

Auburn University Business and Non-Technical CAREER EXPO

Career Development Services • 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 28, 2009! One half of the registration fee (\$250.00) 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 Career Development Services (CDS) office as soon as possible at (334) 844-3876 and ask to speak with Leigh Alexander, Special Events Registration Manager. An e-mail must be sent to Leigh Alexander at alexleb@auburn.edu explaining that you are officially canceling your organization's participation in the event. Leigh 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 five-hundred dollar (\$500.00) 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 28, 2009 to keep your reservation.

Star Sponsorship: By contributing five-hundred dollars (\$500.00) or more, your organization would be a "Star Sponsor" of the Business and Non-Technical Career Expo which includes selecting your preferred booth location; listed in all publicity as a sponsor and on the Career Development Services website with links.

Final deadline to register as a "Star Sponsor" is Friday, August 28, 2009.

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, Telephone: 334-844-3567, FAX: 334-844-4306, E-Mail: salhesu@auburn.edu

Make check payable to: Career Development Services.

Mail Payment to: Leigh Alexander, Special Events Registration Manager, Career Development Services, 303 Martin Hall, Auburn, AL 36849-5139.

Date and Time

**Business and Non-Technical
Wednesday, September 30, 2009
3:00 pm – 7:00 pm**

Location

**The Hotel at Auburn University and
Dixon Conference Center - First Floor**
241 South College Street
Auburn, AL 36830
334-821-8200 or 800-228-2876
Front Desk: (334) 826-8746 (Fax)
Executive Offices: (334) 826-8755 (Fax)

Schedule

***Please arrive on time and be ready to see students at the start of the event (3:00 p.m.). If not present by 3:30 p.m., 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
1:00 pm - 7:00 pm	Break Room for Representatives Only
3:00 pm - 7:00 pm	Career Expo open to students
7:00 pm	Career Expo ends

***Please plan to stay until 7:00pm. The time has been publicized and students expect company representatives to be available up until that time.**

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Interviewing the Following Day

Business and Non-Technical
Thursday, October 1, 2009
8:00 am - 4:30 pm

The Hotel at Auburn University & Dixon Conference Center's Exhibitor and Shipping Guidelines

Scheduling forms will be provided at check-in. Employers will meet and schedule students the day of the Business and Non-Technical Career Expo to be interviewed the following day, Thursday, October 1, 2009. All interviews will be conducted at The Hotel at Auburn University and Dixon Conference Center.

Lunch will be on your own.

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 Engineering and Technical as well as Business and 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.

- Shipments of exhibit displays, materials or anything pertaining to the exhibit may be shipped no sooner than ten (10) days prior to function date if storage space is available. Arrangements must be made in advance with Conference Center personnel. Shipments larger than 70 lbs. and 108 inches combined will not be accepted unless prior arrangements have been made.
- Decorations, signs, and posters must be coordinated with The Hotel at Auburn University and Dixon Conference Center 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 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 The Hotel at Auburn University and Dixon Conference Center.
- The management of The Hotel at Auburn University and Dixon Conference Center 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.

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Exhibitor and Shipping Guidelines (Continued)

- **Shipped from the hotel:** Patrons must make their own shipping arrangements, to include billing arrangements with carrier (The Hotel at Auburn University and Dixon Conference Center cannot provide billing arrangements), proper packing and labeling. The Hotel at Auburn University and Dixon Conference Center will not hold packages awaiting pick up for more than two days.

***After Event:** Please prepare, tape, and label boxes before dropping them off in the back left hand corner of Ballroom A. The Hotel at Auburn University and Dixon Conference Center will make one call to each carrier for pick-up and move all boxes to the dock. Thank You!

We request your full cooperation in observing these guidelines. Anything not included in the rules and regulation will be subject to the decision of The Hotel at Auburn University and Dixon Conference Center management.

Shipping Materials

Materials shipped to The Hotel at Auburn University and Dixon Conference should be labeled as follows:

The Hotel at Auburn University and
Dixon Conference Center
ATTN: Business and Non-Technical Career Expo
Fall '09
Amanda Zoch, Conference Services Manager
241 South College Street
Auburn, AL 36830

*** Make sure your organization's name is on the outside of all materials.**

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 Business and Non-Technical Career Expo when making reservations to get the \$96.00 rate. (A block of rooms has been set aside but must be reserved at least ONE MONTH in advance for availability and rate.)*

Transportation

Car Rental

Enterprise Rent-A-Car 334-826-0227

Parking

Parking for representatives is available at The Hotel at Auburn University and Dixon Conference Center. 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. **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.** You must follow all parking rules and regulations set forth by the Parking Service Department of Auburn University. The Career Development Services office 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.

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Travel Directions

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 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.

Traveling from Atlanta: travel south toward Montgomery on I-85 to exit # 51. Turn right 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.

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.

Site Map

Go to the following url:

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

The Auburn University Interactive Campus map includes the Hotel at Auburn University and Dixon Conference Center. At the bottom of the page are links to a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

Site Contact

Melvin K. Smith, Special Events Coordinator, Career Development Services, Auburn University, 303 Martin Hall, Auburn, AL 36849-5139, 334-844-4744.

In case of an emergency or if assistance is needed on the day of the event, please call Career Development Services at 334-844-4744 and/or The Hotel at AU & Dixon Conference Center at 334-821-8200, ext. 179.