

2010 SPRING CAREER FAIR Tuesday, MARCH 30, 2010

ON-LINE REGISTRATION

- Register on line at <https://howard-csm.symplicity.com/events/spring2010>
- Registration deadline is Friday, March 19, 2010. 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.**

BOOTH SET-UP

- **Time:** 9:00 AM to 11:00 AM – **Tuesday, March 30 only** – Blackburn University Center Ballroom & Hilltop Lobby.

CAREER FAIR

- **Date:** Tuesday, March 30, 2010 – Blackburn University Center Ballroom & Hilltop Lobby.
- **Time:** 11:00 AM – 4:00 PM.

EMPLOYER FEES & BOOTH SPECIFICATIONS

- **Corporate & Government Rates:** \$750.00 for first booth; \$450.00 for each additional booth.
- **Non-profit Special Interest & Community-based Organizations and Educational Institution Rate:** \$450.00 per booth (*institutions with email addresses ending in .org, .edu, or .k12*).
- **Fees are to be paid by check, money order, or credit card.** *Credit card payments are not managed by the CEDAR Center, but through the NACELink Career Services Management System and must be made at the time of registration. Though card information is required at registration, the charges will not be processed until your registration request has been approved.*
- **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.**
- Employers may reserve a maximum of two booths.
- Dismantling of displays may begin at 4:00 PM on TUESDAY, MARCH 30, 2010.
- Fees will include continental breakfast and lunch for a maximum of two (2) recruiters per booth purchase. Additional meals may be purchased at \$25.00 per recruiter at the time of registration on-line.
- Booth assignment is based on registration date.
- **Payment deadline is March 19, 2010.**
- Full refunds will be given for written cancellations before March 19. ***NO REFUNDS WILL BE GIVEN AFTER THIS DATE.*** Funds will be credited toward participation in the fall 2010 or spring 2011 event.

CANCELLATION & NO-SHOW POLICIES

- **Cancellation** must be submitted in writing to Dr. Joan M. Browne at jmbrowne@howard.edu or jmbrowncareers@gmail.com. Cancellations left via voice mail will not be acknowledged. ***Paid registrants who cancel after March 19 will NOT receive a refund. Fees will be credited to the 2010 event of your choice (fall or spring).***
- **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.

SHIPPING & PARKING INFORMATION

Note that NO literature or displays are to be sent to the “CEDAR Center.” Displays and company literature should be addressed according to the shipping instructions which will be communicated to you via email or on the CEDAR Center website (www.howard.edu/careerservices) as soon as that information is available. Parking instructions will be provided closer to the event.

Thanks for your cooperation. We look forward to hosting you in the spring!