

Auburn University Non-Technical CAREER EXPO FALL 2012

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, August 17, 2012! One half of the registration fee (\$300.00) 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 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 six-hundred dollar (\$600.00) registration fee will include one 3 x 6 foot table and up to a maximum of four (4) representatives may attend.

****The total registration fee must be paid in full by Friday, August 17, 2012 to keep your reservation.***

Star Sponsorship: By contributing five-hundred dollars (\$500.00) or more, your organization would be a “Star Sponsor” of the Non-Technical Career Expo. This includes preferred booth selection, featured placement in all event publicity, and company logo and link listed on the Auburn University Career Center website.

****Final deadline to register as a “Star Sponsor” is Friday, August 17, 2012.***

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 you 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 Information and Location

Non-Technical Career Expo
Wednesday, September 19, 2012
3:00 pm – 8:00 pm

The Hotel at Auburn University and Dixon Conference Center - First Floor
241 South College Street
Auburn, AL 36830
www.auhcc.com

Front Desk: (TEL) 334-821-8200 or 800-228-2876; (FAX) 334-826-8746

Executive Offices: (TEL) 334-321-3178; (FAX) 334-826-8755

Schedule

****Please arrive on time and be ready to see students at the start of the event (3:00 pm). If not present by 3:30 pm, you will be considered a "NO SHOW". Your space can be assigned to another organization.***

12:00 pm - 3:00 pm	Representative Registration and Space Setup
12:00 pm - 8:00 pm	Representative Refreshments, Snacks, and Beverages
1:00 pm - 8:00 pm	Break Room for Representatives Only
3:00 pm - 8:00 pm	Career Expo open to students
8:00 pm	Career Expo ends

****Please plan to stay until 8:00 pm. The time has been publicized and students expect company representatives to be available up until this time.***

Interviewing the Following Day

Non-Technical Career Expo
Thursday, September 20, 2012
8:00 am - 4:30 pm

Scheduling forms will be provided at check-in. Employers will meet and schedule students the day of the Non-Technical Career Expo to be interviewed the following day, Thursday, September 20, 2012. All interviews will be conducted at The Hotel at Auburn University and Dixon Conference Center.

****Lunch will be on your own.***

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Space and Equipment

One 3x6 foot table and one chair will be provided per organization. Ceiling height capacity is 10 feet. Your display needs to fit within the space provided!

**Electricity will be available, but please bring your own extension cords and power strips.*

**If you are attending both the Engineering and Technical as well as Non-Technical events, your display must be put up and taken down on the day of each event!*

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.

Shipping and Exhibitor Guidelines

SHIPPING TO THE HOTEL:

- 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 Hotel at Auburn University and Dixon Conference Center (HAUDCC). *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 10:00 am, representative(s) of your organization may go to the Auditorium of HAUDCC 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 -----

**The Hotel at Auburn University and Dixon Conference Center
ATTN: Non-Technical Career Expo Fall '12
Lauren Johnson, Conference Services Manager
241 South College Street
Auburn, AL 36830**

HOLD FOR:

Organization's Name

Representative's Name



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

SHIPPING FROM THE HOTEL:

- Patrons must make their own shipping arrangements, to include billing arrangements with the **Preferred Carriers (Fedex and UPS)**. HAUDCC cannot provide billing arrangements, proper packing and labeling. The form must be filled out completely with the organization's account number!
- After the Career Expo: ALL boxes must be appropriately labeled and taped! Please take packages to the Auditorium of HAUDCC where a member of the Auburn University Career Center will be available to check-in your materials for shipping out. HAUDCC will make one call to each preferred carrier for pick-up!
- Carriers used other than the **Preferred Carriers (Fedex and UPS)** should arrive by 8:00 pm no later than 9:00 pm to pick-up materials in the Auditorium of HAUDCC the night of the event or between 8:00 am to 12:00 pm, the following day. 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 HAUDCC staff prior to displaying in the Conference 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 HAUDCC 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 The Hotel at Auburn University and Dixon Conference 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 course whatsoever while in transit to or from or while in HAUDCC.

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 Non-Technical Career Expo sponsored by the Auburn University Career Center when making reservations to get the \$102.00 rate.

(A block of rooms has been set aside but must be reserved at least ONE MONTH in advance, by Friday, August 17, 2012 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 Non-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

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; **OR** 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.

Traveling from Columbus: travel north on I-185. 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.

**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

Parking for representatives is available at The Hotel at Auburn University and Dixon Conference Center (HAUDCC). It is on a first come first serve basis. It is very limited! Upon your arrival, please inform the parking security attendant that you are participating in the Career Expo. If required, a parking pass will be emailed one week prior to the event.

Additional parking spaces are in the parking lot at the intersection of College Street and Samford Avenue. There will be signs to direct you to this lot from the main entrance of the hotel. Look for Auburn University Special Events Parking banners displayed in the lot.

You may use the East Parking-AU Hotel Tiger Transit to get from the parking lot (College Street and Samford Avenue) to the HAUDCC, or you may choose to walk.

You must follow all parking rules and regulations set forth by the Parking Service Department of Auburn University. The Auburn University Career Center nor HAUDCC cannot be responsible for tickets that are received while parked on campus, or wheel-locks and towing fees as a result of parking in a private lot. You must park in a parking space (between two white lines).

Avoid parking in The Cambridge at Auburn private parking area adjacent to the Hotel's parking lot. The private area is marked and is on the corner of College Street and Thach Avenue.

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Site Map

The Auburn University Interactive Campus Map includes the Hotel at Auburn University and Dixon Conference 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/>

Site Contact

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 and/or The Hotel at AU & Dixon Conference Center Executive Offices at 334-321-3178. You can also reach Melvin K. Smith directly during the event at 334-742-6769.