2019 Fall Career Expo Employer Registration Form

Event Date: Wednesday, October 23, 2019
Event Time: 10:30AM-2PM

Location: NORFOLK STATE UNIVERSITY, 700 PARK AVENUE, NORFOLK, VA23504

Please submit this form upon completion to Ms. Rebecca Powell at rapowell@nsu.edu
The Career Expo Registration fee will be charged according to the date of receipt of this registration form.

Employer Name _____________________________________________________________

Contact Person ____________________________ Title _____________________________

Name & Title of Representative at Job Fair ______________________________________

Name of Additional Representative:
1. ______________________  2.____________________  3. _________________

Alumni: Yes or No          Electricity: Yes or No      3rd Party Recruiter: Yes or No

Address ________________________________________________________________

E-Mail ____________________________ Phone ________________ Fax ________________

Registration Information:
• Early Bird Registration: $350.00 (Until July 31st)
• Regular Registration Fee: $425.00 (August 1st – September 9th)
• Late Registration: $450.00 (September 10th – October 9th)
• Extra Reps: $30.00 each
• Lobby Table : $275.00 flat rate (Limited Availability)

**Note - The registration fees includes two representatives and ($30.00) for each additional representative.
**MAKE CHECKS PAYABLE TO: Norfolk State University-Career Services**

• Continental breakfast and lunch for two representatives, 8’ by 6’ booth
• A table with skirted cloth, 2 chairs and wastebasket, sign and free parking.
• Please list special accommodations if needed __________________________________

By signing below, your company agrees to:
• Complete registration between 9AM – 10AM. Representative can arrive starting at 9 AM
  for set-up and break down starts at 1:45 PM
• Complete a post-event evaluation form including a statistical breakdown about pre-
  screened applicants such as the number of applications completed, number of
  interviews on the spot, job placements, and future scheduled interviews

Signature_________________________________________Date __________________