Registration Process
Step 1: Visit the Career Center Events page to determine registration start date
Step 2: Create a Career Connection account
Step 3: Once your account has been approved, login and register for the Career Fair using the “Career Fair & Events” tab at the top of your account homepage
Step 4: You will receive a registration confirmation email, please review this document carefully and forward to attending recruiters

Registration Fee
Fees shown are for one table and two representatives. The fee for additional representatives is $50.00 per recruiter. Fees are subject to change without notice. Your registration fee includes a six-foot or eight-foot table, two chairs, breakfast, and lunch for up to two representatives.

<table>
<thead>
<tr>
<th>Corporate</th>
<th>Government &amp; Education</th>
<th>Nonprofit [501(c)(3) required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>$475</td>
<td>$275</td>
<td>$100</td>
</tr>
</tbody>
</table>

Payment Due
Payment is due one (1) week before the date of the event. We accept checks, VISA, and MasterCard. Please ensure that the check is made payable to: California State University, Sacramento – Career Center. The invoice must be included with payment. To pay by credit card call Shannon Ainger, Accounts Manager, at (916) 278-4362.

Employer Participants
Our Career Fairs have proven to be tremendously successful with some of the best local, national, and international employers participating. However, participation is limited to employers with a direct employer/employee relationship. These organizations may not participate:
- Organizations hiring for independent contractor positions.
- Organizations that require candidates to pay a fee for training, equipment, application procedures or other job-related expenses or any monetary investment (this does not apply to federal or state licensing requirements).
- Staffing agencies - unless these conditions are met:
  - The agency provides the Career Center with the job descriptions and company names (company names will remain confidential) within 2 weeks of registration
  - The jobs require a degree
  - The agency agrees to recruit ONLY for these positions at the fair
  - No fees or expenses are required from the student (e.g. no purchase of kit or merchandise is required, etc.)

Electricity
Electrical outlets are available, but limited. There is a charge of $25 for a 110-volt outlet (per day). Please check where indicated on the registration form if you wish to purchase an outlet and remember to bring your own electrical extension cord.

Materials
Bring your table covers, display items, give-aways, business cards, company brochures, applications, and handouts. Please do not send materials to the Career Center.

Large Displays
Please check where indicated on the registration form if your display is over 5 feet tall or 8 feet wide. We will want to ensure that you will be strategically placed to avoid blocking other recruiters.

Shipping Process
Sacramento State will make every reasonable effort to ensure the safety of your displays and materials, however, all items sent are at the sender's risk. The Sacramento State Career Center and University Union accept no responsibility for lost or stolen materials and displays. Please keep copies of your shipping tracking number(s) in case shipments need to be tracked.
Delivery Address
Sacramento State University Union
Attn: Events Services (916) 278-6743
Career Fair
6000 J Street
Sacramento, CA 95819-6017

Parking, Unloading and Check-In
As the event approaches the registrant will receive an email with event details; including parking information, check-in procedures, campus maps and a schedule for the day. This information should be distributed to all attending recruiters.

Career Fair Day-At-A-Glance

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am-9:30am</td>
<td>Check-In &amp; Set up</td>
<td>University Union Ballroom</td>
</tr>
<tr>
<td>8:00am-10:00am</td>
<td>Breakfast</td>
<td>Forest Suite (2nd Floor)</td>
</tr>
<tr>
<td>10:00am-2:00pm</td>
<td>Career Fair</td>
<td>University Union Ballroom</td>
</tr>
<tr>
<td>11:30am-2:00pm</td>
<td>Lunch*</td>
<td>Orchard Suite (2nd Floor)</td>
</tr>
<tr>
<td>2:00pm-3:00pm</td>
<td>Check-Out &amp; Exit</td>
<td>University Union Ballroom</td>
</tr>
</tbody>
</table>

*Career Fair open during employer lunch

Cancellation Policy
If, for any reason, you need to cancel your registration, please contact Alicia Gutierrez at (916) 278-7837. Refunds may be made up to one (1) week prior to the event. Any cancellations made less than 7 days before the event will not be refunded and will be billed.

Disclaimer
All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all Federal Equal Employment Opportunity (EEO) Laws, California State Labor Standards Enforcement (DLSE) Law, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice

The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University.

For More Information
Contact Alicia Gutierrez, at cc-05@skymail.csus.edu or (916) 278-7837.