



PART-TIME JOB FAIR POLICIES AND PROCEDURES

Registration & Confirmation

- Please submit your registration form through mail or email. When your registration form is processed, you will receive an email confirmation.
- In order to maintain building capacity standards, a 2-recruiter per table limit has been established.

Payments

- If you register for a career fair, your organization is expected to pay in full on or prior to the day of the event. If you do not, your organization will be ineligible to register for another career exposition until the remaining balance is paid.
- Registration fee includes parking and one meal. If you would like to purchase an additional meal, please add an additional \$15.
- The Career Center only accepts payment by Check, MasterCard, Visa, Discover or American Express.

Credit Card Payments

- If you choose to pay by credit card, you will be considered paid in full at the time the card is processed. Credit cards will be processed by calling the Arkansas State University Cashier's Window: 870-972-3847. Please state that you are paying the registration fee for the Part Time Job Fair.
- If the credit card is unable to be processed during registration the organization will be required to pay by check.

Check Payments

- If you choose to pay by check, please send your payment to:

Arkansas State University Cashier's Window
Attention: Part Time Job Fair
PO Box 2640
State University, AR 72467

No Shows

1. If you register for a fair, pre-pay, and fail to attend the event, your organization's registration fees will not be refunded.
2. If you register for a fair, do not pre-pay, and fail to attend the event, your organization will be held responsible for the registration fees.

Literature/Free Samples

1. Free samples may be distributed at career fairs, exceptions to distribution are:
 - a. The Career Center recognizes that most organizations distribute promotional items displaying their organizations logo to potential candidates. The following items should not be distributed to candidates: food items that are not pre-packaged, items promoting or containing alcohol or tobacco, or items containing sexual connotations.
 - b. The Career Center is not responsible for distributing an organization's literature or items at any event.

Recruiter & Fair Protocol

1. Please know, the Career Center publicizes our fairs and other events University-wide. It is our goal to offer opportunities to job seekers of all majors.
2. The Career Center expects fair participants to maintain the highest sense of decorum when recruiting our students. For example, removing other firms' literature/freebies from tables will not be tolerated. Kindly respect job seekers and other recruiters at the event regardless of the competitive nature of the organizations involved.

After The Fair

Kindly remain at your booth/table(s) until the end of the event