



## Fall CECE Events: Information and Guidelines

### Fall Volunteer Fair

**Wednesday, September 04, 2024 | 10:00 AM – 12:00 PM | Student Union Patio**

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

**Registration Fee** (closes on 08.22.24)

- Non-Profit \$50.00

### Fall Career Expo

**Thursday, October 03, 2024 | 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 08/22/24)

- Non-Profit \$150.00
- Government/School District \$225.00
- For-Profit \$300.00

**Registration Fee:** (closes 09/19/24)

- Non-Profit \$200.00
- Government/School District \$275.00
- For-Profit \$375.00

### Graduate & Professional School Fair

**Thursday, November 7, 2024 | 1:00 PM - 3:00 PM | Student Recreation Center- Gym (SRC-Gym)**

This fair is a great opportunity for recruiters to interact with students and alumni who are interested in graduate and professional schools.

**Early Registration Fee** (ends 09.26.24)

- Graduate Schools \$300.00

**Registration Fee** (closes 10/24/24)

- Graduate Schools \$375.00

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### 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.
- Registrant 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
- Expo and Graduate Fair: Lunch for two representatives
- Volunteer Fair: Refreshments for two representatives
- On-Campus Parking



### **Payment**

- Payment is due prior to the event.
- If paying by check, please make check 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.
  - Note: there is a non-refundable 2.65% transaction fee to pay online via CashNet

### **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 Thursday three weeks 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 two weeks prior to the event. No cancellations will be accepted after 5:00pm PST of that date.

#### For all events -

- No-Shows will be billed the full invoice amount.
- Cancellation requests must be made via email to [career@csub.edu](mailto:career@csub.edu)

### **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.

### **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](mailto:career@csub.edu)