **Thursday, February 5** – BUC Ballroom & Hilltop Lobby.

BOOTH SPECIFICATIONS
- **Booth specifications:** 8’ X 6’; one 6’ table; two chairs; one wastebasket; one booth sign. *If your display exceeds these specifications you will need to purchase an additional booth space. Relocations on the day of the event due to display size will not be possible.* Limited electrical outlets are available. **Please indicate on your registration form your need for access to electrical outlets.** There will be a **$35 fee assessed** for electrical outlet access.
- Employers may reserve a maximum of three booths.
- Dismantling of displays may begin at 4:05 PM.
- Fees will include lunch for a maximum of two (2) recruiters per booth purchase. Additional meals may be purchased at $35.00 per recruiter at the time of registration on-line.
- Booth assignment is based on registration date & number of booths purchased.
- An additional $35.00 is assessed for electrical outlet access.
- **Payment deadline is January 30, 2015.** For registrations made on or after January 30, payment **MUST** be made by credit card.
- **Cancellation Deadline for Full Refund:** Full refunds will be given for written cancellations submitted before January 30. **NO REFUNDS WILL BE GIVEN AFTER THIS DATE.** Funds will be credited toward participation in the spring 2016 event.

REGISTERING MULTIPLE DIVISIONS
We welcome multiple divisions of the same company to participate in our Career Fair. If you require your booth to be located next to another division of the same company registering separately, you must make this request via email immediately following submitting your registration online. It is advised that you first:
- Collaborate with your internal divisions to discuss your plans.
- Send an email to ceascareerfair@howard.edu.
- Registration requests received from individual divisions of the same company will be charged full price for each booth purchase.
- To access the discounted cost for purchasing two booths, both divisions must collaborate internally and then submit one registration request for payment from a single budget. Any multiple budget transactions must be handled internally.

REGISTERING MULTIPLE REPRESENTATIVES
- The same provisions, as stated above, apply to registering multiple representatives.
- Representatives from multiple divisions needing to be accommodated under a single registration request must be paid on the invoice generated for that request. This means that all transfer of funds to cover payments must be handled as an internal company transaction.

CANCELLATION & NO-SHOW POLICIES
- **Cancellation** must be submitted in writing to Ms. Sheryl Witherspoon at ceascareerfair@howard.edu. Cancellations left via voice mail **ARE NOT** acknowledged. **Paid registrants who cancel after January 30 are NOT eligible for a refund. Fees will be credited to the fall 2015 or spring 2016.**
- **No-Shows** on the day of the event will be considered an inappropriate cancellation. These employers or academic institutions will be invoiced and held accountable for honoring payment for the spaces reserved.

*Thanks for your cooperation. We look forward to hosting you in February!*