Dear Iowa State University Spring 2018 Career Fair Exhibitor:

Thank you for planning to attend the Iowa State University Spring 2018 Career Fair in Hilton Coliseum and the Scheman Building on Tuesday, February 6, 2018 and/or Wednesday, February 7, 2018. The ISU Career Services offices have asked Hilton Coliseum to coordinate all receiving and handling of employers’ display materials for the Engineering Career Fair and the Business, Industry & Technology Career Fair. All employers are responsible for packing and applying pre-paid shipping labels to all packages upon load out. Due to increased parameters from carriers, it is the responsibility of the exhibitor to arrange for package pick up with appropriate carrier.

Steps for Shipping and Handling (if shipping exhibit to/from the Iowa State Career Fair)
1. Complete form (attached)
3. Items shipped will be delivered to assigned booth
4. At conclusion, affix pre-paid outbound shipping labels to exhibit items
5. Employer must call appropriate carrier to schedule pick up of items

Enclosed you will find information about our exhibit material handling service. Please read through the packet to become familiar with our display handling procedures. If you are planning to ship display materials to or from the Career Fairs, the “Exhibit Handling Service & Rates” form must be returned by mail or fax to Hilton Coliseum with full payment by Monday, January 29, 2018. If you will not be sending your display materials in advance, you do not need to return the form or payment. Hand-carried display materials may be brought to Hilton Coliseum or the Scheman Building between 8:00 AM and 12:00 PM on the date of the Career Fair you are attending. Event and career fair staff members will be on hand to help exhibitors who require assistance with moving displays to their booths. Carts will be available at the east ramp of Hilton Coliseum, for those with larger displays.

Hilton Coliseum’s event schedule requires that we ask employers to ship display materials to arrive no earlier than one week before the Career Fair. All shipments received before Monday, January 29, 2018, will be assessed a $21.00 per day per shipment charge.

PLEASE DO NOT SHIP DISPLAYS TO THE CAREER SERVICES OFFICES!

Employers attending both career fairs will receive a booth change document during the Engineering Career Fair. All items that need to be moved should be packed and labeled with the booth change document. Hilton staff will then move any labeled items to the new booth location for the Business, Industry & Technology Career Fair.

All questions regarding display material receiving and handling should be directed to Iowa State event staff. Please contact the Event Staff by phone at 515-294-5822, by fax at 515-294-2789, or by email to mtodd@iastate.edu. Iowa State University is looking forward to working with you and your organization to make the Career Fairs a success for everyone.

Sincerely,

Events Staff
Iowa State University Spring 2018 Career Fair
Exhibit Handling Information

SHIPPING TO FAIR SITE

Hilton Coliseum will receive crated, boxed or skidded display materials at Hilton Coliseum from January 29, 2018, until show move-in on February 6 & 7, 2018. Shipments must be sent with freight charges PREPAID. WE WILL NOT ACCEPT COLLECT SHIPMENTS.

Label each piece, and address all shipping documents and bills of lading, as follows:

IOWA STATE UNIVERSITY
HILTON COLISEUM
1705 CENTER DRIVE
AMES, IA 50011
ATTN.: [NAME OF EXHIBITING COMPANY]
HOLD FOR: [NAME OF FIRST CAREER FAIR ATTENDING]**

** In the HOLD FOR: line, please indicate the FIRST Career Fair you are attending (either ENGINEERING CAREER FAIR or BUSINESS, INDUSTRY & TECHNOLOGY CAREER FAIR)

Hilton Coliseum will receive shipments Monday through Friday during the hours of 8:00 a.m. to 4:30 p.m., beginning on Monday, January 29, 2018. To check on the arrival of freight, please call 515-294-5822.

RECEIVING AND HANDLING INBOUND SHIPMENTS

Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise, and weight. If possible, a copy should be mailed or faxed with the enclosed “EXHIBIT HANDLING SERVICE AND RATES” form. Shipments received without freight bills of lading, or specified unit counts on receipts, will be delivered to exhibitor’s booth without guarantee of piece count or condition. Exhibitors are responsible for arranging inbound and outbound shipping, and for payment of all shipping charges due to outside freight carriers.

EMPTY CONTAINER HANDLING AND STORAGE DURING SHOW

Empty containers will be removed from booth after show move-in, and returned to booth at close of show. Empty container labels will be available at Hilton Coliseum service desk. Affixing the labels is the sole responsibility of the exhibitor or their representative. Hilton Coliseum Event Staff assumes no responsibility for removal of containers with old empty labels, improper information on empty labels, or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Hilton Coliseum will have a service desk located in the east ramp, where labels, bills of lading, and shipping information will be available. When displays are packed, labeled, and ready to be shipped, completed bills of lading should be submitted to the service desk. Exhibitors are responsible for outbound shipping arrangements, and for payment of any and all shipping charges due to outside freight carriers.
In order to expedite removal of display materials, Hilton Coliseum reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions from exhibiting company and will be charged accordingly.

**INSURANCE**

Be sure your display materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by “riders” to existing policies. All display materials handled by Hilton Coliseum are subject to our “Limits of Liability” set forth below.

**EXHIBIT HANDLING CHARGES**

Please refer to our enclosed “EXHIBIT HANDLING SERVICE AND RATES” form. Freight handling charges are the responsibility of the exhibiting company for whom display materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers. **ALL SHIPPING CHARGES OWED TO FREIGHT CARRIERS ARE THE SOLE RESPONSIBILITY OF THE EXHIBITOR.**

**PAYMENT TERMS AND CONDITIONS**

**PAYMENTS**

Full payment is due in advance. Purchase orders are not considered payment.

**CREDITS**

It is the exhibiting company’s responsibility to advise Hilton Coliseum event staff of any problem with any of your orders, before the close of the fair.

**CANCELLATIONS**

A) If services have already been provided at the time of cancellation, original charges will be applied.

B) A one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 30 hours before the close of the exhibit.

**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 by check in U.S. funds drawn on a U.S. bank.

**LIMITATION OF LIABILITY AND RESPONSIBILITY FOR EXHIBIT HANDLING SERVICES**

1. Iowa State University shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

2. Iowa State University shall not be responsible for loss, theft, or disappearance of exhibitor’s materials after it has been delivered to exhibitor’s booth.

3. Iowa State University 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 will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

4. Iowa State University 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 cause beyond its control.
5. Iowa State University 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.

6. Claims for loss or damage must be submitted to Hilton Coliseum before the close of the event.

7. INSURANCE - It is understood that Hilton Coliseum is not an insurer, and 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 event.

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

9. A limited number of empty container labels will be available at the Hilton Coliseum’s service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Hilton Coliseum assumes no responsibility for:
   - Error to above procedures.
   - Removal of containers with old empty labels and without Hilton Coliseum labels.
   - Improper information on empty labels.
   - Materials stored in containers with empty labels.
Exhibit Handling Service & Rates

Please return form to:
Iowa State Athletics - Hilton Coliseum
1705 Center Drive
Ames, IA 50011
mtodd@iastate.edu
Attn.: Event Staff – Career Fair
Phone: (515) 294-5822 Fax: (515) 294-2789

PLEASE RETURN ORDER BY: January 29, 2018

Exhibit Handling Service Description

Rates include all labor and equipment required for: unloading shipment; storage at Hilton Coliseum address from January 29, 2018, until show date; delivering shipment to booth; moving empty containers to and from storage; and removal of shipment from booth for reloading on outbound carriers. Shipments received before January 29, 2018, will be assessed a $21.00 PER DAY PER SHIPMENT fee, in addition to the basic storage and handling fee. Shipments must be sent with freight charges PREPAID. HILTON COLISEUM WILL NOT ACCEPT COLLECT SHIPMENTS. ALL SHIPPING CHARGES OWED TO INBOUND OR OUTBOUND FREIGHT CARRIERS ARE NOT INCLUDED IN THIS SERVICE, AND ARE THE SOLE RESPONSIBILITY OF THE EXHIBITOR.

Exhibit Handling Fees

Rate for handling of all shipments of inbound or outbound display materials, whether crated, skidded, or individually wrapped and shipped to or from the facility. Also includes shipments received without documentation, such as Federal Express and UPS. Rate applies for handling of materials for both round-trip (inbound and outbound), and one way (inbound and outbound). Rate does NOT include shipping charges owed to freight carriers.

Method of Payment

Please indicate which form of payment is enclosed:

Make check payable to: Iowa State Athletics

Company Check  Visa  MasterCard

Account No: ____________________________  Expiration Date: ____________________

Cardholder’s Name: ______________________  Signature: _______________________

Cardholder’s Address: _______________________________________________________

City: ___________________  State: _______  Zip Code: _______________________

Receipt Needed (FAX # or E-MAIL ADDRESS): ________________________________

If you will be utilizing the display handling services of the Iowa State Center, this form must be returned to the center with full payment by January 29, 2018. Please do not send form or payment to the career services offices. If a receipt in needed, please enter a fax or e-mail (above) to send this information too.

Please check the appropriate box below for the event(s) you will be attending:

☐ ENGINEERING CAREER FAIR  FEBRUARY 6, 2018

☐ BUSINESS, INDUSTRY & TECHNOLOGY CAREER FAIR  FEBRUARY 7, 2018

Exhibiting Company Name: _______________________________________________________

Address: ___________________________________________  City: __________  State: _____  Zip: ______

Ordered By (Print Name) __________________________  Signature: ______________________

Date ______  Phone # (_____) ______  _______  Ext. ______  Fax # (_____) __________________

I have read, understand, and agree to all terms in the exhibitor packet and have advised our show representatives accordingly.

Exhibitor Signature: __________________________  Date: __________________

Note: Iowa State University does not accept American Express.