## **Spring CECE Events: Information and Guidelines**

#### **Spring Volunteer Fair**

## Thursday, February 05, 2026 | 12:00 p.m. to 2:00 p.m. | Dorothy Donahoe Hall

This fair is a great opportunity for non-profit organizations to share information about their organization and volunteer opportunities.

## Registration Fee (closes 01/22/26)

Non-Profit \$75.00

#### **Spring Career Expo**

## Thursday, March 05, 2026 | 11:00 AM - 3:00 PM | Student Recreation Center- Gym (SRC-Gym)

This fair is a great opportunity for employers from diverse fields to promote job and internship opportunities to all CSUB students and alumni.

## Early Registration Fee (ends 01/22/26)

- Non-Profit \$200.00
- Government/School District \$275.00
- For-Profit \$350.00

## Registration Fee: (closes 02/19/26)

- Non-Profit \$250.00
- Government/School District \$325.00
- For-Profit \$425.00

#### Registration

- Once registration is completed, it will be reviewed by CECE. An invoice will be sent via email once approved.
- Employers/Schools with outstanding fees will not have their registration approved until their balance is paid.
- Registrants will receive additional instructions as we approach the events, including parking information, check-in time and map.

#### **Registration includes:**

- One 8-foot rectangular table and 2 chairs
- Lunch for two representatives
- On-Campus Parking

#### **Payment**

- Payment is due prior to the event.
- If paying by CHECK, please make checks payable to CSU Bakersfield CECE or CSUB CECE and mail to California State University, Bakersfield (CECE), 9001 Stockdale Highway, 54CAF, Bakersfield, CA 93311-1022.
- If paying by CREDIT CARD, you will receive a link.
  - o Note: there is a non-refundable 2.65% transaction fee to pay online via CashNet

# Career Education and Community Engagement

### **Cancellation Policy**

In the event that a company/school chooses to withdraw from the fair, the following refund policy will apply:

#### For Career Expos/Graduate & Professional School Fairs -

• Cancellation requests received after 5:00pm PST of the date <u>three weeks</u> prior to event will be subject to a \$100 processing fee. Fee applies even if payment has not yet been made.

#### For Volunteer Fairs -

• Cancellation requests must be made <u>two weeks</u> prior to the event. No cancellations will be accepted after 5:00pm PST of that date.

#### For all events -

- No-Shows will be billed at the full invoice amount.
- Cancellation requests must be made via email to <u>career@csub.edu</u>.

## **Display/Set-Up Guidelines**

- Employer/Placement Tables: "First come, first served."
- Space is limited between tables, please be considerate of your neighbors when displaying your signs.
- Bring display items, giveaways, business cards, brochures, etc.
- Due to limited space, we cannot store materials prior to the event.
- Positions recruited for at events must meet our <u>Job and Internship Guidelines</u>.

## **Event Advertising**

- The events will be advertised to all students and alumni.
- All opportunities can be linked to your registration on Handshake.

#### **Post your Opportunities**

Please post available opportunities on Handshake.

#### **Parking Instructions**

- Reserved parking will be available in designated parking lots.
- Further information will be emailed to the registrants.

#### **Ready to Register?**

Log in to your Handshake Account.

#### **Registration Steps:**

• Select "Fairs" (left side), type "Bakersfield" in the "Type to Search.." bar (left side) and "Search." Select the corresponding fair and start the registration.

#### **Questions?**

Email us at career@csub.edu