



CAREER

EXPLORATION DAY

2014



FALL REGISTRATION

Open House *September 15*

Welcome Reception
September 16

Career Fair/ *September 17*
Teacher Job Fair



FALL 2014 REGISTRATION

Recruit the Best and Brightest

AT SOUTHERN UNIVERSITY and A&M COLLEGE

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

The Southern University Office of Career Services Center is gearing up for its Fall 2014 Career Exploration Day to be held, Wednesday, September 17, 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.

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, internships, and full-time employment

Other Career Exploration activities include:

The Youth Motivation Task Force (YMTF), which allows successful professionals from various backgrounds to interact with SU students and introduce them to private and public sector job experiences. Youth Motivation Task Force activities will take place September 3-4. To register for YMTF activities, complete the attached YMTF participation form.

The Business and Industry Cluster, which is a consortium of more than 50 local and national companies that have provided financial resources, equipment, human resources, and technical support to Southern University in an effort to grow and produce highly-qualified, job-ready students. Additional information on the Business and Industry cluster is attached.

The registration fee for the Fall 2014 Career Exploration Day is \$275 for a single booth and \$500 for a double booth. Registration forms are enclosed along with the Fall 2014 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.

The Career Service Center is proud to announce the launch of the new Jobs4Jags website. The new site offers a variety of tools that can help our students launch their careers; tools such as résumé building and résumé critique. There are also great features for employers as well. As an employer you will have an opportunity to browse all relevant résumés to make a selection based upon the needs of your company. The Career Service Center Office is elated to launch the new system. We believe the simplicity of the new system will make it easy for employers and students to find exactly what they are looking. In conjunction with our employers, the Office of Career Service is utilizing our new system to put our jags to work.

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

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

Best Regards,

Tamara Montgomery
Director, SU Career Services Center

CAREER EXPLORATION AND BUSINESS & INDUSTRY CLUSTER FALL 2014 ACTIVITIES

Sponsored by the SU Office of Career Services

MONDAY, SEPTEMBER 15, 2014

8 a.m. – 5 p.m.

OPEN HOUSE
T.H. Harris Hall Suite 1100

TUESDAY, SEPTEMBER 16, 2014

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
The Field House/Fan Suite - 3rd Floor

WEDNESDAY, SEPTEMBER 17, 2014

8 a.m. – 10 a.m.

CHECK IN AND BOOTH ASSIGNMENT

10 a.m. – 3 p.m.

CAREER FAIR/TEACHER JOB 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 18, 2014

BUSINESS & INDUSTRY CLUSTER MEETING

Contact:

Business & Industry Cluster for member information
(225) 771-5621

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

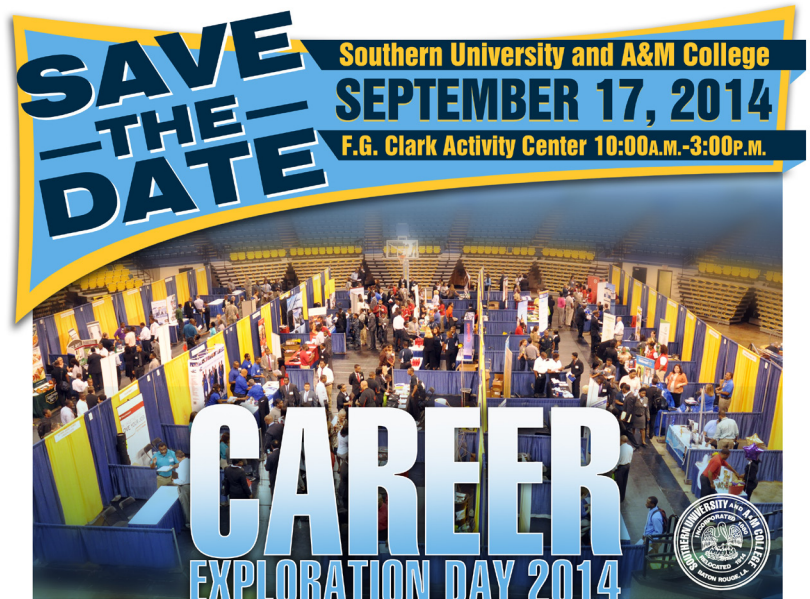
4:30 p.m. – 6 p.m.

Executive Committee Meeting
BUSINESS & INDUSTRY CLUSTER
Location-TBA

FRIDAY, SEPTEMBER 19, 2014

9 a.m. – Noon

General Session
BUSINESS & INDUSTRY



CAREER EXPLORATION DAY REGISTRATION

Company/Organization Name: _____

Address: _____

Telephone: _____ E-mail: _____

Name of Company/Organization Representative attending Career Day: _____

☐ Single Booths (one table): \$275 ☐ Double Booths (two tables): \$500

(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

TOTAL NUMBER OF PERSONS ATTENDING: _____

☐ Our registration fee is forthcoming

Companies/school districts sending more than two representatives per booth will be charged an additional \$10 per additional person to cover lunch expenses.

☐ Invoice is needed☐ Receipt is needed

Please List Names: _____

Will you need an electrical outlet for your booth? ☐ YES ☐ NOMy Company/school district will be interviewing September 18, 2014 the day after the career fair? ☐ YES ☐ NO

Please mail or e-mail your completed registration form and remittance no later than September 12, 2014 to:

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 Scott 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** 23-7052911 will be returned.***NOTE:** Companies sending more than two representatives per booth will be charged an additional \$10 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 if written notification received by September 12, 2014. \$100 service fee for cancellations received between September 13 and September 17, 2014. 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 SU Office of Career Services 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/school district 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 EDUCATION, ARTS AND HUMANITIES

- ☐ 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 ENGINEERING AND COMPUTER SCIENCE

- ☐ 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 SCIENCES AND AGRICULTURE

- ☐ 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

COLLEGE OF SOCIAL AND BEHAVIORAL 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)
- ☐ Urban Forestry (MS, Ph.D.)

SOUTHERN UNIVERSITY YOUTH MOTIVATION TASK FORCE**YMTF 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.

YMTF 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

YMTF FORMAT

The Youth Motivation Task Force 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.

YMTF IMPACT

The impact of YMTF 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

YMTF 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 (Wednesday and Thursday, September 3-4, 9:00 a.m. to 3:00 p.m.)

☐ Career Fair (Wednesday, September 17, 10:00 a.m. to 3:00 p.m.)

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

☐ YMTF Sponsor ☐ Company/School District Give-a-Ways for Consultants

☐ Monetary Donation ☐ Company/School District 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 YMTF form to:

**Tamara Montgomery at 225.771.3272
or call 225.771.2264**

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 10541
Baton Rouge, LA 70813
V: (225) 771-5621
F: (225) 771-5052
cluster@subr.edu

**SOUTHERN UNIVERSITY
FALL JOB FAIR
2014**

Wednesday, September 17, 2014
F.G Clark Activity Center
Baton Rouge, LA

EXHIBITOR'S PACKET

IMPORTANT:

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



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.

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.



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

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

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)	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.	Warehouse Rate \$52.00 Show Site Rate \$52.00	200# 200#	
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.	Warehouse Rate \$52.00 Show Site Rate \$52.00	200# 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.	Warehouse Rate \$52.00 Show Site Rate \$52.00	200# 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 <u>25%</u> if handled In <u>OR</u> Out on overtime \$ _____ Add <u>50%</u> if handled In <u>AND</u> 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	Total Estimated Cost-----\$ _____	
Full refund if cancelled within 48 hours of move-in			

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.



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

SHIPMENT NOTIFICATION

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 11, 2014**

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 16, 2014**

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.



RETURN FORM TO:
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Prairieville, La. 70769
Ph 225.673.2943 Fax 225-673-2142
Email: info@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 11, 2014	<u>Arrive on Move-In day only:</u> Tues., Sept. 16, 2014
Ship To: Gulf Coast Event Services C/O So. Univ. Job Fair 17257 La 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. 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.	



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Ph 225.673.2943 Fax 225-673-2142
Email: info@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 4, 2014**

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:
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.



CAREER SERVICES CENTER

Southern University and A&M College
P.O. Box 10980
Baton Rouge, LA 70813
Fax: 225.771.3272
Office: 225.771.2200