

Career Fair Registration Info

Breakdown of Registration Types

Registration Type	Investment
Premier Sponsor	\$1,000
Executive Pass	\$700
Returning Corporate/For-Profit*	\$550
First Time Corporate/For-Profit*	\$450
Government, Education & Large Non-Profit* (Large non-profits have an operating budget greater than \$500,000)	\$400
State of Idaho School District*	\$175
Small Non-Profit* (Small non-profits have an operating budget below \$500,000)	\$175
University of Idaho Colleges/Programs*	\$125

See table below to see what is included in registration.

*Considered as “Basic Registration”

Additional Items Available

Additional Item	Investment
Additional Fair Booth (Booths available based on date of registration)	\$425 each
Additional Representative(s) Meal(s) (Two meals are included in registration)	\$25 per person
Extra Interview Table(s) for day after fair (One table included in registration)	\$25

Included in Your Registration

The table below breaks down the difference between Basic Registration Types, Executive Pass holders and Premier Sponsors for the Career Fair. The following registration types are considered as Basic Registration: Returning Corporate/For-Profit, First Time Corporate/For-Profit, Government, Education & Large Non-Profit, State of Idaho School District, Small Non-Profit and University of Idaho Colleges/Programs.

Service	Basic Registration*	Executive Pass	Premier Sponsor
Booth <i>Linen requested with registration</i>	<i>One 8 ft table (standard location)</i>	<i>One 8 ft table (second-choice booth location)</i>	<i>One 8 ft table (first-choice booth location)</i>
Chairs	<i>Two chairs (included)</i>	<i>Two chairs (included)</i>	<i>Two chairs (included)</i>
Representatives per table	<i>Up to 4 (additional tables required for more)</i>	<i>Up to 4 (additional tables required for more)</i>	<i>Up to 4 (additional tables required for more)</i>
Meals	<i>Two meals included; extra meals must be purchased</i>	<i>No extra charge for >2 reps (up to 4)</i>	<i>No extra charge for >2 reps (up to 4)</i>
Free Parking	<i>Lot 34, 57 or 57E</i>	<i>Reserved front-row parking (Lot 34)</i>	<i>Reserved curb-side parking (P1FCU Kibbie Dome east side)</i>
Late-Registration Fee	<i>\$100 fee</i>	<i>No late-registration fee</i>	<i>No late-registration fee</i>
Booth Signage	<i>None</i>	<i>Executive Pass booth signage</i>	<i>Premier Sponsor booth signage</i>
Marketing Exposure	<i>None</i>	<i>None</i>	<i>Logo on all printed, web social media and email promotions. Recognition on jumbotron day of fair</i>
Post Fair On-Campus Interviews	<i>Included (no priority; standard scheduling)</i>	<i>Included (second-choice priority for rooms)</i>	<i>Included (first-choice priority for rooms)</i>
Career Fair Week Info-sessions	<i>No priority; standard scheduling</i>	<i>Second-choice priority for dates</i>	<i>First-choice priority for dates</i>

Late payment, cancellation and no-show policy

Non-payments and late payments

A late payment fee of \$75 in addition to the invoice total will be enforced if payment for the career fair is not received two weeks prior to day of the Career Fair. Career Services recognizes some government agencies are not allowed to pay prior to participating in events, please make prior payment arrangements with employer relations staff.

Cancellations

Cancellation requests sent to careerservices@uidaho.edu or at least two weeks prior to the fair date will be fully refunded. Cancellations within this two-week period will not receive a refund. Failure to pay your invoice will not result in a withdrawn registration for this Career Fair. However, the outstanding amount must be paid before you can register for any future events. This policy is due to booth holds, facility use payments and meal counts required by campus services already in process for the fair.

No-shows

Any no-show who does not contact Career Services to cancel their registration will be responsible for the full registration amount plus a \$50 administrative fee. Future fair registrations will be held pending until payment is received.

Breakdown of Fees	Cost
Late Payment Fee <i>Applied if not paid by two weeks prior to fair date</i>	\$100
Administration Fee <i>Applied to No Shows (does not show for the fair and no notice is provided to Career Services), Late Cancellations (two weeks prior to fair date) and Late Payments (two weeks prior to fair date)</i>	\$50