CAREER EXPLORATION DAY 2018

FALL CAREER DAY PROGRAM

Open House
Coffee Chat/Resumé Review
September 17, 2018

R.E.A.C. H.
Reaching Educational Aspirations and Career Horizons
September 18, 2018

Welcome Reception
Donald C. Wade House
September 18, 2018

Career Fair
September 19, 2018

SOUTHERN UNIVERSITY and A&M COLLEGE

FALL 2018 REGISTRATION

Recruit the Best and Brightest

AT SOUTHERN UNIVERSITY and A&M COLLEGE

Greetings college relations officers, corporate recruiters, and career day supporters:

The Southern University Career Services Center is gearing for its FALL 2018 Career Exploration Day to be held, Wednesday, September 19th, in the Southern University, Baton Rouge, Felton G. Clark Activity Center. We are excited about this year's activities and are looking forward to you sharing the wonderful career opportunities available with the University's corporate partners. We are also excited to showcase the University's most valuable assets - OUR STUDENTS.

Wednesday, September 19th, will be the day that dozens of Southern University students are offered the opportunity of a lifetime at the school's FALL 2018 Career Exploration Day on the Baton Rouge campus. Our corporate sponsors will line the floor of the F.G. Clark Activity Center to communicate with SU students who will be eager to pitch their potential value to employers from around the country. This annual event has launched the careers of many SU students and met the needs of our corporate partners. We believe this year's Career Day will be just as successful.

The goals of this semester's Career Exploration Day activities are to:

- Make SU students and alumni aware of the career opportunities available to them,
- Offer workshops and seminars to help students prepare for full-time employment, and
- Increase the number of students obtaining cooperative employment, and internships.

Other Career Exploration activities include:

The R.E.A.C.H. Progam, which allows successful professionals from various backgrounds to interact with SU students and introduce them to private and public sector job experiences. R.E.A.C.H. activities will take place on September 18th. To register for R.E.A.C.H. activities, complete the attached R.E.A.C.H. participation form.

The registration fee for the FALL 2018 Career Exploration Day is $800 for a single booth and $1,550 for a double booth. Registration forms are enclosed along with the FALL 2018 Activities agenda. All materials to be distributed during the career day must be shipped via Gulf Coast Event Services. See the enclosed forms for more information. Please be aware that the SU Career Services Center is not responsible for any packages not shipped through Gulf Coast Event Services.

You are invited to visit us at our new location in 1100 T.H. Harris Hall.

Thank you for supporting SU Career Exploration Day and I look forward to seeing you in September.

Best Reaards.

Tamara Montgomery
Director, SU Office of Career Services

CAREER EXPLORATION WEEK
FALL 2018 ACTIVITIES

Sponsored by the SU Career Services Center

MONDAY, SEPTEMBER 17, 2018

8 a.m. – 11 p.m.
Coffee Chats and Resumé Reviews

12 p.m. Noon
OPEN HOUSE
T.H. Harris Hall Suite 1100

TUESDAY, SEPTEMBER 18, 2018

9 a.m. – 1 p.m.
R.E.A.C.H.
Classroom Visitation
Departmental Visitation

3 p.m. – 5 p.m.
EARLY CHECK IN & BOOTH ASSIGNMENT
Felton G. Clark Activity Center

5:30 p.m. – 7 p.m.
Welcome Reception and Networking Event
Donald C. Wade House

WEDNESDAY, SEPTEMBER 19, 2018

8 a.m. – 10 a.m.
CHECK IN AND BOOTH ASSIGNMENT

10 a.m. – 3 p.m.
CAREER FAIR
Felton G. Clark Activity Center

11:30 a.m. - 1:30 p.m.
LUNCH (for Career Fair Participants)

11:30 a.m. - 1:30 p.m.
BUSINESS & INDUSTRY CLUSTER
New Member Orientation and Luncheon
1 Representative per Company
Felton G. Clark Activity Center

1:30 p.m. – 2:30 p.m.
Afternoon Refresher (Water & Cookies)
SOLICITING SPONSORSHIP FOR THIS EVENT
Contact Tamara Montgomery
(225) 771-2200

4 p.m. – 6 p.m.
Executive Committee Meeting
BUSINESS & INDUSTRY CLUSTER
Location-TBA

THURSDAY, SEPTEMBER 20, 2018

8 a.m. – 4 p.m.
COMPANY INTERVIEWS
Royal Cotillion Ballroom
Smith-Brown Memorial Union

9 a.m. – 11 a.m.
Opening Session
BUSINESS AND INDUSTRY CLUSTER
"State of the University"
Open to all Career Day Participants
Hi-Tech Classroom
Pinchback Engineering Building

11 a.m. – 1 p.m.
LUNCH
Magnolia Room-Mayberry Dinning Hall

1:30 p.m. — 4 p.m.
Committee Meeting
BUSINESS AND INDUSTRY CLUSTER
Location-TBA

4:30 p.m. – 6 p.m.
Executive Committee Meeting
BUSINESS & INDUSTRY CLUSTER
Location-TBA

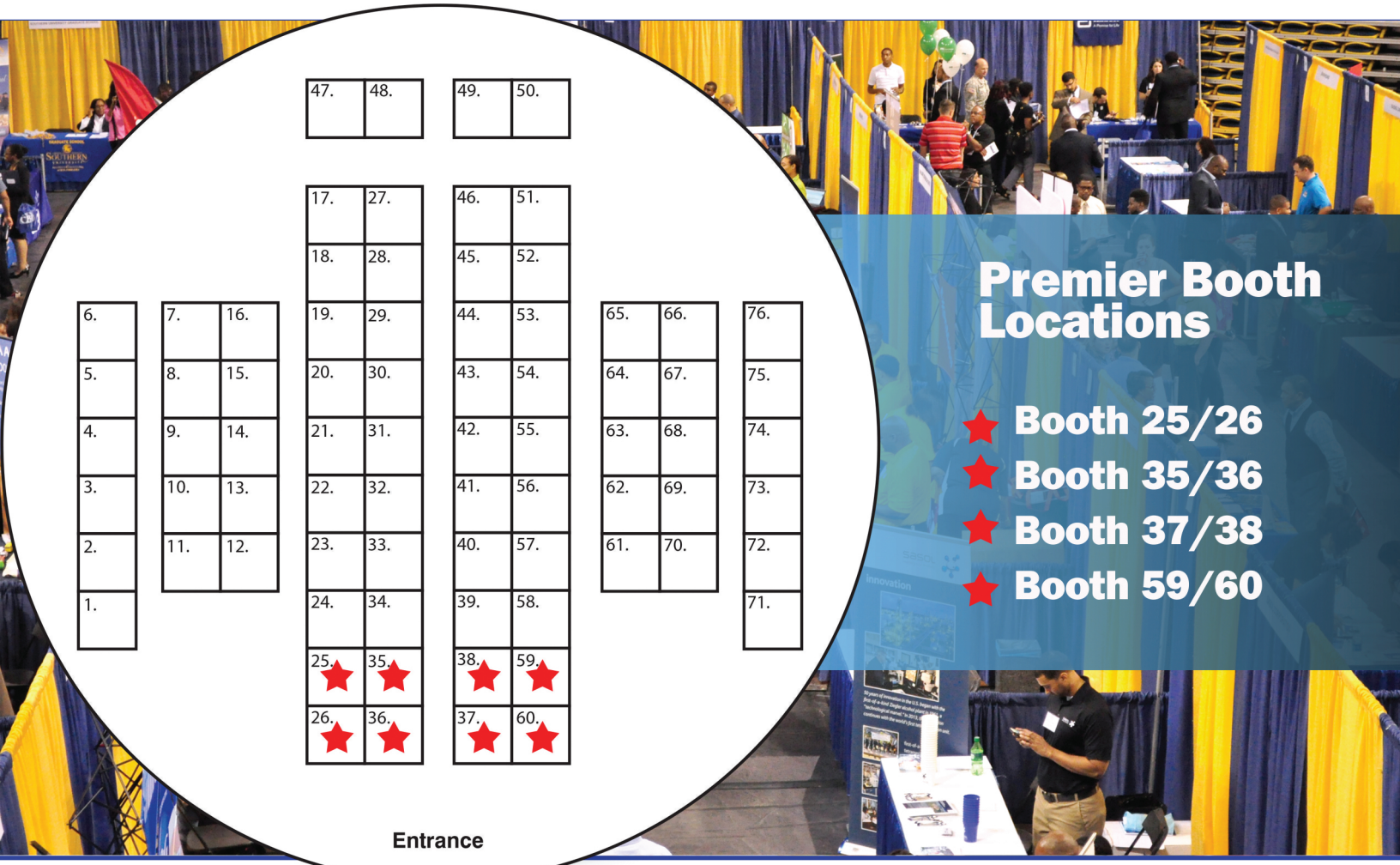
FRIDAY, FEBRUARY 21, 2018

9 a.m. – Noon
General Session
BUSINESS & INDUSTRY

Southern University

CAREER DAY

Premier Booth Locations



Special Package Value for Premier Career Fair Corporate Sponsors

One month free advertising on career services website.

Strategic placement of company's logo at the Career Fair, Welcome Reception and Career Services' programs.

Interviewing rooms named after each premier spot owner.

Access to key leaders and university officials.

Company featured in Career Services' Newsletter.

Please contact Kathy Hayes at 225-771-2200 to reserve your Premier Booth TODAY!!!!

Special Value Price $2,000.00

CAREER EXPLORATION DAY REGISTRATION

Company/Organization Name: _____

Address: _____

Telephone: _____ E-mail: _____

Name of Company/Organization Representative attending Career Day: _____

☐ Single Booths (one table): $800.00 ☐ Double Booths (two tables): $1,550.00 ☐ Corporate Sponsor: $2,000.00
(We reserve the right to assign space to avoid any conflicts of display or product)

☐ We plan to attend and the registration fee is enclosed

☐ Our registration fee is forthcoming

☐ Invoice is needed

☐ Receipt is needed

TOTAL NUMBER OF PERSONS ATTENDING: _____

Companies sending more than two representative per booth will be charged an additional $15 per person to cover lunch expenses.

Please List Names:_____

_____

_____

Will you need an electrical outlet for your booth? ☐ YES ☐ NO

My Company will be interviewing September 20, 2018 the day after the career fair? ☐ YES ☐ NO

CAREER SERVICES
Southern University and A&M College
P.O. Box 10980
Baton Rouge, LA 70813
Fax: 225.771.3272 | E-mail: careerservices@subr.edu

Please contact Kathy Hayes at 225.771.2200 for assistance

All checks for registration must be made **payable to Southern University System Foundation/Career Services.** Checks that are not made **payable to Southern University System Foundation/Career Services** 23-7052911will be returned.

***NOTE:** Companies sending more than two representatives per booth will be charged an additional $15 per person.

This charge will cover additional lunch expenses.

CREDIT CARD AUTHORIZATION

Credit Card Holder (please print): _____

Holder's Address: _____

Telephone: _____ Fax: _____

Credit Card: ☐ MasterCard ☐ Discover ☐ Visa ☐ AMEX

Credit Card Number: _____ Expiration Date: _____ Amount to be charged: $ _____

Authorizing Signature: _____

FOR OFFICE USE ONLY

Cashier: _____ Date Transmitted: _____ PIV# ____Reference:_____

CANCELLATION & REFUND POLICY: Full refund granted if written notification is received by August 31, 2018. $300 service fee for cancellations received between September 1, 2018 to September 18, 2018. In case of a natural disaster (i.e. floods, hurricanes, etc.), the career day will be re-scheduled. If you are unable to attend the re-scheduled career day, your registration fee can be refunded, donated to the Southern University System Foundation/Career Services Center OR applied to the next career day. All refunds will be issued by check via mail.

CAREER EXPLORATION DAY REGISTRATION

In an effort to better serve you and the students, please select all of the majors that your company employs.

COLLEGE OF BUSINESS

- ❑ Bachelor of Science in Accounting
- ❑ Bachelor of Science in Finance
- ❑ Bachelor of Science in Management
- ❑ Bachelor of Science in Marketing

COLLEGE OF HUMANITIES AND INTERDISCIPLINARY STUDIES

- ❑ Bachelor of Science in Biology with Teacher Certification
- ❑ Bachelor of Science in Chemistry with Teacher Certification
- ❑ Bachelor of Science in Elementary Education
- ❑ Bachelor of Science in Elementary Education Integrated with Special Education
- ❑ Bachelor of Arts in English
- ❑ Bachelor of Arts in English with Teacher Certification
- ❑ Bachelor of Arts in History
- ❑ Bachelor of Arts in History with Teacher Certification
- ❑ Bachelor of Interdisciplinary Studies
- ❑ Bachelor of Arts in Mass Communication
- ❑ Bachelor of Science in Mathematics with Teacher Certification
- ❑ Bachelor of Science in Middle Grades Education Integrated with Special Education
- ❑ Bachelor of Music (Performance)
- ❑ Bachelor of Music with Teacher Certification
- ❑ Bachelor of Physics with Teacher Certification

COLLEGE OF SCIENCES AND ENGINEERING

- ❑ Bachelor of Science in Civil Engineering
- ❑ Bachelor of Science in Computer Science
- ❑ Bachelor of Science in Electrical Engineering
- ❑ Bachelor of Science in Electronic Engineering Technology
- ❑ Bachelor of Science in Mechanical Engineering

COLLEGE OF AGRICULTURE, FAMILY AND CONSUMER SCIENCES

- ❑ Bachelor of Science in Agricultural Sciences
- ❑ Bachelor of Science in Agricultural Economics
- ❑ Bachelor of Science in Biology
- ❑ Bachelor of Science in Chemistry
- ❑ Bachelor of Science in Family and Consumer Sciences
- ❑ Bachelor of Science in Mathematics and Physics
- ❑ Bachelor of Science in Urban Forestry

NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES

- ❑ Bachelor of Arts in Political Science
- ❑ Bachelor of Science in Criminal Justice
- ❑ Bachelor of Science in Psychology
- ❑ Bachelor of Science in Social Work
- ❑ Bachelor of Science in Sociology

SCHOOL OF NURSING AND ALLIED HEALTH

- ❑ Bachelor of Science in Nursing
- ❑ Bachelor of Science in Rehabilitation Services
- ❑ Bachelor of Science in Speech Pathology and Audiology
- ❑ Bachelor of Science in Therapeutic Recreation and Leisure Studies

GRADUATE AND PROFESSIONAL DEGREE PROGRAMS

- ❑ Biology (MS)
- ❑ Business Administration (MBA)
- ❑ Computer Science (MS)
- ❑ School Counseling (MA)
- ❑ Educational Leadership (MEd)
- ❑ Engineering (MS)
- ❑ Environmental Toxicology (Ph.D.)
- ❑ Executive MPA (Online)
- ❑ Clinical Mental Health Counseling (MA)
- ❑ Nursing (MS, Ph.D.)
- ❑ Public Administration (MPA)
- ❑ Public Policy (Ph.D.)
- ❑ Rehabilitation Counseling (MS)
- ❑ Science and Mathematics Education (Ph.D.)
- ❑ Social Sciences (MA)
- ❑ Speech Language Pathology (MS)
- ❑ Therapeutic Recreation (MS)

SOUTHERN UNIVERSITY R.E.A.C.H. TASK FORCE
Reaching Educational Aspirations & Career Horizons

R.E.A.C.H. CONCEPT
The program concept is quite simple, but effective. Informed, dedicated and successful professionals from every walk of life interact with students at historically black colleges and universities.

R.E.A.C.H. MISSION
- Introduce college students to the private and public sector job market
- Discuss possible solutions to problems the students might encounter in the work world
- Act as positive role models and mentors
- Inform students of skills they will need to succeed in the business world
- Share experiences on working in the job market
- Create positive attitudes toward the world of work and the University

R.E.A.C.H. FORMAT
The R.E.A.C.H. program is a unique program in that it attracts alumni and other professionals. Teams of two to three persons spend time in a classroom setting and are asked to present a positive and professional image at all times regarding current work related situations.

R.E.A.C.H. IMPACT
The impact of R.E.A.C.H. is overwhelming. It creates:
- a bond between the consultants and the students
- an awareness in students of what they must do to succeed
- a sharing of experiences between consultants
- a positive approach to active motivation
- possible employment for students
- mentorship
- an increased awareness of Career Services and its services to faculty and students

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R.E.A.C.H. Participation Form

Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____ Area of Expertise: _____

Majors your company/organization recruit: _____

Are you available to participate: ☐ YES ☐ NO

Do you know anyone else who would like to participate? ☐ YES ☐ NO

If yes, please provide email address: _____

Please indicate whether you would be available to participate in one of the following activities

☐ Classroom Visits (Tuesday, September 18, 2018, 9:00 a.m. to 1:00 p.m.)

☐ Career Fair (Wednesday, September 19, 2018 10:00 a.m. to 3:00 p.m.)

**Please indicate areas where you can provide sponsorship, financial support or company souvenirs:

☐ **R.E.A.C.H.** Sponsor ☐ Company Give-a-Ways for Consultants

☐ Monetary Donation ☐ Company Give-a-Ways for Students

Make check payable to: Southern University System Foundation, Inc./
Office of Career Services (OCS) P.O. Box 10980
Baton Rouge, LA 70813

Fax R.E.A.C.H. form to:
Beulah Lavergne-Brown at 225-771-3272
or send an email to:
beulah_lavergne-brown@subr.edu

SOUTHERN UNIVERSITY BUSINESS & INDUSTRY CLUSTER

"A Partnership for a Brighter Future"

Since 1950, the Southern University Business & Industry Cluster, comprising of over 50 local and national companies, has provided financial assistance, equipment, human resource, and technical support to the University. Such projects help the University grow and produce students highly qualified and prepared to assume leadership roles in the public and private sectors.

CLUSTER PROJECTS:

- Computer hardware/software
- Minorities in Agriculture, Natural Resources, and Related Sciences (MANNRRS)
- Interviewing Skills Workshop
- University Cluster Quality Awards
- Student Business and Industry Alliance
- Study Abroad in Mexico
- Summer Enrichment Programs
- Scholarships, Job Internships, Student Exchange Program

BENEFITS OF CLUSTER:

Recruitment

- Access to many high ability students for co-op employment, summer employment, internship, and permanent employment

Stimulate Change

- Involvement in curriculum development to assist in preparing college students to meet the management and technical requirements of the Business & Industry community.

Liaison with Administration

- Establishing a close working relationship with University administrators enabling members to articulate first-hand the needs of their companies.

Personal Reward

- Participation in and development of workshops designed to assist students in building communication skills, preparing them to be successful in the work place.

Business & Industry Cluster Membership Application

Company Name: _____

Representative(s) Name: _____

Job Title: _____

Company Address: _____

Phone: _____ Fax: _____

E-mail Address: _____ ANNUAL MEMBERSHIP FEE: $2,000

Payment Enclosed: ☐ YES ☐ NO Please bill me: ☐ YES ☐ NO

Please return the completed membership application to:

Business and Industry Cluster
Southern University
P.O. BOX 10980
Baton Rouge, LA 70813
LaQuitta Thomas with Texas Instruments ®
laqthomas@ti.com

SPRINGHILL SUITES®
Marriott

Host Hotel

Enjoy nights of relaxation with us
Southern University Rates available
All Suite Hotel
Free HOT Breakfast
Outdoor Pool
Fitness Facility
Less than two miles from Southern University

SpringHill Suites North
7980 Howell Blvd.
Baton Rouge, LA 70807
225-356-6705

www.springhillsuitsbatonrouge.com

BATON ROUGE HOTELS

Best Western Richmond Suites
5668 Hilton Avenue, 70808
(College Drive Area)
(225) 924-6500

Best Western Richmond Suites
5668 Hilton Avenue, 70808
(College Drive Area)
(225) 924-6500

Chase Suites
5522 Corporate Blvd., 70808
(College Drive Area)
(225) 927-5630

Comfort Inn
4646 Constitution Ave., 70808
(College Drive Area)
(225) 930-0600

Embassy Suites
4914 Constitution Ave., 70808
(College Drive Area)
(225) 924-6566

Hampton Inn
4646 Constitution Ave., 70808
(College Drive Area)
(225) 926-9990

Hilton Capitol Center
201 Lafayette Street, 70801
(Downtown, 15 min. from
SU campus)
(225) 344-5866

Hilton Garden Inn
3330 Harding Blvd., 70807
(Near airport, 3 min. from
SU campus)
(225) 357-6177

Holiday Inn Select
4728 Constitution Ave., 70808
(College Drive Area)
(225) 925-2244

Homewood Suites
5860 Corporate Blvd., 70808
(College Drive Avenue)
(225) 927-1700

Lod Cook Alumni Center
3838 W. Lakeshore Drive
(LSU Campus)
(225) 578-3838

Marriott Hotel
5500 Hilton Avenue, 70808
(College Drive Area)
(225) 924-5000

Marriott Courtyard
2421 S. Acadian Thruway
(Acadian Thruway Exit)
(225) 924-6400

Microtel Inn & Suites
3444 Harding Blvd.
(Near airport and SU Campus)
(225) 356-9191

Radisson Hotel &
Conference Center
2245 S. Acadian Thruway
(Acadian Thruway Exit)
(225) 236-4000

Sheraton
102 France Street
(Downtown, Government St. Exit)
(225) 242-2600

SOUTHERN UNIVERSITY
FALL JOB FAIR
2018

Wednesday, September 19, 2018
F.G Clark Activity Center
Baton Rouge, LA

EXHIBITOR'S PACKET

IMPORTANT:
Please direct this packet to the
person in charge of your booth

GULF COAST
EVENT SERVICES
gcevents.biz

SHIPMENT NOTICE:

ANY SHIPMENTS SENT TO THE UNIVERSITY BEFORE MOVE-IN DATE WILL BE **REFUSED!**

The following forms must be completed before any shipment will be accepted in our warehouse:

DRAYAGE
SHIPMENT NOTIFICATION
METHOD OF PAYMENT

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.
No shipments received in warehouse on Friday.
Show Site shipments must arrive on move-in day only.
Freight will not be accepted unless properly labeled and related forms completed which includes the method of payment form

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling, completing of outbound BILL(S) OF LADING and scheduling a pickup for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. There is a 25% charge for any exhibit materials brought back to our warehouse for outbound. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.

GULF COAST
EVENT SERVICES

RETURN FORM TO:
17257 Hwy 44; Prairieville, La. 70769
Ph 225.673.2943 Fax 225-673-2142
Email: office@gcevents.biz

DRAYAGE

Freight will not be accepted unless properly labeled and related forms completed which includes method of payment form. No shipments on Friday.

MATERIAL HANDLING SERVICE	Round Trip Rates		
Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers.			
A. CRATED OR SKIDDED FLOOR LOAD SHIPMENT	PER CWT(100 lbs)	200# Min. Charge	Est. Cost
Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below.	Rate $79.00	200# $158.00	
Shipment Weight (Round up to next 100lbs.) ____/100=____ **Total CWT @ $_____PER CWT=$_____**			
B. SKIDDED SHIPMENT	PER CWT(100 lbs)	Min. Charge	Est. Cost
For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways.	Rate $79.00	200#	
Shipment Weight (Round up to next 100lbs.) ____/100=____ **Total CWT @ $_____PER CWT=$_____**			
C. UNCRATED OR WRAPPED SHIPMENT	PER CWT(100lbs)	Min. Charge	Est. Cost
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below.	Rate $79.00	200#	
Shipment Weight (Round up to next 100lbs.) ____/100=____ **Total CWT @ $_____PER CWT=$_____**			

D. OVERTIME	
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates.	**Add 25% if handled In OR Out on overtime $_____** **Add 50% if handled In AND Out on overtime $_____**
E. DELIVERY AFTER DEADLINE DATE	
Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates.	**Add 25%----------$_____**
OTHER AVAILABLE SERVICES	
Deliver Back to Warehouse Storage Per Month Material Handler Forklift / Operator ***Full refund if cancelled within 48 hours of move-in***	**Total Estimated Cost----------$_____**

Southern University Job Fair

Company Name_____Date_____

Address_____Booth#_____

Ordered By (Print)_____Signature_____

Phone_____FAX_____Email_____

Please Note: Method of Payment must accompany this order.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

1. Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

2. Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

3. Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

4. Gulf Coast Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond control.

5. Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1000.00 per shipment, whichever is less.

6. Gulf Coast Event Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.

8. INSURANCE - It is understood that Gulf Coast Event Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.

9. The consignment or delivery of a shipment to Gulf Coast Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

10. Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated

Gulf Coast Event Services assumes no responsibility for:

-Errors to above procedure.
-Removal of containers with old empty labels and without Gulf Coast labels.
-Improper information on empty labels.
-Materials stored in containers with empty labels.

GULF COAST
EVENT SERVICES

RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
Ph 225.673.2943 Fax 225-673-2142
Email: office@gcevents.biz

SHIPMENT NOTIFICATION

No shipments received on Friday.

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIPMENT WILL BE RECEIVED & HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH ON THE ENCLOSED SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATES.

SHIPPING TO GULF COAST WAREHOUSE: Will not be accepted without Method of Payment

Must arrive prior to: **Thursday, September 13, 2018**

Shipper Name:_____From City&State_____

How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight

Shipping Date_____# of Pieces_____Weight_____

Dimensions of Largest Piece: Height_____Width_____Length_____Weight_____

Carrier (If Known):_____Pro Number (If Known)_____

Comments/Special Handling Requirements:

_____

_____

Attach Separate Sheet for Multiple Shipments if Necessary

SHIPPING DIRECTLY TO SHOWSITE: Will not be accepted without Method of Payment

Any shipments sent before the move-in date will be refused: Tuesday, September 18, 2018

Shipper Name:_____From City&State_____

How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight

Shipping Date_____# of Pieces_____Weight_____

Dimensions of Largest Piece: Height_____Width_____Length_____Weight_____

Carrier (If Known):_____Pro Number (If Known)_____

Comments/Special Handling Requirements:

_____

_____

Attach Separate Sheet for Multiple Shipments if Necessary

Southern University Job Fair

Company Name_____Date_____

Address_____Booth#_____

Ordered By (Print)_____Signature_____

Phone_____Email_____

Please Note: Method of Payment must accompany this order.

GULF COAST
EVENT SERVICES

RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
Ph 225.673.2943 Fax 225-673-2142
Email: office@gcevents.biz

DRAYAGE INSTRUCTIONS

Freight will not be accepted unless properly labeled and related forms completed which includes the method of payment.

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIP TO GULF COAST WAREHOUSE	SHIP DIRECTLY TO SHOW SITE
Must arrive prior to: **Thursday, September 13, 2018**	Arrive on Move-In day only: **Tues., Sept. 18, 2018**
Ship To: **Gulf Coast Event Services** **C/O So. Univ. Job Fair** **17257 Hwy 44; Unit 2** **Prairieville, La. 70769**	**Any shipment arriving before the move-in date will be refused.** **F.G. Clark Activity Center** **C/O GCES / So. Univ. Job Fair** **600 Harding Blvd.** **Baton Rouge, LA 70813**

INBOUND SHIPPING INSTRUCTIONS

All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at NO CHARGE. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).

LOCAL SHIPPING INSTRUCTIONS

Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle accept auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.

LABELING MATERIALS FOR STORAGE

Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling and completing of outbound BILL(S) OF LADING for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. There is a 25% charge for any exhibit materials brought back to our warehouse for outbound. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.

TERMS OF LIABILITY

The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.

RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
Ph 225.673.2943 Fax 225-673-2142
Email: office@gcevents.biz

METHOD OF PAYMENT

FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE COMPLETED AND RETURNED WITH PAYMENT BEFORE THE SHOW

ORDER DEADLINE DATE: **Thursday, September 13, 2018**

Please ***CIRCLE*** one of the following:

CASH

COMPANY CHECK

Make checks payable to: Gulf Coast Event Services

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Please complete information below:

Circle one: Visa Mastercard Am Express	Circle one: Personal Business
Account #:	Expiration Date: CVV #
Cardholder's name:	Signature:
Cardholder's Billing Address:	

Southern University Job Fair

Company Name_____Date_____

Address (if different from above)_____Booth#_____

Ordered By (Print)_____Signature_____

Phone_____FAX_____Email_____

Please Note: "Method of Payment" form must accompany this order.

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.