



**Registration Form**  
 Career Development Center  
 Southern Illinois University Edwardsville  
 Campus Box 1620, Edwardsville, IL 62026-1620  
[www.siu.edu/careerdevelopmentcenter](http://www.siu.edu/careerdevelopmentcenter)  
 PH: 618-650-3708



**FAIR FORMAT:**

Day 1 – Wednesday, March 4, 2020, 10:00 a.m. – 2:00 p.m., School of Business and College of Arts & Sciences  
 Day 2 – Thursday, March 5, 2020, 10:00 a.m. – 2:00 p.m., School of Engineering and IT

**RECRUITER REGISTRATION FORM**

To register for **Spring Career Fair '20**, complete and return this form, with payment, by **Friday, January 24, 2020**. Registration will be accepted based upon availability of space. We reserve the right to refuse employer participation based upon industry representation and space availability. In case of University closure, a new date will be set, and all fees will be applied to the new date. SIUE is now a smoke free environment. Career fairs will be attended by SIUE students, alumni, and partner schools.

By submitting this form, you are requesting to reserve a 6-foot table for your company. I understand the registration fees include refreshments, all day parking, and a 6-foot table with 2 chairs for the first 2 representatives; **each additional representative is \$10.00. No table may exceed 4 recruiters in attendance.**

**Graduate Schools:** We will accept Graduate School registrations based upon availability of space. **Graduate Schools can submit the registration at any time and we will determine if we have space after January 24, 2020.** We will keep the registrations in the order they are received and we will contact you if space is available before we process your registration. **Please do not send payment until you are notified that we have a table available.** Please contact our office with any questions.

**Payment Information:** Credit Card: Discover Card, MasterCard or Visa are accepted. **All credit card payments must be made online.** Once your registration is processed, you will receive an email invoice with a link to the online credit card payment system. Any unpaid registration fees are payable on day of career fair. Registration fees are *nonrefundable* after **Friday, February 14, 2020**. Make check or money order payable to **Southern Illinois University Edwardsville (SIUE)**.

**Please print clearly or type and fill out ALL information.**

**DISPLAYS MUST REMAIN WITHIN THE 6-FOOT TABLE AREA. ONLY TABLETOP DISPLAYS OR FREE STANDING DISPLAYS LESS THAN 6 FEET WIDE ARE ACCEPTABLE.**

<b>Organization Name</b>		<b>Type of Organization</b>	
<b>Organization Web Address</b>		<b>Contact (for billing purposes)</b>	
<b>Write or Type Attendee's names and emails:</b> <i>(limit 4 recruiters)</i> <i>If attending recruiters are unknown, please indicate number attending.</i>			
<b>Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>ZIP</b>	
<b>Telephone, Ext. (    )</b>	<b>Fax (    )</b>	<b>E-mail Address</b>	

Continue with registration on next page:

# SIUE Spring Career Fair Registration Form

## FAIR FORMAT:

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 Day 2 – Thursday, March 5, 2020, 10:00 a.m. – 2:00 p.m., School of Engineering and IT

Please select from one of the 3 options below:

### Option 1: Spring Career Fair (Refer to fair format above)

Meridian Ballroom	Day 1 Only – March 4	Day 2 Only – March 5	Both Days – March 4 & 5
For-Profit Agency	<input type="checkbox"/> \$300 (Includes 2 Recruiters)	<input type="checkbox"/> \$300 (Includes 2 Recruiters)	<input type="checkbox"/> \$350 (Includes 2 Recruiters each day)
Non-Profit/Gov't Agency	<input type="checkbox"/> \$175 (Includes 2 Recruiters)	<input type="checkbox"/> \$175 (Includes 2 Recruiters)	<input type="checkbox"/> \$225 (Includes 2 Recruiters each day)

### Option 2: **\*NEW\* IT CAREER FAIR (2<sup>nd</sup> Floor Conference Center) Day 2 Only – March 5**

(Please note: Both days option will consist of a booth location on March 4 in the Meridian Ballroom & booth location on March 5 in the upstairs Conference Center)

IT Career Fair Options	Day 2 Only – March 5 (Upstairs Conference Center only)	Both Days – March 4 & 5 (Both locations – See note above)
For-Profit Agency	<input type="checkbox"/> \$300 (Includes 2 Recruiters)	<input type="checkbox"/> \$350 (Includes 2 Recruiters each day)
Non-Profit/Gov't Agency	<input type="checkbox"/> \$175 (Includes 2 Recruiters)	<input type="checkbox"/> \$225 (Includes 2 Recruiters each day)

### Option 3: Graduate School (Only if space is available after January 24)

Day 1 Only – March 4	Day 2 Only – March 5	Both Days – March 4 & 5
<input type="checkbox"/> \$200 (Includes 2 Recruiters)	<input type="checkbox"/> \$200 (Includes 2 Recruiters)	<input type="checkbox"/> \$250 (Includes 2 Recruiters each day)

Please answer the options below:

Electrical Outlet (limited availability; first come first serve)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**OPTIONAL: Sponsorship Fee:** This is an additional \$100 fee which includes 4 recruiters, electrical outlet, and employer recognition on student event packets and signage in registration area. (**Limited quantities**)

Yes - \$100 fee     No

What position types are you filling? (Please check all that apply.)

Full-time Professional     Part-time Professional     Co-op     Internship     Graduate School

What majors are you seeking? \_\_\_\_\_

Will your company consider International Students for CPT/OPT opportunities?     Yes     No