

Auburn University Internship & Summer Job Fair SPRING 2014

Auburn University Career Center • 303 Martin Hall • Auburn, AL 36849-5139 • 334-844-4744 • FAX: 334-844-3878 • www.auburn.edu/career • hire.auburn.edu

CANCELLATION POLICY

There are no refunds for cancellations after Friday, January 17, 2014! One half of the registration fee (\$150.00) is charged for all cancellations prior to the deadline date whether the registration fee is paid in advance or not. We would like for all participants in our programs (events) to pay the total registration fee in full by the deadline date to keep your reservation. We understand that some might not be able to do this, so we are flexible in working with you. Let us know in advance and we will be happy to accommodate you. If your organization is registered for the event and no one shows up, your organization is expected to pay the balance due. Failure to pay event fees will cause us to block your organization from utilizing any services available through our office until the matter is cleared. Registration fees cannot be applied to future events.

Should you have to cancel, please call the Auburn University Career Center office as soon as possible at (334) 844-3862 and ask to speak with Diane Thorne, Special Events Registration Manager. An e-mail must be sent to Diane Thorne at thornde@auburn.edu explaining that you are officially canceling your organization's participation in the event. Diane will send you an e-mail confirming your cancellation. It is important to keep a copy of this communication as documentation for future reference.

Please understand that once you have registered and received a confirmation, you must abide by the CANCELLATION POLICY. There are no exceptions!! Any questions or concerns should be directed to Melvin K. Smith, Special Events Coordinator, (334) 844-4744 or mks@auburn.edu. We appreciate your cooperation and support in our programs!

Costs

Registration Fee: A three-hundred dollars (\$300.00) registration fee will include one 3 x 6 foot table and up to a maximum of two (2) representatives may attend.

The total registration fee must be paid in full by Friday, January 17, 2014 to keep your reservation.

Extra Tables: Extra tables may be reserved prior to the event at a charge of three-hundred dollars (\$300.00) each.

W-9 Form: If you need a completed and signed W-9 form before paying event fees, please contact Susan Salheiser at the contact information below. You may provide her with your organization's form or she can send you one from Auburn University.

**Susan Salheiser
Assistant II-Financial
Central Procurement & Payment Services
311 Ingram Hall
Auburn, AL 36849-5101
(TEL) 334-844-3567; (FAX) 334-844-4306
E-Mail: salhesu@auburn.edu**

Make check payable to:

Auburn University Career Center

Mail payment to:

**Melvin K. Smith
Special Events Coordinator
Auburn University Career Center
303 Martin Hall
Auburn, AL 36849-5139**

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Event Location and Information

Internship and Summer Job Fair

Tuesday, January 28, 2014

10:00 am -- 1:00 pm

Auburn University

Auburn University Student Center – 3rd Floor Ballroom

255 Heisman Drive

Auburn, AL 36849-5129

www.auburn.edu/studentcenter

AU Student Center Operations Office: (TEL) 334-844-1300; (FAX) 334-844-2354

Schedule

****Please arrive on time and be ready to see students at the start of the event (10:00 am). If not present by 10:30 am, you will be considered a “NO SHOW.” Your space can be assigned to another organization.***

8:00 am - 10:00 am	Representative Registration, Breakfast, and Space Setup
10:00 am - 1:00 pm	Internship and Summer Job Fair open to Students
11:30 am - 12:00 pm	Representative Lunch (\$10 Chick-fil-A meal voucher card); You may use at this time or later.
1:00 pm	Internship and Summer Job Fair ends

****Please plan to stay until 1:00 pm. The time has been publicized and students expect department representatives to be available up until this time.***

Space and Equipment

One 3x6 foot table and one chair will be provided per organization. Your display needs to fit within space provided!

****Electricity will be available! Please bring your own extension cords and power strips.***

Display Guidelines

- Space is limited. **No additional space can be provided.**
- Do not bring huge displays, furniture, or equipment.
- Do not rearrange your table, occupy an adjacent vacant table or move to another location without approval from Melvin K. Smith, Special Events Coordinator. Staff will be available to help you relocate and move your materials, if needed.

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Shipping and Exhibitor Guidelines

SHIPPING TO THE STUDENT CENTER:

- Shipments of exhibit displays, materials or anything pertaining to the exhibit may be shipped no sooner than **three (3) days prior** to function date. Accommodations for packages needing to arrive earlier must contact Melvin K. Smith, Special Events Coordinator, (334) 844-4744 or mks@auburn.edu for approval! Storage space is very limited. We will do our very best to work with you!
- Please use our **Preferred Carriers (Fedex and UPS)** to ship materials! See the example of how each box or display should be addressed for shipping to The Auburn University Student Center (AUSC). **Your organization's name is required on the outside of all materials. Print off multiple pre-made labels for your convenience (one (1) per box or container to be shipped).**
- **Make sure the representative(s) attending the event have ALL tracking numbers of packages that have been shipped to HAUDCC prior to arriving at the event. We highly recommend you insure ALL of your materials shipped!**
- **On the day of the event, beginning at 8:00 am, representative(s) of your organization may go to the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC to pick-up your shipped materials. To receive the items from an Auburn University Career Center staff member, a signature will be required from your representative(s).**

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Shipping and Exhibitor Guidelines (continued)

SHIPPING LABEL EXAMPLE:

✂ ----- Cut on dotted line for use with shipping ----- ✂

**Auburn University Student Center
ATTN: Internship and Summer Job Fair Spring '14
Andrea Conti-Elkins
Student Center Reservations
255 Heisman Drive
Auburn, AL 36849-5129**

HOLD FOR:

Organization's Name

Representative's Name

✂ ----- Cut on dotted line for use with shipping ----- ✂

SHIPPING FROM THE STUDENT CENTER:

- Patrons must make their own shipping arrangements, to include billing arrangements with the **Preferred Carriers (Fedex and UPS)**. The AUSC cannot provide billing arrangements, proper packing and labeling. The form must be filled out completely with the organization's account number!
- After the event: ALL boxes must be appropriately labeled and taped! Please take packages to the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC where a member of the Auburn University Career Center will be available to check-in your materials for shipping out. AUSC will make one call to each preferred carrier for pick-up!
- Carriers used other than the **Preferred Carriers (Fedex and UPS)** should arrive by 1:00 pm no later than 2:00 pm to pick-up materials at the Representative Registration Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC the day of the event. The representative(s) attending the event for the organization are responsible for making sure the connection is made.
- Auburn University will not hold packages awaiting pick-up. If the organization's representative(s) do not attend the event, the organization is responsible for making arrangements to get their packages.

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Shipping and Exhibitor Guidelines (continued)

EXHIBITOR:

- Decorations, signs, and posters must be coordinated with AUSC staff prior to displaying in the Student Center. No tacks, nails, staples, tape or other fasteners are allowed. Exhibitors are liable for any defacement of the facility as a result of their display!
- The exhibitor is entirely responsible for the space leased by him/her and is responsible for keeping space free from any conditions which would be dangerous to persons coming upon the premises.
- The management of the AUSC reserves the right to restrict the operation of any exhibit, which in its opinion detracts from the general character of the facility. This includes, but is not limited to, exhibits, which because of noise, flashing light, methods of operation or display of unsuitable material are determined by management as objectionable.
- The Auburn University Career Center and Student Center will not be responsible for any injury that may arise to exhibitors or their employees or for loss of or any damage to any good from any cause whatsoever while in transit to or from or while in the AUSC.

We request your full cooperation in observing these guidelines. Anything not included in the rules and regulation will be subject to the discretion of Auburn University management.

Accommodations

***The Hotel at AU & Dixon Conference Center**

334-821-8200 800-228-2876 www.auhcc.com

**We highly recommend that you stay at The Hotel at Auburn University and Dixon Conference Center and make your reservations as soon as possible!*

Please inform them that you will be attending the Internship and Summer Job Fair sponsored by the Auburn University Career Center when making reservations to get the \$104.00 rate.

(A block of rooms has been set aside but must be reserved at least ONE MONTH in advance, by Friday, December 20, 2013 for availability and rate.)

***Government Rate:** The Hotel at AU & Dixon Conference Center is pleased to offer a reduced rate for Federal Government employees and members of the military. Please call 334-821-8200 to make your reservation and request the per diem government rate of \$77.00 with the Engineering and Technical Career Expo and be prepared to present a valid Federal or Military ID at check in.

Transportation

Car Rental:

Enterprise Rent-A-Car 334-826-0227

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Travel Directions

From US Highway 280:

Traveling from Birmingham: travel east on **US Highway 280**. Turn right on Alabama Highway 147* South. This road will take you into Auburn and becomes US Highway 29* South.

Auburn City Directions from Highway 280 (follow these directions after following the above directions):

***Directions from 147 South (29) (College Street):** turn West (right) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

****If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.**

From Interstate 65 or Interstate 85:

Traveling from Atlanta: travel south toward Montgomery on I-85 to exit # 51. Turn right on to US Highway 29* north.

Traveling from Birmingham: travel south on I-65 to Montgomery. Take I-85 north toward Atlanta to exit #51. Turn left on to US Highway 29* north;

Traveling from Columbus: travel north on I-85. Take US Highway 80/Phenix City exit to US Highway 280. Turn right (west) on Highway 280 and proceed to I-85, at Opelika. Travel south on I-85, 10 miles to exit #51. Turn right on to US Highway 29* north.

Traveling from Mobile: travel north on I-65 to Montgomery. Take the I-85 north/Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29* north.

Traveling from Montgomery: take the I-85 north/ Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29* north.

Auburn City Directions from Interstate 85 (follow these directions after following the above directions):

***Directions from 29 North (147) (College Street):** turn West (left) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

****If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.**

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Travel Directions (continued)

** US Highway 29 from I-85 becomes South College Street as well as Alabama 147 from US Highway 280 becomes North College Street.*

***NOTE:** When making travel arrangements through Atlanta or Columbus, GA, please remember that Auburn University is on Central Time and Georgia is on Eastern Time.*

Parking

Please park in the Stadium Parking Deck located at the end of Duncan Drive. The Fourth (4th) level is designated Visitor Parking. Make sure you park between two (2) white lines! *Arrive EARLY because parking spaces fill quickly!*

Attached is a temporary parking permit to be printed and displayed visibly on the dashboard of your car on the driver's side FOR THE DAY OF THE EVENT ONLY! After you have parked, you may walk to the Student Center out of the northeast corner of the Stadium Deck. If necessary, there is also a Tiger Transit stop in the northeast corner of the Stadium Deck. The bus makes two (2) stops (the Stadium Deck and the Student Center).

The Parking Department is open 7:15 am until 4:15 pm, Monday through Friday, and can be contacted at 334-844-4143 with questions. Their office is in the South Quad Multi-Modal Parking Deck on the corner of Duncan and Lem Morrison Drive.

-Our best recommendation is to take advantage of the parking we have available in the Stadium Parking Deck!

You must follow all parking rules and regulations set forth by the AU Parking Service. The Auburn University Career Center cannot be responsible for tickets that are received while parked on campus, nor wheel-locks and towing fees as a result of parking.

Site Map

The Auburn University Interactive Campus Map includes the Auburn University Student Center. Below is the link to a website with the interactive map as well as a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

Go to the following url:

<https://oitapps.auburn.edu/campusmap/>

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Site Contact(s)

Melvin K. Smith, Special Events Coordinator, Auburn University Career Center, 303 Martin Hall, Auburn, AL 36849-5139, **(TEL)** 334-844-4744; **(FAX)** 334-844-3878; **E-mail:** mks@auburn.edu

In case of an emergency or if assistance is needed on the day of the event, please call the Auburn University Career Center at 334-844-4744 or the Auburn University Student Center at 334-844-1300. You can also reach Melvin K. Smith directly during the event at 334-742-6769.

PLEASE PLACE ON DASHBOARD FOR MAXIMUM VISIBILITY TO **PARKING SERVICES** ATTENDENT

PARKING PERMIT



AUBURN

UNIVERSITY

CAREER CENTER
SPECIAL EVENTS

Melvin K. Smith
Coordinator
(334) 742-6769

Internship and Summer Job Fair
Student Center
Tues., January 28, 2014

AU Parking Services
(334) 844-4143

STADIUM PARKING DECK

VALID FOR THE 4TH LEVEL ONLY!!