

**EVENT INFORMATION**

**ITINERARY DETAILS**

1.	<p><b>Start Time.</b> Beginning times for events are as follows:</p> <ul style="list-style-type: none"> <li>• Career &amp; Internship Fairs begin at 10 a.m.</li> <li>• STEM Career &amp; Internship Fairs begin at 10 am</li> <li>• Part-Time Job Fairs begin at 9 am</li> <li>• Job Expos begin at 9 a.m.</li> <li>• Door to Door Fairs begin at 10 a.m.</li> </ul> <p>Please arrive on campus between 30 and 40 minutes prior to the event. Keep in mind that it will take approximately 10 to 20 minutes for us to usher you from the parking garage to the venue.</p>	
2.	<p><b>Set Up.</b> We expect your organization to have your booth ready at <b>the beginning of the event</b>, but encourage you to be set up 15 to 30 minutes early to take advantage of extra time on campus. .</p>	
3.	<p><b>Late Arrival.</b> Your booth reservation will be honored until 15 minutes after the start time.</p> <p>If you do not arrive by before 15 minutes after the start time, and we have not heard from you, your booth may be offered to another organization on our Wait List or the booth will be removed.</p>	
4.	<p><b>If You Are Lost.</b> If you get lost or have difficulty, please call our main number at 801.863.6364 for assistance. You are welcome to ask our reception team to text us.</p>	
5.	<p><b>Lunches.</b> Career Fairs include Continental Breakfast, Catered Lunch and unlimited drink refills at Scoops. The Standard Package covers two (2) recruiters and the Premium Package covers four (4) recruiters. Extra lunches are available at an additional charge of \$30, but must be received at least 10 days in advance.</p> <p>For most other fairs two (2) Box Lunches are included with each registration.</p>	

6.	<p><b>End Time. Ending times for events are as follows:</b></p> <ul style="list-style-type: none"> <li>• Career &amp; Internship Fairs end at 3 pm</li> <li>• STEM Career &amp; Internship Fairs end at 3 pm</li> <li>• Part-Time Job Fairs end at 2 pm</li> <li>• Job Expos end at 2 pm</li> <li>• Door to Door Fairs end at 1 pm.</li> </ul> <p>Recruiters are not permitted to hang out, check emails, take phone calls, or continue visiting with students after the end of these events. Please exit the facilities and campus promptly at the end of the event.</p>	
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## RECRUITER INFORMATION

1.	For all fairs except Career & Internship Fairs, due to ADA and fire code requirements, only two (2) recruiters may be at your booth (in front or behind) at any given time.	
2.	Employers and their employees are not allowed to impede traffic in any concourse hallway. Recruiters are NOT ALLOWED TO BLOCK THE FLOW OF TRAFFIC or allow others to block the flow traffic. Recruiters are also NOT ALLOWED TO STOP STUDENTS.	
3.	At all fairs, except Career & Internship Fairs You will have two chairs at your booth for your recruiters. You are welcome to rotate recruiters, but you must ensure that your recruiters are NOT recruiting in other areas of campus. <i>All activity is to remain at your booth.</i>	
4.	At all fairs, except Career & Internship Fairs, student employees <b>may not</b> "hang out" at your booth unless they are one of the two (2) attending recruiters.	
5.	Before making an offer, the employer must fully disclose all terms and conditions about the employment opportunity.	
6.	You are welcome to provide swag items and / or individual pre-packaged treats such as candy or snacks at your booth. However, no food items other than candy or prepackaged treats or snacks are allowed without approval from the Career Development Center. Any other food items must be provided by Catering Services (801-863-8664) and must be ordered at least 8 days in advance. Food items other than those provided by Catering Services are not allowed under any circumstances.	
7.	Recruiters are not allowed to throw candy or swag at students, into hallways or anywhere else on campus.	

8.	<b>Illegal Substances.</b> Alcoholic beverages, unlawful drugs, or other illegal substances may not be consumed, used, carried, or sold on any property or in any building owned, leased or rented by Utah Valley University. Failure to adhere to this protocol will result in the permanent barring from all future recruiting events.	
9.	<b>Public Displays of Affection.</b> Recruiting events provided by the Career Development Center are professional events and public displays of affection are not allowed.	
10.	<b>Professionalism.</b> We encourage all employers to dress and act in a professional manner, acting as an example to the students present at the event. We teach, and value <i>integrity</i> . We have an <i>expectation</i> that recruiters will be both <i>professional</i> and <i>considerate</i> of students and other recruiters.	
11.	<b>You are responsible for the actions of other representatives from your organization.</b> If someone else from your organization violates any of these protocols, you and your organization may forfeit the opportunity of attending future recruiting events.	

## UVU LOCATION INFORMATION

1.	The UVU Address for all Fairs, except the Health Professions Career Fair and the Public & Community Health Fairs, is: 800 West University Parkway, Orem, Utah 84058-6703. Phone No.: 801.863.6364	
2.	Directions: In case you are unfamiliar with our campus, Utah Valley University is located at 800 West University Parkway, Orem, Utah 84058. From Salt Lake City, take I-15 toward Las Vegas, then take the UT-265 / University Parkway exit – Exit 269. You will find UVU campus is just east of the I-15 Freeway in Orem.	
3.	The UVU Address for the Health Professions Career Fairs and the Public & Community Health Fair is: 951 South Geneva Road, Orem, Utah 84058 Phone NO. 801.863.6364	
4.	Directions: Utah Valley University West Campus is located at 951 South Geneva Road, Orem, Utah 84058. From Salt Lake City, take I-15 toward Las Vegas, then take the UT-265 / University Parkway exit - Exit 269. You will find UVU West Campus is just west of the I-15 Freeway in Orem. Turn right onto West University Parkway and then right onto Geneva Road. The West Campus is just ½ a mile from the light after turning onto Geneva Road	

## PARKING INFORMATION

1.	<p><b>ONE (1) VEHICLE PER ORGANIZATION</b> is included in your registration for all fairs. However, at the Career &amp; Internship Fairs the Premium Package covers two vehicles. .</p> <p>At Career &amp; Internship Fairs all parking will be on the reserved floors of the Parking Garage.</p> <p>At all other fairs, parking will be covered for the first vehicle to arrive, unless other arrangements are made. If you have more than one vehicle arriving at an event, be sure to determine who will get the free parking prior to your arrival in order to avoid any confusion.</p>	
2.	All other vehicles may also park in the Parking Garage, but will be responsible for their own parking costs. Payment can be made at any of the self-service kiosks, which are located on all levels of the Parking Garage. The cost is \$1 per hour, must be pre-paid and requires exact change or a credit card.	
3.	<b>PLEASE ARRIVE EARLY.</b> There may be other events on campus that may make parking more difficult. If there is another event, you are welcome to park in student parking and then call our main number 801.863.6364. If weather does not preclude the use of our Golf Cart, we will be happy to pick you up. We appreciate your patience and care in navigating our campus.	

4.	<p>Once you reach the UVU Campus, the parking garage is on the north side of campus between the Student Center and the LDS Institute Building.</p> <p>Upon arrival, please go to the 2<sup>nd</sup> Floor where CDC representatives will be available to assist you and answer any questions you may have.</p> <p>At the Health Professions Career Fairs and the Public &amp; Community Service Career Fairs, you may park in any space directly in front of the HP Building.</p>	
5.	<p><b>Be sure to make note of your parking stall number.</b> Please provide your stall number to the CDC representative before leaving the parking garage to avoid a citation.</p>	

## FACILITY AND BOOTH INFORMATION

1.	The Career Development Center is committed to doing our part to preserve natural resources and we are now “going green”. As you are aware, most organizations provide their own table cloths at each event. As a result, the table cloths previously provided by the Career Development Center are unnecessary and require an unnecessary use of water and electricity in laundering. Therefore, we will not plan to provide table clothes at future events. However, we will have a few extras in case you forget to bring your table cloth.	
2.	<b>Purpose.</b> Facilities are scheduled solely for employee recruiting purposes. No products or services of any kind may be promoted during your recruiting visit, with the exception of any Information Sessions, Interview Sessions or other events provided by the Career Development Center.	
3.	<b>Booth Details.</b> Your booth space consists of one 3’ x 8’ table. The table provided by UVU must be used, and the location of it is not to be altered. You will also have two (2) chairs at your booth.	
4.	<b>Display Length.</b> You are welcome to put banners behind your booth or on top of your table, but displays cannot exceed the length of the table, which is eight (8) feet for all fairs except the Career Fairs which are six (6) feet.. Also, please ensure your banners do not extend in front of your table.	
5.	<b>Audio / Video Requirements.</b> NO <i>audio or video with audio is allowed</i> in order to avoid disturbing classroom and / or business functions. Please ensure that your displays conform to this policy. Furthermore, no sound from displays is allowed.	
6.	<p><b>Other Booth Restrictions.</b> No tents, canopies or inflatable displays are permitted. Activities such as basketball are allowed as long as they fit on top of your booth. Drawings are allowed, but any illegal activities such as lotteries are not allowed.</p> <p>Please feel free to contact the Career Development Center with any questions regarding your display or booth. The Career Development Center leadership will provide the final determination of what is permissible at any event and may change without notice.</p>	
7.	<p><b>Electrical Access.</b> We are happy to provide access to electrical outlets, if available, depending on the venue. We have a limited number of extension cords and recommend that you confirm electricity availability and that you also bring your own extension cord if it is critical. In addition, if electrical access is required, you must make a request by email at least two (2) weeks in advance and receive confirmation from the CDC.</p> <p><b>NOTE:</b> Electrical access is not guaranteed especially at the Job Expos.</p>	

8.	<p><b>Responsibility.</b> The Employer assumes the risk and responsibility of any loss or damage to its property or the property of UVU by any person engaged in activity being organized or promoted by the Employer, regardless of how the loss or damage is sustained.</p>	
9.	<p><b>Accident Prevention and Insurance Issues.</b> Each employer agrees to conduct its activities on UVU campus in a manner that will not endanger any person (students, faculty, staff, or employees of the Employer), and to indemnify, defend, and hold harmless Utah Valley University against any and all claims, costs or expenses, or loss, injury, or damage to persons or property, including claims of employees, agents, members, or guests of the Employer, arising out of the activities conducted by the Employer. Furthermore, the Employer will not do or permit to be done anything in or upon any portion of the campus or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policies insuring the premises or any part thereof against loss.</p>	

## PAYMENT INFORMATION

1.	All organizations recruiting at any event must have paid for a table and cannot recruit without pre-registration and pre-payment.	
2.	<b>Registration Prepayment.</b> The Career Development Center requires prepayment for all events, which must be made at least fourteen (14) calendar days prior to each event. The Career Development Center reserves the right to cancel your reservation if payment has not been received fourteen (14) calendar days prior to the event.	
3.	<p><b>Payment.</b> For your convenience, payments can be made through one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Online Payment.</b> Simply click on the link included with your invoice.</li> <li>• <b>Check.</b> Mail your check to the following address: Utah Valley University Career Development Center, MS 203 <b>c/o JanaLee Carter</b>, Employer Relations 800 West University Parkway Orem, Utah 84058 – 6703</li> <li>• <b>Telephone payment.</b> You may make your credit card payment by telephone simply by contacting any member of the Employer Relations Team (JanaLee Carter, Lindsey Maxwell, or Jamie Neff Wagstaff) at 801.863.6364.</li> </ul>	
4.	<p><b>Registration Cancellation.</b> If you decide not to attend an event, please let us know as quickly as possible so that we can cancel your registration and therefore allow another organization to take advantage of the opportunity to attend.</p> <ul style="list-style-type: none"> <li>• If notice of cancellation is made fourteen (14) or more days before the event, we will be happy to provide you with a full refund. If your cancellation is made fourteen (14) or fewer business days before the event, you will be able to receive a refund only if we are able to fill your booth.</li> <li>• If you cancel on the day of the event or do not show up for the event, you will not be eligible for a refund. You will also be required to make the payment (if you have not already done so) prior to registering for any future recruiting events.</li> <li>• If you need to cancel your registration, your payment may be transferred to another event, if we receive your notice of cancellation ten (10) or more business days prior to the event.</li> </ul>	

